

LASALLE COUNTY RECORDER – KAREN L. MILLER
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EFFECTIVE: MAY 9, 2025

SCHEDULE OF RECORDING FEES
PREDICTABLE FEE SCHEDULE
(Per Illinois Statute 55 ILCS 5/3-5018.2)

Effective November 12, 2018 Tax Parcel Index Numbers (PINs) are now required.

On October 11, 2018 the LaSalle Co Board approved and adopted an ordinance (#18-188) requiring all documents presented to the Recorder's Office for recordation to include the PIN associated with all legal descriptions displayed on the documents.

All documents will be defined in one of eight classes: 4 standard classes: Deeds, Leases, Mortgages, Easements and 2 nonstandard classes: Miscellaneous documents and Plats. Standard documents shall conform to the following (55 ILCS 5/3-5018.2(A-F)):

- The document shall consist of one or more individual sheets measuring 8.5 inches by 11 inches, not permanently bound and not a continuous form. Graphic displays accompanying a document to be recorded that measure up to 11 inches by 17 inches shall be recorded without charging an additional fee.
- The document shall be legibly printed in black ink, by hand, type, or computer. Signatures and dates may be in contrasting colors if they will reproduce clearly.
- The document shall be on white paper of not less than 20-pound weight and shall have a clean margin of at least one-half inch on the top, the bottom, and each side. Margins may be used for non-essential notations that will not affect the validity of the document, including but not limited to form numbers, page numbers, and customer notations.
- The first page of the document shall contain a blank space, measuring at least 3 inches by 5 inches, from the upper right corner.
- The document shall not have any attachment stapled or otherwise affixed to any page.
- The document makes specific reference to 5 or fewer tax parcels, units, property identification numbers, or document numbers.

Nonstandard Documents are any documents presented that do not conform to the above standard, or documents presented that meet the following criteria:

- a document recorded pursuant to the Uniform Commercial Code;
- a State tax lien or a federal tax lien;
- a recorded by a unit of local government, State agency, or public utility;

COPY FEES

In office:	\$1.50 per page
Sent out (by email, mail):	\$4.00 per document + \$1.50 for each additional page
Certified:	\$14.50 + in office copy fee
Military Discharges:	NO CHARGE

RECORDING FEES

Standard Document Fee:	\$100
Standard Exempt Document (minus RHSP fees):	\$81
Nonstandard Document Fee:	\$125
Nonstandard Exempt Document (minus RHSP fees):	\$106
Documents referencing more than 5 PINS/Doc #s:	\$125 + \$6 for each additional
<u>Any document referencing more than 5 tax parcels, units, property identification numbers, or document numbers shall add \$6 for each additional reference to the nonstandard document fee.</u>	
Timeshare documents referencing more than 5 units/Doc #s:	\$125 + \$2 for each additional
<u>Any Timeshare document referencing more than 5 units or document numbers shall add \$2 for each additional reference to the nonstandard document fee.</u>	
Plats of survey or subdivision (with requirements):	\$140
Federal IRS Tax Lien:	\$26.50
State IDOR Tax Lien:	\$11
Uniform Commercial Code (UCC) Filings (all forms):	\$81
Military Discharge Form DD-214	NO CHARGE

Note: Excluding State and Federal Tax Liens and UCC filings, the amounts shown above contain \$18 in Rental Housing Support Program (RHSP) fees + \$1 administration fee for a total of \$19. RHSP Fund Fees do NOT apply when recordings documents (and the documents shall be reduced by said amount) which are not real estate documents, as defined by 310 ILSC 105/7, OR documents recorded by units of government (state, federal, local, or any school districts), including but not limited to, the following:

- Public Utility Easements
- Articles of Incorporation and related documents
- Out of county Birth, Death, or Marriage records
- Judgments, Memorandum of Judgments, etc.
- Notice of Probate
- Power of Attorney
- Re-Recordings of an original document
- Transcripts (involving a will, death certificate, etc.)
- Wills