

Woodford County Clerk and Recorder
115 N. Main, Room 202
Eureka, IL 61530
309-467-2822

RECORDING REQUIREMENTS AND FEES

(New GIS Rate Increase by Board Resolution/Ordinance 2/18/03)

House bill #854 requires that all documents recorded on or after January 1, 1995 meet the following standards:

- * All documents are to be 8 ½" x 11".
- * No permanently bound or continuous forms.
- * The document must be legibly printed.
- * The document must be on white paper.
- * The document shall be printed in black ink, typewritten or computer generated, in at least 10 point type.
- * The document must have clean margins of at least 1/2" on the top, bottom and on each side.
- * The first page of the document must have a blank space measuring 3" x 5" in the upper right corner.
- * The documents shall not have any attachment stapled or otherwise affixed to any page.

RECORDING FEES:

Documents:

1 – 4 pages	\$38.00
Pages in excess of 4	\$ 1.00 each additional page
Documents without legal description	\$ 1.00 additional per document
Additional document references	\$ 1.00 additional for each reference

Plats:

1 or 2 lots	\$38.00
3 or more lots	\$76.00

UCC'S: \$36.00

Terminations: \$16.00

Certified copies of all land recordings are the same price as the current price of recording.

The law also requires that documents filed after January 1, 1995 that do not meet the above specifications be charged an additional recording fee. These changes do not apply to UCCs (Financing Statements).

Fees for documents not in compliance with law:

1 – 4 pages	\$50.00
Pages in excess of 4	2.00 each additional page
Documents without legal description	2.00 additional per document
Additional document references	2.00 additional for each reference

The Rental Housing Support Program surcharge applies to the following documents and is included in the \$38 recording fee:

Agreements/Options to purchase
Assignments
Deeds/Contract for Deeds
Easements (other than public service/utilities)
Extensions
Foreclosures
Land Grants
Leases
Lis Pendens
Liens
Memorandums (NOT Memorandums of Judgement)
Mineral Deeds
Monument Records
Mortgages
Releases
Notices
Oil, Gas, Coal Leases
Plats/Surveys
Right of Ways (other than public service)
Subordinations
Trusts

NOTE: The above surcharge does not apply to any document recorded for state agencies, units of local government, federal government, or school districts.

The following documents are exempt from the Rental Housing Support Program surcharge:

Articles of Incorporation
Judgments, Memo of Judgments
Notices of Probate
Power of Attorney for Property