



Finance Ordinance

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: FI-O-0001-24

Agenda Date: 12/12/2023

Agenda #: 10.O.

AMENDMENT TO PREDICTABLE FEE SCHEDULE FOR RECORDING DOCUMENTS

WHEREAS, the Illinois General Assembly has enacted Public Act 103-0400, effective January 1, 2024, which requires counties to adopt and implement by ordinance or resolution, a predictable fee schedule for recording documents with the Office of the Recorder; and

WHEREAS, Public Act 103-0400 repeals 55 ILCS 5/3-5018 and 55 ILCS 5/3-5018.1, which provided for the creation of a predictable fee schedule, and replaces those sections with a new 55 ILCS 5/3-5018.2; and

WHEREAS, Section 5/3-5018.2 authorizes minimum document class flat fees for the following document classes: (1) deeds; (2) leases, lease amendments and similar transfer of interest documents; (3) mortgages; (4) easements not otherwise part of another classification; (5) irregular documents; (6) blanket recordings; and (7) miscellaneous; and

WHEREAS, it is necessary for the County Board to formally adopt the statutorily prescribed predictable fee schedule and modify the existing predictable fee schedule within the County Code by adopted ordinance FI-O-0070-18 and amended by adopted ordinances FI-O-0046-19, FI-O-0069-20, FI-O-0018-22, FI-O-0055-22 and FI-O-0001-23; and

WHEREAS, the Finance Committee of the DuPage County Board has reviewed and recommends an amendment to the County Code, Chapter 27, Article III, Section 27-26, Recording Fee Schedule to reflect Section 5/3-5018.2; and

NOW, THEREFORE BE IT ORDAINED, that the County Board approves the modification to its predictable fee schedule pursuant to Public Act 103-0400 and Section 5/3-5018.2 of the Counties Code, as set forth in Exhibit A (Fee Schedule) and Exhibit B (Public Act 103-0400); and

IT IS FURTHER ORDAINED, that all previously enacted ordinances setting the amount of county and State fees that the county imposed prior to the effective date of this Ordinance shall remain in effect and are incorporated into the fees detailed within Exhibit A; and

IT IS FURTHER ORDAINED, that the Recording Fee Schedule in Chapter 27, Article III, Section 27-26 is amended to read as set forth in Exhibit A attached to this Ordinance; and

IT IS FURTHER ORDAINED, that the County Clerk transmit this Ordinance to the Municipal Code Corporation with instructions to amend DuPage County Code, Chapter 27, Article III, to reflect the above amendments and to update the Recording Fee Schedule as indicated on Exhibit A, attached hereto; and

IT IS FURTHER ORDAINED, that the amendments and modifications adopted within this Ordinance, as aforesaid, shall become effective the 1st day of January, 2024.

Enacted and approved this 12th day of December, 2023 at Wheaton, Illinois.



DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: 
JEAN KACZMAREK, COUNTY CLERK

AYES 17
NAYS 0
ABSENT 1

(Note: An underscore indicates an addition and a strike through indicates a deletion.)

EXHIBIT A

27-26: PREDICTABLE FEE SCHEDULE FOR RECORDING ~~STANDARD~~ DOCUMENTS.

Fee Schedule

Classified Documents

- Deeds
- Leases, lease amendments, or similar transfer of interest documents
- Mortgages
- Easements
- Irregular documents (Any recordable document that does not meet one of the below criteria)
 - 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 measures 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 as long as 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 only for non-essential notations which 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.
- Blanket recordings
 - A document making specific reference to more than 5 tax parcel identification numbers in the county in which it is presented for recording.
 - A document making specific reference to more than 5 other document numbers recorded in the county in which it is presented for recording.
- Miscellaneous
 - A document that creates a division of a then active existing tax parcel identification number
 - A document that does not meet the above classifications and is not otherwise exempt.

Exempt documents (fee imposed as provided by applicable law or ordinance)

- A document that creates a division of a then active existing tax parcel identification number,
- A document recorded pursuant to the Uniform Commercial Code (UCC).
- A document which is non-conforming, as described in paragraphs 1-5 of section 3-5018,
- State lien or federal lien

- A document making specific reference to more than 5 tax parcel identification numbers in the county in which it is presented for recording.
- A document making specific reference to more than 5 other document numbers recorded in the county in which it is presented for recording.

Recording Fee Schedule

Document Classifications		<u>55 ILCS 5/3-5018.2</u>
	Deeds	\$76.00
	Leases	\$76.00
	Mortgages	\$76.00
	Easements	\$76.00
	<u>Irregular Documents</u>	<u>\$102.00</u>
	<u>Blanket Documents</u>	<u>\$76.00</u>
	<u>Miscellaneous</u>	<u>\$76.00</u>
Plat Documents (Plat Size up to 30 × 36)		<u>55 ILCS 5/3-5018.2</u>
	Base Fee	<u>\$100.00</u>
	Each tract, parcel, or lot contained therein	<u>\$2.00 per tract, parcel, or lot</u>
	<u>Plat of Survey</u>	
	First page	<u>\$62.00</u>
	Each additional page	<u>\$1.00</u>
	Exhibits (11 × 17 or less) accompanying a document	\$76.00
UCC Documents		810 ILCS 5/9-525 & 810 ILCS 5/9-404.5
	Filing (Secretary of State Form)	\$70.00
	Termination (Secretary of State Form)	\$55.00
	Termination: Each additional name per address	\$5.00
	Non-conforming	\$60.00
The recording amounts above include the following fees: Recording, document storage system (DSS) \$10.00; geographic information system (GIS) \$21.00; real property \$1.00; and rental housing support program (RHSP) \$18.00. The RHSP fee does not apply when recording documents which are not real estate related or documents recorded by units of government. The real property fee does not apply to public utility easements or documents filed by units of government. <u>55 ILCS 5/3-5018.2</u>		
Military Discharge		55 ILCS 5/3-5015
	Recording	No charge
	First certified copy	No charge
Federal Government Agencies Discounted prices are applicable only if paid by agency.		<u>55 ILCS 5/3-5018.2</u> & <u>770 ILCS 110/5</u>
	Liens	36.00
	Release of liens	36.00
	Each additional name	\$1.00
State officer, agency, department or instrumentality		<u>55 ILCS 5/3-5018.2</u>
Discounted prices are applicable only if paid by agency.		
	Liens	\$11.00

	Release of liens	\$11.00
	Each additional name	\$1.00
	Non-lien related documents	\$18.00
Local Government Agencies Discounted prices are applicable only if paid by agency.		<u>55 ILCS 5/3-5018.2</u>
	Liens	\$57.00
	Release of liens	\$57.00
	Non-lien related documents	Standard Recording Fees Apply less RHSP & real property recording fees.
Unlawful Restrictive Covenant Modification		55 ILCS 5/3-5048
	Recording	\$10.00

Copy Fee Schedule

Document Copy		
	Per page	\$0.50
	Certification	\$5.00
	See service charge below	
Plat Copy		
	11 × 17 page	\$1.50
	18 × 24 page	\$2.50
	24 × 36 page	\$5.00
	36 × 48 page	\$8.00
	See service charge below	
UCC Copy		
	Per page	\$1.00
	Certification	\$5.00
UCC Search Certificate issued per name searched.		810 ILCS 5/9-525
	Search fee per name	\$10.00
Faxed Copy		
	Per page	\$0.50
	See service charge below	
Service Charge Applied to phone orders, fax orders and mail requests.		
	Per document/plat	\$5.00
Military Discharge Request form needs to be completed and identification is required.		55 ILCS 5/3-5015
	Certified copy	\$1.25
Map of DuPage County 1897		
	Color print 18 × 24	\$5.00
	Color print 24 × 36	\$10.00
	Color print 36 × 48	\$15.00

USB		
USB's must be purchased through the Recorder's Office and cannot be recycled for additional documents after purchase.		
	USB 2G	\$10.00
	Per page	\$0.50
Reports (.pdf)		
	Per page	\$0.50

Payment

Pay Types		
	Credit card Visa, MasterCard, Discover, UnionPay	
	Check (no starter checks) Payable to: DuPage County Recorder	
	Money order Payable to: DuPage County Recorder	
	Cash	
Business Accounts		
Agreement must be completed and submitted for approval.		
	Automated Clearing House (ACH)	
	Escrow	
Service Provider Fees (Bank Debit and Credit Card)		
	Credit card convenience fee (\$60.00 and above)	2.75%
	Credit card convenience fee (\$59.99 and under)	\$2.00
	Returned check fee	\$25.00

(Ord. No. FI-O-0070-18, 10-9-2018; Ord. No. FI-O-0046-19, 8-13-2019; Ord. No. FI-O-0069-20, 9-22-2020; Ord. No. FI-O-0018-22, 3-8-2022; Ord. No. FI-O-0055-22, 9-27-2022; Ord. No. FI-O-0001-23)