

Ordinance

FI-O-0046-19

ADOPTING AMENDMENT OF CHAPTER 27, ARTICLE III OF THE DUPAGE
COUNTY CODE OF ORDINANCES REGARDING COUNTY RECORDER CREDIT CARD
FEES

WHEREAS, on October 9, 2018, the DuPage County Board and DuPage County Recorder implemented a predictable fee schedule in accordance with state law, and

WHEREAS, as part of that fee schedule, the DuPage County Recorder accepts payments by credit card for the convenience of the residents of DuPage County, and

WHEREAS, the DuPage County Recorder uses a credit card processing service which charges varying fees depending on the amount of the charge, and

WHEREAS, from time to time, the credit card processing service alters its fee structure, and

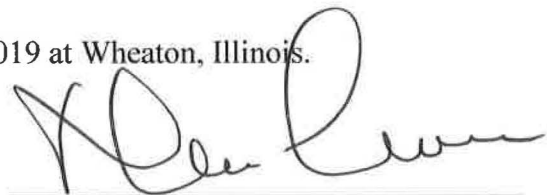
WHEREAS, the DuPage County Recorder has become aware that the credit card processing service has altered its fee schedule, charging two dollars (\$2) for any charge under forty-four (\$44) dollars, and charging two and three quarters (2.75%) percent of the total charged amount for any amount forty-four dollars (\$44) or more, and

NOW, THEREFORE, BE IT HEREBY ORDAINED that the County Board hereby enacts the attached amendments to CHAPTER 27, ARTICLE III of the DuPage County Code of Ordinances, as set forth in Exhibit A; and

BE IT FURTHER ORDAINED that the County Clerk publish notice hereof and send copies of the foregoing to (1) the DuPage County Recorder, and (2) the MUNICODE Corporation for update of the DuPage County Code; and

BE IT FURTHER ORDAINED that the MUNICODE Corporation is authorized only to make such typographical changes as are necessary to properly codify this ordinance into the DuPage County Code.

Enacted and approved this 13th day of August, 2019 at Wheaton, Illinois.



DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest:



JEAN KACZMAREK, COUNTY CLERK

Fee Schedule

Illinois State Statute 55 ILCS 5/3-5018 & 55 ILCS 5/3-5018.1



Standard Documents

- Deeds
- Mortgages
- Easements
- Leases
- Miscellaneous
- 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.

Non-Standard Documents

- 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

Standard Documents	55 ILCS 5/3-5018.1
Deeds	\$54.00
Leases	\$54.00
Mortgages	\$54.00
Easements	\$54.00
Miscellaneous	\$54.00

Non-Standard Documents	55 ILCS 5/3-5018 & 55 ILCS 5/3-5018.1
First Four (4) Pages	\$80.00
Each additional Page	\$2.00

Plat Documents (Plat Size up to 30x36)	55 ILCS 5/3-5018
First Page	\$78.00
Each additional Page	\$1.00
Plat of Survey	
First Page	\$40.00
Each additional Page	\$1.00
Exhibits (11x17 or less)	\$54.00
Accompanying a Standard Document	

UCC Documents	810 ILCS 5/9-525 & 810 ILCS 5/9-404.5
Filing (Secretary of State Form)	\$48.00
Termination (Secretary of State Form)	\$33.00
Termination Non-Conforming	\$38.00
Each additional Name per Address	\$5.00

The recording amounts above include the following fees: Recording, Document Storage System (DSS) \$3.00, Geographic Information System (GIS) \$15.00, Real Property \$1.00 and Rental Housing Support Program (RHSP) \$9.00. The RHSP fee does not apply when recording documents which are not real estate related or documents recorded by units of government. 310 ILCS 105/7.

Military Discharge	55 ILCS 5/3-5015
Recording	No Charge
First Certified Copy	No Charge

Federal, State & Local Government Agencies	55 ILCS 5/3-5018 & 770 ILCS 110/5
Discounted prices are applicable only if paid by agency.	
Liens	\$11.00
Release of Liens	\$11.00
Each additional Name	\$1.00

State Officer, Agency, Department or Other Instrumentality	55 ILCS 5/3-5018
Discounted prices are applicable only if paid by agency.	
Non-Lien Related Documents	\$18.00

Fred Bucholz, DuPage County Recorder
(630)407-5400 | www.dupageco.org/Recorder
Fees subject to change without notice.

Revised 8/30/2019

Copy Fee Schedule

Document Copy

Per page	\$0.50
Certification	\$5.00
See service charge below	

Plat Copy

11x17 Page	\$1.50
18x24 Page	\$2.50
24x36 Page	\$5.00
36x48 Page	\$8.00
See service charge below	

UCC Copy

Per page	\$1.00
Certification	\$5.00

UCC Search

810 ILCS 5/9-525

Certificate issued per name searched.

Search Fee per Name	\$10.00
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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
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Military Discharge

55 ILCS 5/3-5015

Request form needs to be completed and identification is required.

Certified Copy	\$1.25
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Map of DuPage County 1897

Color Print 18x24	\$5.00
Color Print 24x36	\$10.00
Color Print 36x48	\$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
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Payment

Pay Types

Credit Card
Check (no starter checks)
Money Order
Cash

Visa, MasterCard, Discover, UnionPay
Payable to: DuPage County Recorder
Payable to: DuPage County Recorder

Business Accounts

Agreement must be completed and submitted for approval.
Automated Clearing House (ACH)
Escrow

Pay Type Fees

Credit Card Convenience Fee (\$44.00 and above)	2.75%
Credit Card Convenience Fee (\$43.99 and under)	\$2.00
Returned Check Charge: Refer to Maker Returned	\$4.50
Check Charge: Stop Payment Returned Check	\$4.50
Charge: Non-Sufficient Funds	\$9.00