

**LINDA S. QUALLS
MOULTRIE COUNTY CLERK & RECORDER
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RECORDING FEES

EFFECTIVE: JULY 1, 2023

(As amended 04/13/2023 by Resolution 23-06)

NOTE: Only original documents are accepted for recording except for those documents presented for eRecording. **ALL DOCUMENTS concerning real estate MUST include the following: complete legal description, Property Identification Number (PIN), and Site/Property Address, if applicable. Incomplete documents will be returned for correcting before recording.**

For documents sent via USPS or courier service, **include a self-addressed, stamped envelope for return of the recorded documents.**

Breakdown of the \$76.00 recording fee: General Recording - \$18.00; GIS - \$25.00; RHSP - \$19.00*
Restoration - \$9.00; Restoration II-Storage - \$5.00 = \$76.00

STANDARDIZATION ACT: (UCCs and Plats are exempt under this Act.)

Documents that do not comply with the Standardization Act are **DOUBLE** recording fee (\$18.00), but **will not include** any additional GIS, RHSP, Restoration, or Restoration II-Storage Fees.

	\$	94.00
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Deeds**, Mortgages, Releases, etc. (up to 4 tracts)	\$	76.00
(5 or more tracts, additional recording fee of \$18.00 = \$94.00)		
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Assignments of Mortgage	\$	76.00
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Oil, Gas, & Mineral Assignments	\$	76.00
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Plats of Subdivisions (maximum 30" x 36")		
(Submit 1 original and 1 exact true legible copy)	\$	109.00
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Surveys (no more than 2 lots: 8 1/2" x 14")		
(Exception to Standard Size Rule)	\$	76.00
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Veterans Discharge (DD214)		No Charge
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Certified Copies of Recorded Documents (plus copy fee)	\$	18.00
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Old Age Lien	\$	18.00
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UCC RECORDINGS

UCC - Financing Statement (non-ag related):

UCC-1 Financing Statements	\$	50.00
UCC-3 Continuation, Amendment, Assignment, Partial Release	\$	50.00
Termination	\$	6.00

AG-Related UCC Forms - which must be filed with the Secretary of State

UCC filing with the County	\$	10.00
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Additional Filing Fees

Non-Standard Form	No Add'l Charge
Additional Debtor Name(s)	No Add'l Charge
Assignee on UCC-1	No Add'l Charge
Attachments	No Add'l Charge

Cross Record in Real Estate

Additional Recording Fee	\$ 76.00
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Search Fees

UCC-11 search request (Per Debtor Name/Address)	\$ 10.00
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UCC copies per page	\$ 1.00
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***RENTAL HOUSING SUPPORT PROGRAM (RHSP) SURCHARGE OF \$19.00 DOES NOT APPLY TO THE FOLLOWING TYPES OF DOCUMENTS:**

- State Agencies
- Local, State, or Federal Government
- School Districts
- Public Utility Easements
- Articles of Incorporation & Related Documents
- Birth Records, Death Certificates, Marriage License
- Judgments, Memorandums of Judgment, etc.
- Notices of Probate
- Powers of Attorney for Property
- Transcripts (involving a will, death certificate, etc.)
- Wills
- UCCs

** ALL DEEDS PRESENTED FOR RECORDING, MUST INCLUDE:

1. Statement of Exemption and/or accompanied by a Real Estate Transfer Declaration form (PTax-203 or MyDec).
2. Complete legal description. (Shortened legals will not be accepted.)
3. Parcel Identification Number (PIN).
4. Site/Property address, if applicable.
5. Notary Public - including date, signature, and seal applied
6. To whom and where future tax statements are to be mailed.
7. Preparer's name and address.
8. Must comply with the Standardization Act of the State of Illinois: 8 1/2" x 11" with a 3" x 5" space in the upper right-hand corner for recording purposes.

SUBDIVIDED LAND must include: exact lot, block, and subdivision

(Ex: Being a part of Lot 1 in Block 1 of John Smith's Subdivision)

UN-PLATTED LAND must include: exact Quarter Section, Section, Township, and Range

(Ex: Being a part of SW 1/4 of Section 1, Township 19 North, Range 12 East)

PTAX-203 FORM - figured at \$0.75 per \$500.00. **ALL** pertinent information **MUST** be completed, together with the required 3 signatures (Buyer, Seller, Preparer); and each parties' **AFTER SALE** address, phone number, and where taxes are to be mailed.

Buyer and Seller names **MUST** match names on the accompanying deed.