

HEATHER BOWMAN
HAMILTON COUNTY CLERK & RECORDER
100 South Jackson Street, Room 2
McLeansboro, Illinois, 62859

Contact Information:
coclerk@hamiltoncountyil.gov
618-643-2721

November 26, 2024

To Whom It May Concern:

The Hamilton County Clerk & Recorder's office will be implementing a couple changes to our fee schedule on January 1, 2025. Although there will be no fee increases, some of our fee categories will change due to Public Act 103-0884. These changes were approved by the Hamilton County Board in Ordinance #2024-11-01 on November 19, 2024.

Attached you will find a copy of our updated fee schedule. Please do not hesitate to reach out if you have any questions. To simplify the only 2 changes:

- 1) The classification of "Irregular" has been changed back to "Non-Standard".
- 2) Documents that were previously classified as a "Blanket Recording" due to the inclusion of more than 5 tax parcels, PIN #'s, legals, or document references have been moved back to the "Non-Standard" category.

We greatly appreciate your patience as we try to keep up with the changing legislation.

Thank you,



Heather Bowman
Hamilton County Clerk

HAMILTON COUNTY CLERK – RECORDING FEES
EFFECTIVE 01-01-25

DEEDS.....\$100.00

INCLUSION OF LANGUAGE WITHIN THE DEED SUCH AS COVENANT; LIEN; OIL; GAS; OR OTHER MINERAL INTEREST; EASEMENT; LEASE; OR A MORTGAGE SHALL NOT ALTER THE CLASSIFICATION OF A DOCUMENT AS A DEED

LEASES.....\$100.00

LEASES, LEASE AMENDMENTS, AND SIMILAR TRANSFER OF INTEREST DOCUMENTS.

MORTGAGES.....\$100.00

INCLUDING MORTGAGE ASSIGNMENTS, EXTENSIONS, AMENDMENTS, SUBORDINATIONS, AND RELEASES.

EASEMENTS.....\$100.00

FOR EASEMENTS NOT OTHERWISE PART OF ANOTHER CLASSIFICATION, INCLUDING ASSIGNMENTS, EXTENSIONS, AMENDMENTS, AND EASEMENT RELEASES.

NON-STANDARD RECORDINGS.....\$131.00

SEE PROVISIONS LISTED ON NEXT PAGE TO DETERMINE IF A DOCUMENT FITS THIS CATEGORY.

MISCELLANEOUS.....\$81.00

FOR ANY DOCUMENTS THAT DO NOT OTHERWISE FALL WITHIN ONE OF THE CLASSIFICATIONS ABOVE. INCLUDES: NON-LAND DOCUMENTS, VITALS, RHS EXEMPT, FINANCE, TERMINATIONS, MISCELLANEOUS

PLAT / SURVEY.....\$162.00

ANY PLAT / SURVEY

OTHER

UCC RECORDINGS.....\$78.00

STATE OR FEDERAL LIEN.....AS ALLOWED BY STATUTE

RENTAL HOUSING FEE EXEMPT: ANY STATE AGENCY, UNIT OF LOCAL GOVERNMENT, OR SCHOOL DISTRICT

THE FEE CHARGED UNDER THIS SECTION SHALL BE INCLUSIVE OF ALL COUNTY AND STATE FEES THAT THE COUNTY MAY ELECT OR IS REQUIRED TO IMPOSE OR ADJUST, INCLUDING, BUT NOT LIMITED TO, GIS FEES, AUTOMATION FEES, DOCUMENT STORAGE FEES, AND THE RENTAL HOUSING SUPPORT PROGRAM STATE SURCHARGE.

NON-STANDARD DOCUMENTS

ANY DOCUMENT PRESENTED THAT DOES NOT CONFORM TO THE FOLLOWING STANDARDS, EVEN IF IT MAY QUALIFY FOR ANOTHER DOCUMENT CLASS, MAY BE RECORDED UNDER THIS DOCUMENT CLASS IF THE IRREGULARITY ALLOWS A LEGIBLE REPRODUCTION OF THE DOCUMENT PRESENTED:

1. 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.
2. 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.
3. THE DOCUMENT SHALL BE ON WHITE PAPER OF NOT LESS THAN 20-POUND WEIGHT AND SHALL HAVE A CLEAN MARGIN OF ATLEAST ONE-HALF INCH AT THE TOP, THE BOTTOM, AND EACH SIDE. MARGINS MAY BE USED ONLY 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.
4. THE FIRST PAGE OF THE DOCUMENT SHALL CONTAIN A BLANK SPACE, MEASURING AT LEAST 3 INCHES BY 5 INCHES, FROM THE UPPER RIGHT CORNER.
5. THE DOCUMENT SHALL NOT HAVE ANY ATTACHMENT STAPLED OR OTHERWISE AFFIXED TO ANY PAGE.
6. THE DOCUMENT MAKES SPECIFIC REFERENCE TO 5 OR FEWER TAX PARCELS, UNITS, PROPERTY IDENTIFICATION NUMBERS, OR DOCUMENT NUMBERS.

RECORDING FEE BREAKDOWN

DEEDS, LEASES, MORTGAGES, EASEMENTS.....\$100.00

RECORDING FEE	\$31.22
GIS	\$27.75
DOCUMENT STORAGE	\$11.44
AUTOMATION FUND	\$9.59
RENTAL HOUSING COUNTY	\$0.50
RENTAL HOUSING DOCUMENT STORAGE	\$0.50
GIS DOCUMENT STORAGE	\$1.00
RENTAL HOUSING STATE	\$18.00

NON-STANDARD DOCUMENT RECORDING.....\$131.00

ALL FEES LISTED ABOVE
+ A \$31 NON-STANDARD FEE

MISCELLANEOUS.....\$81.00

RECORDING FEE	\$31.22
GIS	\$27.75
DOCUMENT STORAGE	\$11.44
AUTOMATION FUND	\$9.59
GIS DOCUMENT STORAGE	\$1.00

PLATS/SURVEYS.....\$162.00

RECORDING FEE	\$93.22
GIS	\$27.75
DOCUMENT STORAGE	\$11.44
AUTOMATION FUND	\$9.59
RENTAL HOUSING COUNTY	\$0.50
RENTAL HOUSING DOCUMENT STORAGE	\$0.50
GIS DOCUMENT STORAGE	\$1.00
RENTAL HOUSING STATE	\$18.00

UCC.....\$78.00

RECORDING FEE	\$30.25
GIS	\$27.75
DOCUMENT STORAGE	\$1.00
AUTOMATION FUND	\$18.00
GIS DOCUMENT STORAGE	\$1.00

STATE TAX LIENS.....\$18.00

RECORDING FEE	\$12.00
GIS	\$2.00
DOCUMENT STORAGE	\$3.00
GIS DOCUMENT STORAGE	\$1.00