



Recording Fee Tutorial

Revised Effective: April 1, 2024

Purpose of this Document

This is a simplified tutorial to assist you on how to figure out the recording fees. This document does NOT supersede legally mandated fees. If you have questions about what document/how to fill out a document, please contact your own private lawyer. This document contains, Tips, information on Temporary Price Changes, How Prices are Calculated and the Components of the Fee.

Section 1. Tips:

Make sure your document meets the basic recording requirements by reviewing the FAQ page on cookcountyclerk.gov/recordings/recording-faqs and do not use this document to determine fees where a statutory fee applies: UCC-U, mechanics liens (whether contractor or sub-contractor), state liens, federal liens, or plats.

Section 2. Transfer on Death Flat Fee:

TODI (Transfer on Death Instruments) is a flat \$59 dollars and the mail handling fee is not applicable.

Section 3. How Prices are Calculated:

If your document is a deed, mortgage, lease or an easement then your document will cost \$107 regardless of page count. Add-on fees apply if your document is in Irregular format as well as whether your document is Blanket where it references 6 or more PINS or previously recorded document numbers. Documents that are not formatted as follows are considered Irregular: printed in black ink, on standard 8.5x11 inch paper, with at least ½ inch margins, 1st page has a 3x5 inch box on the upper right corner and is not stapled. Blanket has two tiers for references between 6-25 PINS/previously recorded document numbers or 25 and above PINS/previously recorded document numbers.

Example: Warranty Deed, single family home. Assume: Buyer and Seller, single family home with one PIN, Tax Stamps have value, 2 pages and is printed in black ink, on standard 8.5x11 inch paper, with at least ½ inch margins, 1st page has a 3x5 inch box on the upper right corner and is not stapled.

\$55 Base Fee

\$23 GIS Fee

\$10 Document Storage Fee

\$18 RHSP

\$1 Non-Government filer

\$107 Total

Add an additional \$5 Mail Handling Fee if mailed



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118 N. Clark Street, Room 120, Chicago, Illinois 60602

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Example: Warranty Deed, commercial property. Assume: Buyer and Seller, commercial property with 6 PINs, Tax Stamps have value, 2 pages and is printed in black ink, on standard 8.5x11 inch paper, with at least ½ inch margins, 1st page has a 3x5 inch box on the upper right corner and is not stapled.

\$55 Base Fee
\$23 GIS Fee
\$10 Document Storage Fee
\$18 RHSP
\$1 Non-Government filer
\$75 Blanket Filing Fee (6-25 PINs)

\$182 Total
Add an additional \$5 Mail Handling Fee if mailed

Example: Quit Claim Deed, single family home. Assume: Deed for single family house involving only 1 PIN and is printed in black ink, on standard 8.5x11 inch paper, with at least ½ inch margins, 1st page has a 3x5 inch box on the upper right corner and is not stapled.

\$55 Base Fee
\$23 GIS Fee
\$10 Document Storage Fee
\$18 RHSP
\$1 Non-Government filer

\$107 Total
Add an additional \$5 Mail Handling Fee if mailed

Example: Quit Claim Deed, single family home, Irregular. Assume: Deed for single family house involving only 1 PIN and is printed in black ink, on standard 8.5x11 inch paper, with at least ½ inch margins, 1st page has a 3x5 inch box on the upper right corner and is not stapled, BUT someone handwrote some notations into the 3x5 inch box.

\$55 Base Fee
\$23 GIS Fee
\$10 Document Storage Fee
\$18 RHSP
\$1 Non-Government filer
\$88 Irregular due to some notations into the 3x5 inch box

\$195 Total
Add an additional \$5 Mail Handling Fee if mailed



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Example: Mortgage, single family home. Assume: Typical Bank mortgage, single family home with one PIN, 30 pages and is printed in black ink, on standard 8.5x11 inch paper, with at least ½ inch margins, 1st page has a 3x5 inch box on the upper right corner and is not stapled.

\$55 Base Fee
\$23 GIS Fee
\$10 Document Storage Fee
\$18 RHSP
\$1 Non-Government filer

\$107 Total
Add an additional \$5 Mail Handling Fee if mailed

Example: Condominium Declaration.

Assume: 6 PINs being turned into a Condominium, with 42 Pages and Oversize Plat Exhibit.

\$55 Base Fee
\$23 GIS Fee
\$10 Document Storage Fee
\$18 RHSP
\$1 Non-Government filer
\$75 Blanket Filing Fee (6-25 PINs)
\$88 for oversized plat exhibit (Irregular)

\$270 Total
Add an additional \$5 Mail Handling Fee if mailed

Example: Condominium Amendment

Assume: 200 PINs, Condo is changing percentage of ownership and with 50 Pages

\$55 Base Fee
\$23 GIS Fee
\$10 Document Storage Fee
\$18 RHSP
\$1 Non-Government filer
\$150 Blanket Filing Fee (26 or more PINs)

\$257 Total
Add an additional \$5 Mail Handling Fee if mailed



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Example: Mechanics Lien, 4 Pages Example, Statutory Fee

\$45 Base Fee (page 1 to 4)

\$18 RHSP

\$1 Non-Government Filer

\$64 Total

Add an additional \$5 Mail Handling Fee if mailed

Technical Fee Analysis Tree

PART 1. Start with Regular or Miscellaneous Fee

Starting Fee \$107

Part 2. Is your document also Irregular?

What is NOT irregular: printed in black ink, on standard 8.5x11 inch paper, with at least ½ inch margins, 1st page has a 3x5 inch box on the upper right corner and is not stapled. If your document is Irregular then add the Irregular Fee:

Add \$88

Part 3. Is your document a Blanket Recording?

Add \$75 if document contains 6-25 PINs or Previously Recorded Document Numbers

OR

Add \$150 if the document contains 26 or more PINs or Previously Recorded Document Numbers

Part 4. Are you mailing in your document?

Add \$5 if you are mailing your document