

KRISTY A. MASCHING, COUNTY CLERK AND RECORDER  
P.O. Box 618  
Pontiac, IL 61764  
(815) 844-2006  
[kmasching@livingstoncountyil.gov](mailto:kmasching@livingstoncountyil.gov)

April 28, 2023

## **NOTICE**

### **TO ALL PERSONS RECORDING DOCUMENTS IN THE LIVINGSTON COUNTY CLERK & RECORDER'S OFFICE**

Pursuant to the enactment of Public Act 102-1135 by the General Assembly, requiring a \$9.00 increase to the Rental Housing Support Surcharge ("RHSPS") on both the traditional fee schedule and the predictable fee schedule (County Code Sections 55/ILCS 5/3-5018 and 5018.1) and Resolution #2023-04-24 passed by the Livingston County Board on April 13, 2023; **the RHSPS fee will increase from \$9.00 to \$18 on July 1, 2023.**

**ALL DOCUMENTS RECEIVED IN OUR OFFICE ON  
JULY 1, 2023 AND AFTER MUST INCLUDE THE  
INCREASED RHSPS FEE OR THE DOCUMENTS  
WILL BE RETURNED TO THE SUBMITTER.**

Recording fees include a charge for General Fund/Recording, a \$20.00 charge for the Geographic Information System (GIS), a \$12.00 charge for County Recorder's Automation Fund, a \$5.00 charge for County Recorder's Document Storage Fund and may include an \$18.00 surcharge for the Rental Housing Support Program Act (County Code Sections 55/ILCS 5/3-5018 and 5018.1).

**NOTE:** The \$18.00 Rental Housing Support Program surcharge does not apply to public utility easements and documents recorded by state or local government agencies.

The Schedule of Recording Fees, available on request or on the county website ([www.livingstoncountyil.gov](http://www.livingstoncountyil.gov)), reflects the increased fee imposed by the Illinois General Assembly.

**KRISTY A. MASCHING, COUNTY CLERK AND RECORDER**  
**Livingston County Historic Courthouse**  
**112 W Madison Street**  
**P.O. Box 618**  
**Pontiac, IL 61764**  
**(815) 844-2006**

**SCHEDULE OF OFFICE/RECORDING FEES**  
**(Effective July 1, 2023)**

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**WE ACCEPT ONLY ORIGINAL INSTRUMENTS OR CERTIFIED COPIES FOR RECORDING**

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**STANDARD DOCUMENT (55 ILCS 5/3-5018) **\$72.00****

- 8 ½” X 11” Separate sheets
- Black ink
- Minimum 10 point type
- 3” X 5” blank space in upper right corner of first page
- A page may not have anything affixed to it with tape, glue, label, etc., however, pages may be stapled together
- Up to five references

**EXEMPT STANDARD DOCUMENT (55 ILCS 5/3-5018) **\$54.00****

- City, Village, County and Secretary of State documents exempt from Rental Housing Support Program Surcharge

<b><u>NON-STANDARD DOCUMENT (55 ILCS 5/3-5018)</u></b>	<b>\$85.50</b>
<ul style="list-style-type: none"> <li>• Any document failing to meet the requirements listed under Standard Document</li> <li>• Applicable to documents dated after July 1, 1995</li> </ul>	
<b><u>EXEMPT NON-STANDARD DOCUMENT (55 ILCS 5/3-5018)</u></b>	<b>\$67.50</b>
<ul style="list-style-type: none"> <li>• City, Village, County and Secretary of State documents exempt from Rental Housing Support Program Surcharge</li> </ul>	
<b><u>STATE/FEDERAL LIENS &amp; RELEASES (770 ILCS 110/5)</u></b>	<b>\$11.00</b>
<ul style="list-style-type: none"> <li>• Additional names per lien, certificate, notices and releases</li> </ul>	<b>\$ 1.00</b>
<b><u>UCC-1, UCC-3 AND TERMINATION STATEMENTS</u></b>	
<ul style="list-style-type: none"> <li>• Uniform Commercial Code Filings Per Public Act 89-503</li> <li>• RHSPS Fee not applicable to UCC'S</li> </ul>	<b>\$54.00</b>
<b><u>PLATS OF CONDOMINIUM/SUBDIVISION (765 ILCS 205/2)</u></b>	<b>\$112.00</b>
<ul style="list-style-type: none"> <li>• Original (maximum 30" x 36") and 3 copies to be retained by Recorder, Plus 1 – 11" x 17" paper copy</li> </ul>	

## VITAL RECORDS

### CERTIFIED COPIES – Request must include a copy of photo ID

<b>Birth</b> – first copy	<b>\$18.00</b>
Additional copies at same time	<b>\$ 8.00</b>
<b>Death</b> – first copy	<b>\$22.00</b>
Additional copies at same time	<b>\$10.00</b>
<b>Marriage</b> – first copy	<b>\$16.00</b>
Additional copies at same time	<b>\$ 8.00</b>

### GENEALOGY SEARCHES

<b>Exact date provided</b> - charge for genealogical/ non-certified copy only	<b>\$ 3.00</b>
<b>Exact date <u>not</u> provided</b> - minimum, non-refundable search fee through first five years searched (per name - includes one (1) genealogy copy)	<b>\$10.00</b>
<b>Additional years searched after first five</b> (per name - payment required before records released)	<b>\$ 1.00</b>

## MISCELLANEOUS

### ASSUMED BUSINESS NAME CERTIFICATES

Filing fee/Supplemental filing fee/Name Changes	<b>\$14.00</b>
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<b><u>BOND CERTIFICATIONS</u></b> - (effective 8/11/2005)	<b>\$ 1.00</b>
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### CERTIFIED COPIES

<b>Deeds, Mortgages, Releases, etc.</b>	<b>\$ 8.00</b>
2 or more copies (at same time) – per copy	<b>\$ 2.00</b>
<b>Map, Plats, Condo, etc.</b>	<b>\$ 5.00</b>

### DD214'S/VETERAN'S DISCHARGE RECORDS

To record a discharge record/records for Veteran	<b>No Charge</b>
Certified Copies (for subject Veteran)	<b>No Charge</b>
Certified Copies (Veteran's dependents or person with written Authorization from Veteran or Veteran's dependents)	<b>\$ 1.25</b>

<b><u>HOMESTEAD EXEMPTION PURPOSES</u></b> - Xerox or microfilm copy of deed	<b>\$ 1.00</b>
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**MARRIAGE LICENSE (Cash Only per Statute)** **\$50.00**

**MICROFILM - PER DOCUMENT**

Single Page **\$ 1.00**  
Double Page **\$ 2.00**  
Triple Page **\$ 3.00**  
Each extra sheet, same document – per page **\$ 1.00**

**TAX REDEMPTIONS (Per Parcel)**

Regular **\$89.00**

**VOTER RECORDS**

First twelve (12) pages **\$ 6.00**  
After first twelve (12) pages – per page **\$ .25**  
Mailing labels - initial flat fee **\$ 5.00**  
After initial flat fee – per label **\$ .02**

**XEROX**

Customer's master, each side – per page **\$ .15**  
Customer's master, customer's paper, each side – per page **\$ .10**  
Our records - deeds, mortgages, etc. (8.5 x 11 & 8.5 x 14) – per page **\$ 1.00**  
Our records – deeds, mortgages, etc. (8.5 x 17) per page **\$ 3.00**  
Our records - birth, death, marriage (*Genealogy Only*) **\$ 3.00**

## Standard Document Types

**\$72.00**

Affidavit  
Assignment  
Cemetery Deed  
Quit Claim Deed  
Trustee's Deed  
Executor's Deed  
Easement  
Mechanic's Lien  
Lis Pendens/Foreclosure  
Memo  
Modification  
Modification Extension  
Monument Record  
Mortgage  
Plat of Survey (reg. plat of survey 8 ½"x11", not a new subdivision or condominium)  
Release  
Right of Way  
Subordination Agreement  
Transfer on Death  
Termination  
Termination Lease  
Warranty Deed

## Exempt Standard Document Types

**\$54.00**

(Does not receive the RHSP fee charge of \$18.00)

Annexation – Municipal  
Cemetery Deed - Municipal  
Easement – Utility or Municipal  
Lien - Municipal  
Memo of Judgment/Release of Memo of Judgment  
Notice of Probate and Release of Interest  
Ordinance - Municipal  
Power of Attorney  
Resolution - Municipal  
Right of Way – County/Utility/Municipal  
UCC Financial Statement  
UCC Amendment  
UCC Continuation  
UCC Termination

**Non-standard Document Types**

**\$85.50**

**Any Document that does not meet the requirements listed under Standard Document**

**Standard Document Requirements Consist Of:**

- 8 ½" x 11" separate sheets
- Black Ink
- Minimum 10 point type
- 3" x 5" blank space in upper right corner of first page
- A page may not have anything affixed to it with tape, glue, label, etc., however, pages may be stapled together
- Up to five references, in any one of the categories listed: Parcel Numbers, Associated Reference Numbers.

**Non-standard Exempt -**

**\$67.50**

(Does not receive the RHSP fee charge of \$18.00)

**Plats of Condominium/Subdivisions**

**\$112.00**