

RECORDING REMINDERS/REQUIREMENTS

These requirements must be met for a document to be recorded.

- **Effective July 1, 2023** - ALL land documents (deeds, mortgage and mortgage related documents, etc) MUST have a legal description, parcel number and address, when possible.
- **Effective July 1, 2023** - PTAX paper forms will no longer be accepted. We will only be accepting MYDEC transfer tax forms.
- Plats must have a specified area left for recording information. This area must be a minimum of 3” wide by 4” high.
- Documents must have a clear space in the top right corner for recording purposes. This designated space must be a minimum for 3” wide by 4” high.

-If the recording area is not left as listed above and we have to add a cover page, there will be an additional \$1 fee
- Documents must have the complete name and address of the preparer. 55 ILCS 5/3-5022.
- Documents must have the complete name and address of where to return the document. 55 ILCS 5/3-5020.5(1)
- Deeds must have a complete name and address of where tax bills are to be sent (55ILCS5/3-5020a)
- Documents **MUST** have a notarized signature.
- We will no longer be issuing refunds to customers for documents that were recorded incorrectly due to submitter error.
- Recording fees are being adjusted for the new RHSP increase, which was passed by HB3878. There is an updated fee schedule attached showing the increased fees. Please note the difference in recording fees and the explanation of standard and non-standard documents. Recording fees must be correct for the document submitted to be recorded and not rejected.
- Any assignment, modification, release, etc. MUST contain the correct associated document number(s). 55ILCS5/3-5020 5 (2) and (3)
- When sending in payments for monthly invoices, if the customer’s name is not the name on the check, you must reference a transaction number or the customer name. Payments will be returned if the customer name/transaction number are not listed.