



## Finance Ordinance

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**File #:** FI-O-0001-23

**Agenda Date:** 4/11/2023

**Agenda #:** 9.G.

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### AMENDMENT TO COUNTY RECORDING FEE SCHEDULE FOR STATE INCREASE TO THE RENTAL HOUSING SUPPORT PROGRAM SURCHARGE

WHEREAS, the Illinois General Assembly has enacted Public Act 102-1135 effective July 1, 2023, amending Sections 3-5018 and 3-5018.1 of the Counties Code (55 ILCS 5/3-5018 and 5018.1) to require the recorder to increase the Rental Housing Support Program State ("RHSP") surcharge for the recordation of any real estate-related document from nine dollars (\$9) to eighteen dollars (\$18); and

WHEREAS, under both the traditional fee and the predictable fee schedules provided for under Sections 3-5018 and 3-5018.1, respectively, of the Counties Code, the DuPage County Recorder currently collects a nine-dollar (\$9) Rental Housing Support Program State surcharge fee for the recordation of any real estate-related document, and it is submitted monthly to the Department of Revenue for deposit in the Rental Housing Support Program Fund; and

WHEREAS, the County Board may, by ordinance, increase the RHSP fee to eighteen dollars (\$18) as required by Sections 5/3-5018 and 3-5018.1 and collect such increased fees for the recordation of any real estate-related document; and

WHEREAS, the Finance Committee of the DuPage County Board has reviewed and recommends approval of charging the eighteen-dollar (\$18.00) RHSP fee; and

WHEREAS, DuPage County Code, Chapter 27, Article III, Section 27-26, Recording Fee Schedule, needs amending to reflect the RHSP fee increase to eighteen-dollars (\$18.00) that will become effective on July 1, 2023.

NOW, THEREFORE BE IT ORDAINED, that the County Board approves the Recorder charging a RHSP surcharge fee in the amount of eighteen-dollars (\$18.00) except no such fee shall be collected from any State agency, any unit of local government or any school district; and

IT IS FURTHER ORDAINED, that the increase in the amount of RHSP fee charged for the recordation of any real estate-related document shall take effect on July 1, 2023; and

IT IS FURTHER ORDAINED, that the DuPage County Code, Chapter 27, Article III, Section 26 shall be amended to read as set forth in Exhibit A attached to this Ordinance, effective July 1, 2023; and

IT IS FURTHER ORDAINED, that the County Clerk transmit this Ordinance to the Municipal Code Corporation with instructions to amend DuPage County Code, Chapter 27, Article III, to reflect the above amendments and to update the Recording Fee Schedule as indicated on Exhibit A, attached hereto.

Enacted and approved this 11<sup>th</sup> of April, 2023 at Wheaton, Illinois.



DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest:



JEAN KACZMAREK, COUNTY CLERK

AYES 17  
NAYS 0  
ABSENT 1

(Note: An underscore indicates an addition and a strike through indicates a deletion.)

## EXHIBIT A

### **27-23: GEOGRAPHIC INFORMATION SYSTEM FEE FUND.**

Of that twenty-one dollars, twenty (\$20.00) must be deposited into a special fund established by the County Treasurer. Any monies collected and deposited into that fund must be used solely for the equipment, materials, and necessary expenses incurred in implementing and maintaining a geographic information system.

(OFI-004-00A, 7-12-2005; Ord. No. FI-O-0055, 9-27-2022)

### **27-24: COUNTY RECORDER SPECIAL FUNDS.**

The remaining one-dollar (\$1.00) of the Geographic Information System fee amount must be deposited into the recorder special funds created under 55 Illinois Compiled Statutes 5/3-5005.4. The County Recorder may, in his or her discretion, use monies in the funds created under 55 Illinois Compiled Statutes 5/3-5005.4 to defray the cost of implementing or maintaining the County's Geographic Information System.

(2005 Code; Ord. No. FI-O-0055-22, 9-27-2022)

### **27-25: EFFECTIVE DATE.**

The twenty-one-dollar (\$21.00) Geographic Information System fee for filing every instrument, paper, or notice for recorder in order to defray the cost of implementing or maintaining the County's Geographic Information System shall be effective December 1, 2020.

(Res. F-192-84, 10-23-1984; amd. Res. F-046-87, 1-27-1987; Res. FI-0145-89, 9-26-1989; Ord. OFI-004-00, 7-25-2000; Ord. No. FI-O-0069-20, 9-22-2020; Ord. No. FI-O-0055, 9-27-2022)

### **27-26: PREDICTABLE FEE SCHEDULE FOR RECORDING STANDARD DOCUMENTS.**

#### Fee Schedule

##### Standard documents

- Deeds
- Mortgages
- Easements
- Leases
- Miscellaneous
- 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 measures up to 11 inches by 17 inches shall be recorded without charging an additional fee.
- The document shall be legibly printed in black ink, by hand, type, or computer. Signatures and dates may be in contrasting colors as long as they reproduce clearly.
- The document shall be on white paper of not less than 20-pound weight and shall have a clean margin of at least one-half inch on the top, the bottom, and each side. Margins may be used only for non-

essential notations which will not affect the validity of the document, including but not limited to form numbers, page numbers, and customer notations.

- The first page of the document shall contain a blank space, measuring at least 3 inches by 5 inches, from the upper right corner.
- The document shall not have any attachment stapled or otherwise affixed to any page.

**Non-standard documents**

- A document that creates a division of a then active existing tax parcel identification number,
- A document recorded pursuant to the Uniform Commercial Code (UCC).
- A document which is non-conforming, as described in paragraphs 1-5 of section 3-5018.
- State lien or federal lien
- A document making specific reference to more than 5 tax parcel identification numbers in the county in which it is presented for recording.
- A document making specific reference to more than 5 other document numbers recorded in the county in which it is presented for recording.

**Recording Fee Schedule**

<b>Standard Documents</b>	<b>55 ILCS 5/3-5018.1</b>
Deeds	<del>\$67.00</del> 76.00
Leases	<del>\$67.00</del> 76.00
Mortgages	<del>\$67.00</del> 76.00
Easements	<del>\$67.00</del> 76.00
Miscellaneous	<del>\$67.00</del> 76.00
<b>Non-Standard Documents</b>	<b>55 ILCS 5/3-5018 &amp; 55 ILCS 5/3-5018.1</b>
First four (4) pages	<del>\$93.00</del> 102.00
Each additional page	\$2.00
<b>Plat Documents (Plat Size up to 30 × 36)</b>	<b>55 ILCS 5/3-5018</b>
First page	<del>\$91.00</del> 100.00
Each additional page	\$1.00
<b>Plat of Survey</b>	
First page	<del>\$53.00</del> 62.00
Each additional page	\$1.00
<b>Exhibits (11 × 17 or less) accompanying a standard document</b>	<del>\$67.00</del> 76.00
<b>UCC Documents</b>	<b>810 ILCS 5/9-525 &amp; 810 ILCS 5/9-404.5</b>
Filing (Secretary of State Form)	<del>\$61.00</del> 70.00
Termination (Secretary of State Form)	<del>\$46.00</del> 55.00
Termination: Each additional name per address	\$5.00
Non-conforming	<del>\$51.00</del> 60.00
The recording amounts above include the following fees: Recording, document storage system (DSS) \$10.00; geographic information system (GIS) \$21.00; real property \$1.00; and rental housing support program (RHSP) <del>\$918.00</del> . The RHSP fee does not apply when recording documents which are not real estate related or documents recorded by units of government. The real property fee does not apply to public utility easements or documents filed by units of government. 55 ILCS 5/3-5018.	
<b>Military Discharge</b>	<b>55 ILCS 5/3-5015</b>
Recording	No charge
First certified copy	No charge

<b>Federal Government Agencies</b>		<b>55 ILCS 5/3-5018 &amp; 770 ILCS 110/5</b>
Discounted prices are applicable only if paid by agency.		
	Liens	\$36.00
	Release of liens	\$36.00
	Each additional name	\$1.00
<b>State officer, agency, department, or instrumentality</b>		<b>55 ILCS 5/3-5018</b>
Discounted prices are applicable only if paid by agency.		
	Liens	\$11.00
	Release of liens	\$11.00
	Each additional name	\$1.00
	Non-lien related documents	\$18.00
	Each additional name	\$1.00
<b>Local Government Agencies</b>		<b>55 ILCS 5/3-5018</b>
Discounted prices are applicable only if paid by agency.		
	Liens	\$57.00
	Release of liens	\$57.00
	Non-lien related documents	Standard Recording Fees Apply less RHSP & real property recording fees.
	Each additional name	\$1.00
<b>Unlawful Restrictive Covenant Modification</b>		<b>55 ILCS 5/3-5048</b>
	Recording	\$10.00

**Copy Fee Schedule**

<b>Document Copy</b>		
	Per page	\$0.50
	Certification	\$5.00
	See service charge below	
<b>Plat Copy</b>		
	11 x 17 page	\$1.50
	18 x 24 page	\$2.50
	24 x 36 page	\$5.00
	36 x 48 page	\$8.00
	See service charge below	
<b>UCC Copy</b>		
	Per page	\$1.00
	Certification	\$5.00
<b>UCC Search</b>		<b>810 ILCS 5/9-525</b>
Certificate issued per name searched.		
	Search fee per name	\$10.00
<b>Faxed Copy</b>		
	Per page	\$0.50
	See service charge below	

<b>Service Charge</b> Applied to phone orders, fax orders and mail requests.		
	Per document/plat	\$5.00
<b>Military Discharge</b> Request form needs to be completed and identification is required.		<b>55 ILCS 5/3-5015</b>
	Certified copy	\$1.25
<b>Map of DuPage County 1897</b>		
	Color print 18 x 24	\$5.00
	Color print 24 x 36	\$10.00
	Color print 36 x 48	\$15.00
<b>USB</b> USB's must be purchased through the Recorder's Office and cannot be recycled for additional documents after purchase.		
	USB 2G	\$10.00
	Per page	\$0.50
<b>Reports (.pdf)</b>		
	Per page	\$0.50

**Payment**

<b>Pay Types</b>		
	Credit card Visa, MasterCard, Discover, UnionPay	
	Check (no starter checks) Payable to: DuPage County Recorder	
	Money order Payable to: DuPage County Recorder	
	Cash	
<b>Business Accounts</b> Agreement must be completed and submitted for approval.		
	Automated Clearing House (ACH)	
	Escrow	
<b>Service Provider Fees (Bank Debit and Credit Card)</b>		
	Credit card convenience fee (\$60.00 and above)	2.75%
	Credit card convenience fee (\$59.99 and under)	\$2.00
	Returned check fee	\$25.00

(Ord. No. FI-O-0070-18, 10-9-2018; Ord. No. FI-O-0046-19, 8-13-2019; Ord. No. FI-O-0069-20 , 9-22-2020; Ord. No. FI-O-0018-22, 3-8-2022; Ord. No. FI-O-0055-22, 9-27-2022.)