



JONATHAN MCLEAN

Monroe County Clerk & Recorder
 100 South Main Street - Waterloo, IL 62298
 PH: (618) 939-8681 FX: (618) 939-8639

FEE SCHEDULE

- Only original instruments will be accepted for recording.
- 8 ½" x 11" separate sheets – if exhibit drawings or plats are attached, no larger than 11" x 17".
- 3" x 3" blank space in the upper right hand corner of the first page.
- All deeds, real estate transfer declaration transactions and plats must be approved by the Monroe County Mapping & Platting Department prior to recording.

RECORDER OF DEEDS

Item Name/Description	Price
Deeds (Includes approval fee)	\$82.00
Standard Documents (Mortgages, Releases, Extensions, Modifications, Subordinates, Liens, Covenants & Restrictions, Assignment of Mortgages, Leases and Rents etc.)	\$72.00
Lis Pendens (Foreclosure)	\$72.00
Veteran's Discharge Recording	No charge
Judgments	\$63.00
Monument Records	\$72.00
Notice of Probate	\$63.00
Corporation Documents	\$72.00
Financing Statements – UCC Forms	\$72.00
Non-Standard Documents	\$99.00

Ordinances of Public Bodies or Governmental Bodies

Annexation, de-annexation and/or a Vacation Ordinances requiring Plats must submit an original plus (3) copies of the Plat. Original will be retained by the Recorder, \$63.00 \$72.00

Plats of Subdivisions or Other Land Transactions

Submit at least (5) copies of Plat, Plat being at least 8 ½" x 11" , but not more than 30"x36". (3) paper copies and (1) Mylar copy will be retained by the County Clerk's office. Copies of Plat must be reproducible. \$100.00

Restrictions/Covenants must accompany Plat if so stated on Plat. Recording of restrictions/covenants, \$72.00 each.

- **Real Estate Transfer Tax** is required on all deeds (including Warranty Deeds, Trust Deeds, Quit Claim Deeds, etc.) where consideration or money is exchanged in an amount equal to or exceeding \$100. Transfer forms are required to be completed in full before recording any deed. Deeds will not be accepted for recordation if the Real Estate Transfer Tax form is not complete. The only exception is for transactions exempt under the Real Estate Transfer Tax Act.
- **Transfer on Death Instruments, Notice of Death Affidavit, and Acceptance of Transfer on Death Instruments:** document is recorded before the death of the current owner, but the actual transfer of the property does not take place until after the owner's death. No transfer tax is due at the time of the filing of this document. Document must be approved by Monroe County Mapping and Platting Department before recordation.

VITAL RECORDS/OTHER

Item Name/Description	Price
Birth, Death or Marriage Certificates	\$16.00
<i>Each additional copy of certificate, \$6.00 each.</i>	
Redemption Certificates	\$78.00
Notary Public Commissions	\$20.00
Business Registration (Assumed Name Filing)	\$20.00
Copy Fee (per page)	\$1.50
