



MONROE COUNTY CLERK JONATHAN MCLEAN

Fee Schedule – Effective July 1st, 2023

- Only original instruments will be accepted for recordation
- 8 ½" x 11" separate sheets – if exhibit drawings or plats are attached, no larger than 11" x 17"
- 3" x 5" blank space in the upper right hand corner of the first page
- *All deeds, real estate transfer on death documents and plats must be approved by the Monroe County Mapping & Platting Specialist prior to recording. **A fee of \$10.00 is charged for this review.**

RECORDER OF DEEDS

Item Name/Description	Price
Standard Documents <i>(Deeds, Mortgages, Releases, Extensions, Modifications, Subordinates, Affidavits, Liens, Covenants & Restrictions, Assignments, Miscellaneous)</i> <u>*ADD \$10.00 mapping fee on deeds and transfer on death documents.</u>	\$81.00
Non- Standard Documents <i>(Deeds, Mortgages, Releases, Extensions, Modifications, Subordinates, Affidavits, Liens, Covenants & Restrictions, Assignments, Miscellaneous)</i> <u>*ADD \$10.00 mapping fee on deeds and transfer on death documents.</u>	\$108.00
Liens	\$81.00
Lis Pendens (Foreclosure)	\$81.00
Veteran's Discharge Recording	No charge
Judgments	\$63.00
Monument Records	\$81.00
Notice of Probate	\$63.00
Corporation Documents	\$63.00

Ordinances of Public Bodies or Governmental Bodies	\$63.00
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Maps attached to ordinance as exhibit – when larger than 8 ½" x 11", will be reduced to standard size.

*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**.*

Plats of Subdivisions or Other Land Transactions	\$119.00
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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.

*Restrictions/Covenants must accompany Plat if so stated on Plat. Recording of restrictions/covenants, **\$81.00 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 the Monroe County Mapping and Platting Specialist 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
Business Registration (Assumed Name Filing)	\$20.00
Copy Fee (per page)	\$1.50
