

JONATHAN MCLEAN
MONROE COUNTY CLERK
100 S MAIN ST, WATERLOO, IL 62298

Fee Schedule – Effective January 1st, 2019
(Revised on December 31, 2018)

- 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 declaration transactions and plats must be approved by the Monroe County Mapping & Platting Department prior to recording. Separate payment method to Monroe County General Fund of \$10.00 per transaction.

RECORDER OF DEEDS

Item Name/Description	Price
Standard Documents	\$59.00
Liens	\$59.00
Lis Pendens (Foreclosure)	\$59.00
Veteran's Discharge Recording	No charge
Judgments	\$49.00
Monument Records	\$59.00
Notice of Probate	\$49.00
Corporation Documents	\$59.00

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Mortgage Extensions, Modifications, Subordinations \$59.00

*If additional extensions and/or modifications are included within same instrument, **additional \$11.00 each.***

*Instruments referred to by number, book, and page without a legal description, **additional \$11.00.***

Releases \$59.00

*Releases referred to by number, book and page without legal description, **additional \$11.00 each.***

*Additional releases that are included, **additional \$11.00.***

Assignments of Mortgage, Leases and Rents \$59.00

*Additional assignments that are included within same instrument, **additional \$11.00 each.***

*Instruments referred to by number/book and page without **legal description attached, additional \$11.00.***

Ordinances of Public Bodies or Governmental Bodies \$49.00

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, **\$49.00.***

- **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.

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- **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