



OCTOBER 2019

Office Closed

The Lake County Recorder of Deeds Office will be **CLOSED** on Monday, October 14th in observance of Columbus Day.



Doing Good Deeds for You!

Please check out the latest episode of our cable TV show - "Recorder's Rapid Fire Questions".

You can [view this episode online at your convenience](#) or watch on your local access cable channel at the following times..



No Showings on Sunday

Monday: 1:30 p.m.

Thursday: 1:30 p.m.

Tuesday: 2:30 p.m.

Friday: 8:30 p.m.

Wednesday: 7:30 a.m. and 2:30 p.m.

Saturday: 7:30 a.m. and 2:30 p.m.

"Standard" Document Requirements

The recording fee for a STANDARD DOCUMENT is \$60.00

To qualify as a STANDARD DOCUMENT all of the following criteria must be met...

1. The document shall consist of one or more individual sheets measuring 8½" x 11", not permanently bound and not a continuous form. Graphic displays accompanying a document to be recorded that measure up to 11" x 17" shall be recorded without charging an additional fee; (55 ILCS 5/3-5018)
2. The document shall be legibly printed in black ink, by hand, type, or computer. Signatures and dates may be in contrasting colors if they will reproduce clearly; (55 ILCS 5/3-5018) **NOTE: black ink is preferred as other colors may not scan properly**
3. 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 for non-essential notations that will not affect the validity of the document, including but not limited to form numbers, page numbers, and customer notations; (55 ILCS 5/3-5018)
4. The first page of the document shall contain a blank space, measuring at least 3" x 5", from the upper right corner; (55 ILCS 5/3-5018)
5. The document shall not have any attachment stapled or otherwise affixed to any page; (55 ILCS 5/3-5018)
6. Document does not create a division of a then active existing tax parcel identification number; (55 ILCS 5/3-5018.1)
7. Document is not being recorded pursuant to the Uniform Commercial Code; (55 ILCS 5/3-5018.1)
8. Document is not a State lien or a federal lien; (55 ILCS 5/3-5018.1)
9. Document does not make specific reference to more than 5 tax parcel identification numbers in the county in which it is presented for recording; or (55 ILCS 5/3-5018.1)
10. Document does not make specific reference to more than 5 other document numbers recorded in the county in which it is presented for recording. (55 ILCS 5/3-5018.1)



DOCUMENTS NOT MEETING ALL OF THESE REQUIREMENTS SHALL BE CHARGED AN ADDITIONAL NON-STANDARD DOCUMENT FEE OF \$12.00

A standard document template can be found online at
<http://www.lakecountyil.gov/DocumentCenter/View/3196>