

DeWITT COUNTY

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KARI L HARRIS, Co. Clerk & Recorder

201 W. Washington, P.O. Box 439, Clinton, IL 61727

Email: kharris@dewittcountyil.gov Website: www.dewittcountyil.gov

PHONE: 217-935-7780 FAX: 217-935-7789

This is a brief outline as to the basic requirements of a document in order to be suitable for recordation. Due to the diverse number of documents that are submitted, the following information will not be all inclusive but will highlight information relevant to the most commonly recorded documents.

1. The name and address of the Grantee on any document transferring title (55ILCS5/3-5026)
2. The name and address of the person who prepared the document (55ILCS 5/3-5022)
3. The name and address of the Grantee for tax billing purposes (55ILCS 5/3-5020)
4. The name and address of the person to whom the instrument is to be returned to (55ILCS 5/3-5020.5)
5. The document shall have the Notary seal, date, and signature of the Notary.
6. All documents being submitted for recordation affecting or purporting to affect real property **MUST** include a full legal description, the Parcel Identification Number (PIN), and the Commonly Known As address, if any, for the property. (Ordinance 23-2)
7. The Recorder's document number of any instrument either referred to in the instrument being recorded or filed or relating to the instrument being recorded or filed is not listed. This also pertains to the book and page number, if applicable, of any instrument either referred to in the instrument being recorded or filed or relating to the instrument being recorded or filed is not listed. (55ILCS 5/3-5020.5)
8. When the Deed or Trust document is presented for recordation it must be accompanied by a Real Estate Transfer Declaration or an exemption as set forth in the statute. (35ILCS 200/3)
9. When an instrument submitted for filing or recordation where a property description is an essential part of the instrument it must contain the FULL legal description. (55ILCS 5/3)
10. Standardization of recorded documents, if not standard, an additional fee is required - such as more than 5 associated document numbers, PIN numbers and legal descriptions. (55ILCS 5/3-5018)
11. When a parcel of land is divided into 2 or more parts, any of which is less than 5 acres, a PLAT ACT AFFIDAVIT should be submitted or a SUBDIVISION PLAT is needed. (765ILCS 205/1.b)

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12. 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.
13. The document shall be printed in black ink, typewritten or computer generated, in at least, 10 point style type.
14. 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, bottom, and each side.
15. The first page of the document shall contain a blank space measuring, at least, 3 inches by 5 inches in the upper right hand corner.
16. The document shall not have any attachments staples or otherwise affixed to any page.

Illinois Document Standardization Act, Public Act 87-1121, 55 ILCS 5/3-5018

The Recorder shall charge an additional fee, in an amount equal to the fee otherwise provided by law, for recording a document (other than a document filed under the Plat Act or UCC filings) that does not conform to the above stated standards.

The fee for recording is currently \$71.00 (Non Standard fee is an additional \$12.00). We accept cash, check, or money orders as payment. The office **WILL NOT** conduct searches for documents of any kind and we **DO NOT** offer a copy service. If you have questions regarding these requirements, please contact the office at the telephone number listed above.