

# CLAS CLERKING

## TRUSTED REAL ESTATE CLERKS

### *Service list*

| CITY OF CHICAGO                                                                 | MUNICIPAL TRANSFER STAMPS                                                                                                                                            |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Water Certification (FPC) <b>\$75</b>                                           | Municipal Transfer Stamp <b>\$150</b><br>*unless specified below                                                                                                     |
| Chicago Zoning Certification <b>\$50</b>                                        | City of Calumet City <b>\$200</b>                                                                                                                                    |
| Rebuild letters <b>\$150</b>                                                    | City of Sycamore <b>\$200</b>                                                                                                                                        |
|                                                                                 | City of Markham <b>\$300</b>                                                                                                                                         |
| COOK COUNTY SERVICES                                                            | STATE OF ILLINOIS                                                                                                                                                    |
| Sold Tax bills (obtain and pay) <b>\$45</b>                                     | Business Services Filings                                                                                                                                            |
| Document Retrieval <b>\$50</b>                                                  | Secretary of State <b>\$50</b>                                                                                                                                       |
| Cook County Court Case Retrieval <b>\$50</b>                                    | <ul style="list-style-type: none"> <li>Articles of Amendment</li> <li>Articles of Organization</li> <li>Reinstatements</li> <li>Designations</li> <li>Etc</li> </ul> |
| Courtesy Copy drop off <b>\$50</b>                                              |                                                                                                                                                                      |
| Will Filing <b>\$50</b>                                                         |                                                                                                                                                                      |
| Unincorporated Cook County Zoning <b>\$100</b>                                  |                                                                                                                                                                      |
| CLOSING SERVICES                                                                | MISC. SERVICES                                                                                                                                                       |
| Paid Assessment Letter <b>\$200</b>                                             | Kane County Sold tax bill <b>\$125</b>                                                                                                                               |
| Payoff Letters - Liens, Judgments, Mortgages <b>\$50</b>                        | Metro County Certified Copies <b>\$125</b><br>-Lake, DuPage, Kane, Will, Kendall and Grundy                                                                          |
| MyDec Prep <b>\$25</b>                                                          | DuPage County Will filing <b>\$125</b>                                                                                                                               |
| Survey (standard) <b>\$525</b>                                                  | Lake County Will Filing <b>\$200</b>                                                                                                                                 |
| <ul style="list-style-type: none"> <li>Quotes available upon request</li> </ul> | Will County Will filing <b>\$125</b>                                                                                                                                 |
|                                                                                 | Judge Courtesy Copy drop off <b>\$200</b><br>-Kane, DuPage                                                                                                           |

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## ACCOMMODATION RECORDINGS

### Illinois Recordings

**CLAS Recording Fee (All Counties) No Municipal stamp required \$35**

- Per Document
- MyDec included (if needed)
- Plus county recording charge

**CLAS Recording Fee (All Counties) Municipal stamp required \$160**

- Submit and obtain exempt transfer stamp in person
- MyDec included (if needed)
- Additional fee for municipal charge of exempt stamp and any amounts due to the municipality.
- Plus County recording charge

**Chicago Recording fee (Deeds) including County Recording fee \$207**

- Obtain FPC, Prepare MyDec, purchase exempt stamps and record
- Any outstanding water bills, owner must pay in full. Payment link will be provided to client to pay the city directly

| Misc. Recording Services fee                                                  |                | PREDICABLE RECORDING FEE PER COUNTY - STANDARD |              |
|-------------------------------------------------------------------------------|----------------|------------------------------------------------|--------------|
| In Person Recordings                                                          | <b>\$100</b>   | Cook County                                    | <b>\$107</b> |
| Lake County (Affidavits, Contracts) Plus recording fee.                       |                | DuPage County                                  | <b>\$86</b>  |
| Condo Declaration or amendment Recording (Metro counties) Plus recording fee. | <b>\$125</b>   | Kane County                                    | <b>\$99</b>  |
| Wisconsin Recordings                                                          | <b>\$150</b>   | Kendall County                                 | <b>\$76</b>  |
| • Up to two documents, \$25.00 per additional document                        |                | Lake County                                    | <b>\$70</b>  |
| • Includes filing RETR                                                        |                | McHenry County                                 | <b>\$83</b>  |
| FinCens Reporting                                                             | <b>Unknown</b> | Will County                                    | <b>\$90</b>  |
| • We are assessing if this is a service CLAS Clerking offer                   |                |                                                |              |

### FinCens Compliant

**CLAS Clerking will require our Designation Form to be completed for any accommodation recording in which the buyer is an entity.**

**Completion of the Designation Form does not eliminate FinCEN reporting requirements. Rather, it removes CLAS Clerking from the cascade and, in most cases, designates the deed preparer as the responsible reporting party**

**CLAS Clerking - 1328 N Milwaukee Ave Ste 2, Chicago IL 60622**

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