

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)
- 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)

This exact language is in use in many Counties. If you feel they are not complying with one of the 10 standards, then charge the non-standard fee.

