

**BUREAU COUNTY**

**Real Estate Recording**

**Phone: 815-875-3239 or 815-875-2014 Fax: 815-879-4803**

**Hours: 8:00 am-4:00 pm Monday through Friday**

**US Postal Address: Bureau County Recorder**

Courthouse

700 South Main St

Princeton, IL 61356

**Make Checks Payable to Bureau County Recorder**

**WE ONLY RECORD ORIGINAL DOCUMENTS OR CERTIFIED COPIES**

**Basic Recording Fees:**

Standard land records documents \$66.00 flat fee including:

Deed/deed of trust/mortgages/Amendment/Modification/Assignment/Release

Plat of a New Subdivision- \$100.00

(One Mylar, 4 copies with original signatures and school district certification)

**Additional Recording Fees:**

Non-standard (non-conforming) documents \$84.00

**Also now considered non-standard:**

Document contains more than 5 parcel numbers or more than 5 associated documents

**Additional Document Fees:**

\$56.00 for the following documents:

Article of Inc. /change of reg. agent, etc./Birth/death/marriage certificates recorded Judgments/memo judg/release memo judg/notice of probate/transcripts (will/death cert), UCC, wills, Buyer or seller is a govt body

**Transfer Tax (State and County)**

State/County combined real estate transfer tax \$1.50 per \$1,000

**Certified Copies:** \$15.00 for first four pages, \$1.00 per page thereafter

**Document/Recording Notes/ Questions:**

Document referencing System: book & page & document # beginning with the year-ex. (2012) 2012R01756. There are 5 #'s required after the R in our document numbers. All deeds must include: Statement of exemption or transfer tax declaration (PTAX form); name and address of preparer, who to return document to, & taxpayer; notary date/seal/signature; complete legal description. Pin #'s aren't mandatory in our county, but please provide us with the pin # if you have it. Originals of real estate documents are always returned after recording. Average time to return documents after recording: 1 day.