

Office of Montgomery County Clerk and Recorder
Historic Courthouse, P.O. Box 595,
Hillsboro, Illinois 62049
(217) 532-9535 or (217) 532-9534 Fax (217) 532-9581
Sandy Leitheiser, County Clerk and Recorder
www.montgomerycountyil.gov

Dear Montgomery County Land Records Recording Department Customer:

We would like to provide you the following checklist of Montgomery County Condominium & Subdivision Plat Recording requirements. To avoid delays, please reference this checklist before submitting documents to be recorded with us.

Condominium Plats

- _____ 1. Name must include the word “condominium”
- _____ 2. Legal Description including section, township & range
- _____ 3. Parcel Identification Number(s) PIN # - in area near legal description
- _____ 4. General site address in area near legal description & city of the condominium
- _____ 5. Surveyor Information- must bear surveyors certificate, signature, & seal
- _____ 6. For detailed information when preparing your plat, please refer to the Illinois General Assembly website at www.ilga.gov Property Chapter (765 ILCS 605/) Condominium Property Act

Subdivision Plats

- _____ 1. Firm name, address & registration number
- _____ 2. Surveyor Information-must bear surveyors certificate, signature & seal
- _____ 3. Name of subdivision
- _____ 4. Clients Name
- _____ 5. Legal Description including section, township & range
- _____ 6. Parcel Identification Number(s) PIN- in area near legal description
- _____ 7. General site address in area near legal description & city of the subdivision
- _____ 8. Certificates required & notarized as specified by Il Statute & Montgomery County Subdivision Ordinance

We encourage you to visit our County website listed above for our recording fees. Please note the additional fees for pages/lots in excess of one. Also, you can refer to our Montgomery County website to view the Montgomery County Subdivision Ordinance document for detailed information. We hope this information is helpful, and if you have any questions please contact us at (217)532-9535 or (217)532-9534. Any suggestions on how we can improve our services to you are welcome at any time. Thank you for your support of our office!

Sincerely,

Sandy Leitheiser
Montgomery Co. Clerk/Recorder

Kourtney Jenkins
Montgomery Co. Recording Dept. Head