



# KAREN A. YARBROUGH | COOK COUNTY RECORDER OF DEEDS

## SPECIAL NOTICE REGARDING BUNDLE RECORDING SUBMISSIONS

In the ongoing commitment to **Accuracy** and **Efficiency** by the **Cook County Recorder of Deeds (CCRD)**, starting **December 1st, 2017**, **CCRD** requires all “Bundle” or “Multiple Document” recording submissions be accompanied by a **CCRD “Request for Sequential Order of Recording Form”** and a “Document Cover Page” for **each** document within the bundle or stack. This requirement **ONLY** applies to **PAPER RECORDINGS (NOT E-RECORDINGS)** submitted to an actual office location, and **ONLY** when a submitter requests multiple documents be recorded in a specific sequential order.

### HOW THE PROCESS WORKS:

When requesting 2 or more documents be recorded in a specific order—and the submitting party is **NOT** present in the office at the time of recording (i.e. title company bulk recording submissions, lender bulk submissions, law firm bulk submissions, submissions sent via a proxy such as a courier, mail, fedex or ups submissions, etc.)—the documents **MUST** be accompanied by the following forms.

### 1. A REQUEST FOR SEQUENTIAL ORDER OF RECORDING FORM

This form is used to specifically designate which documents are to be recorded in which order. The form also requires contact information, which will be used by **CCRD** staff in the event there is a need for further direction. This form **WILL NOT be recorded**, so there is no additional recording cost associated with it, but it **WILL** be retained by **CCRD** for 1-year, but **WILL NOT** be returned to the submitter. This form is **exclusively** for the purpose of ensuring that **CCRD** records documents in the requested order of a submitter, and if there is a mistake in that order, there is no question as to whether it was the submitter or **CCRD** which made the mistake (and in turn, bears the financial responsibility in correcting that mistake). Additionally, this form clearly spells out **CCRD’s** policy that if a single document within the bundle cannot be recorded for some reason, then the submitter is aware that the entire stack/bundle will be returned completely unrecorded.

### 2. A DOCUMENT COVER PAGE (REQUEST FOR SEQUENTIAL ORDER)

One of these forms **MUST** accompany **EACH** document within a bundle/stack submission (ex., if there are FOUR documents to be recorded, such as a Power of Attorney, followed by a Deed, followed by a Mortgage, followed by an Assignment, EACH of the FOUR documents **MUST have its own DOCUMENT COVER PAGE**). This form ensures that whichever document is to be recorded in a particular order is clearly indicated, and provides space for the customer name, contact phone, email address and any special instructions for **CCRD**. The purpose of this form is to make it irrefutably clear as to which document should be recorded in which order, while providing the necessary space to write such notes, so as to help eliminate recording penalties (which are incurred when such notes are included in the 3x5 recording space and/or margins).

Both of the aforementioned forms will be available as **FILLABLE PDF’S** (meaning a submitter can fill-in all of the applicable information directly on the form before printing and signing—so as to cut down on the amount of time spent writing) at [cookrecorder.com/forms](http://cookrecorder.com/forms), and hard copy forms may be obtained from any **CCRD** office (downtown Chicago or three satellite offices, Bridgeview, Markham & Rolling Meadows). Starting **December 1st, 2017**, any “BUNDLE” or “MULTIPLE DOCUMENT” request which is submitted to any location without these forms will be returned **WITHOUT** recording, and must be resubmitted with the proper forms at the customer’s expense.

Once again, these forms are **ONLY** for **PAPER RECORDINGS** submitted to an actual office, **NOT E-RECORDINGS**. If you have any questions regarding how to complete these forms, or where to obtain them from, please contact our **Director of Operations** at **312.603.5066**, or email [Gabriel.fakhouri@cookcountyil.gov](mailto:Gabriel.fakhouri@cookcountyil.gov).