



WASHINGTON COUNTY
OFFICE OF COUNTY RECORDER/REGISTRAR OF TITLES
GOVERNMENT CENTER
14949 62nd Street North PO Box 6, STILLWATER, MN 55082-0006
Office (651) 430-6175
Facsimile Machine (651) 275-7060

Kevin J. Corbid
County Recorder
Registrar of Titles

Dear Customer,

We currently offer an escrow account system for payment of recording fees, copies, internet access and/or other fees. The purpose of the escrow account is to speed up the recording process by eliminating rejects due to the shortages of fees and eliminate refunds from overpayment as well as reduce your processing costs.

If you would like to participate, please complete the attached form and return it to Danette Kampfer. After she has set up your account you will be notified. You may then deposit funds and begin using the funds in your account. Please review your past activity to determine an appropriate beginning balance. To ensure our ability to process your requests we request a minimum balance of \$250. The escrow account must always have a positive balance. Recordings and other requests may not be processed if there are not adequate funds in the account.

You will be provided a statement of your account on a monthly basis. The statement will include the receipt date, receipt number and the amount charged. Please review the statement carefully and make deposits to the account as appropriate. When making deposits to your escrow account, the account number must be included on your check. To utilize the funds in your account simply indicate escrow charge and your account number on your transmittal.

If you have any questions, please contact Danette Kampfer or Jennifer Wagenius at (651) 430-6175.

Sincerely,



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ESCROW REQUEST/AUTHORIZATION FORM

Company Name _____
Address _____

Contact Person _____
Email Address _____
Telephone Number () - _____
Federal Tax ID # _____

Escrow Funds may be used for:
(Please check each category as appropriate)

- _____ Recording Fees
(Including fees for recording, well certificate, and attest or certified copies requested
when document is recorded)
- _____ Copies, Faxes, and Miscellaneous Fees
- _____ Internet Tract Index Remote Access

On behalf of the above company, I authorize Washington County Recorder/Registrar to reduce my escrow balance for the above service charges.

Authorized Signer: _____ Date: _____

Title: _____