



Property Records and Taxpayer Services

Jennifer Wagenius
Director

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 the Property Records Division along with a deposit. You will be notified after your account has been set up and your funds are available for use. 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, description 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 Kathy Cunnien at (651) 430-6175.

Sincerely,

Washington County Property Records Division



ESCROW ACCOUNT SETUP/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 recordings, well certificates, and attest or certified copies requested when documents are recorded)

_____ Copies, Faxes, and Miscellaneous Fees

_____ RecordEASE Remote Access (including monthly subscription, searching and viewing fees)

On behalf of the above company, I authorize the Washington County Property Records Division to reduce my escrow balance for the above service charges.

Authorized Signer: _____

Date: _____

Title: _____