



110 North Apopka Avenue, Room 101, Inverness, Florida 34450-4299 - Telephone: (352) 341-6473
www.clerk.citrus.fl.us

RECORDING SERVICES ESCROW AGREEMENT

This agreement made this ____ day of _____, 20____, by and between BETTY STRIFLER, as Clerk of the Court for Citrus County, Florida, hereinafter referred to as Clerk and

Company Name - Hereinafter referred to as Licensee

The Clerk of Court offers the following services that can be consolidated into one escrow account. A \$100.00 deposit is required to establish an escrow account. Place a check mark in the box next to the service(s) you wish to subscribe to:

- **Copy Work** - The Licensee can make request for copies of the Official Record and the cost is withdrawn from escrow account. **Copies of Official Records cost \$1.00 per page and \$2.00 to certify the document. There is an additional \$1.00 fee for long distance faxing.**
- **Recording Fee Shortages** - Fee shortages are withdrawn from escrow account to prevent rejection of documents.
- **Plat Maps** - The Licensee receives quarterly updates of plat images on compact disk and the cost is withdrawn from this account. **Initial set of plat CD's is \$250.00 and quarterly updates are \$25.00.**
- **Official Records Index Data** - the Licensee receives the Official Records Index data via FTP with weekly updates and the cost is withdrawn from escrow account. **Licensee is required to pay a processing fee of \$50.00 and \$15.00 weekly for updates.**
- **Official Record Images** - The Licensee receives the Official Record images via FTP at the cost of \$42.00 per book. The cost will be withdrawn from the escrow account. **The average book release is three per week and requires a minimum \$500.00 deposit.**

Once an escrow account is established, you have the option of depositing recording fee overages into your escrow account. ***(Note: You must choose an option)***

- **Deposit overages in our company escrow account:** **YES**
- **Do not deposit overages in our company escrow account:** **NO**

The Clerk and the undersigned Licensee agree to the following conditions;

- The Licensee shall pay the Clerk the required minimum deposits for each elected service to be held in escrow. The Clerk will provide a monthly accounting statement itemizing each credit or debit to this account.
- When the balance of said deposit shall be depleted so as to total **less than \$50.00**, the Clerk will issue notice that an additional deposit shall be due and payable within 15 days of the date of said notice.
- The Licensee shall have no recourse or right of action against the Clerk for any cause whatsoever due to information obtained in accordance with this agreement. The Licensee shall save, indemnify and hold the Clerk harmless and defend the Clerk from any and all liability of whatever nature whatsoever, including, but not limited to, any and all damages, attorney's fees and or cost incurred by Clerk or Licensee arising out of the use of the information obtained by the Licensee in accordance with this agreement.
- Either party may terminate this agreement at any time after the delivery of five (5) days written notice to the other. The Clerk is not obligated to refund any amounts paid by the Licensee under this agreement in the event the Licensee terminates the agreement. This agreement will remain in full force and effect until cancelled in writing by either party.

This contract shall not be assigned without the consent of the Clerk.

In witness whereof, the parties have signed in agreement on the date first written above.

Kristi Hugar,
Records Director

Licensee signature/printed name

Mailing address

Telephone number, Fax number

Email address