



## ANGELA VICK

CLERK OF THE CIRCUIT COURT AND COMPTROLLER  
CITRUS COUNTY, FLORIDA

Clerk of the County Court  
Recorder of Deeds  
Clerk and Accountant of the Board of County Commissioners  
Custodian of County Funds  
County Auditor

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### RECORDING SERVICES ESCROW AGREEMENT

This agreement made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Angela Vick, as Clerk of the Circuit Court and Comptroller for Citrus County, Florida, hereinafter referred to as Clerk, and

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***Company Name - Hereinafter referred to as Licensee***

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The Clerk offers the following services that can be consolidated into one escrow account. A 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**Copy Work** - The Licensee can make request for copies of the Official Record and the cost is withdrawn from escrow account.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**Recording Fees** – Recording fees are withdrawn from escrow account. Customers who utilize eRecording through the Clerk of the Circuit Court and Comptroller website shall:

- Adhere to the PRIA standards by complying with PRIA best practices on image quality.
  - >Image resolution shall be 300 dpi
  - >Image format shall be a single file, multi-page TIFF, PDF or PDF/A
- Provide the Clerk with authorized user(s) and immediately notify the Clerk of any changes to the authorized user.
- Authorized users will have a unique login and password.
- Authorized users shall not share login/password information

**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Index Data** - the Licensee receives the Official Records Index data via FTP with weekly updates and the cost is withdrawn from escrow account.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 shall 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 The cost will be withdrawn from the escrow account.

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 deposits for each elected service to be held in escrow. The Clerk provides the Licensee with online account monitoring, itemizing each credit or debit to this account.
- When the balance of said deposit is depleted so as to total less than \$50.00, the Licensee will make an additional deposit. Accounts with insufficient funds shall not utilize account until payment is made.
- 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 be renewed on an annual basis.
- Licensee authorizes the following users to submit documents electronically, utilizing the Licensee escrow account for charges incurred. Additional users may be attached as an exhibit.

\_\_\_\_\_  
Authorized user name

\_\_\_\_\_  
Authorized user e-mail address

\_\_\_\_\_  
Authorized user name

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Authorized user e-mail address

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Authorized user name

\_\_\_\_\_  
Authorized user e-mail address

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.

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Signature (as signed above)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Phone

\_\_\_\_\_  
e-mail address

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by  
\_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

Personally known \_\_\_\_\_

OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
Recording Escrow Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (as signed above)

\_\_\_\_\_  
Title