



CRAWFORD COUNTY RECORDER'S OFFICE

Julie A. Wells, Recorder

Escrow Account Policy

1. Escrow accounts require a written application. A minimum deposit of \$ 25.00 is due when submitting an application. The deposit may be made by cash, check or money order. Escrow account holders may deposit more than the minimum deposit.
2. Once established, subsequent deposits may be made by cash, check, or money order.
3. Cash cannot be withdrawn from an account. Only reimbursements of the entire balance and closure of the account are permissible. Partial reimbursements will not be made. Request for reimbursements must be in writing and signed by the Authorized Signor on the account application. Reimbursements from the Recorder's office shall be by check issued from the Crawford County Auditor's Office. The check will be payable to the account holder whose name appears on the account application.
4. Escrow account withdrawals may only be used for Recorder's fees. Withdrawals will only be permitted to authorized users listed on application.
5. The Recorder has the right to close any escrow account at any time, with or without cause and without prior notice. It is not the responsibility of the Recorder to update escrow information without notice such as : current mailing address, phone number, fax number and authorized users of the account. Inactive accounts in a 90-day period may be subject to closure. Refunds will be sent to the current mailing address listed on account.
6. The Recorder has the right to apply reasonable service charges for bookkeeping or processing when deemed necessary. Returned checks may result in the Recorder debiting costs incurred for services provided (Ohio Revised Code 317.32) from funds previously established in escrow with the Recorder's Office. Until matters are resolved, the Recorder reserves the right to deny a service paid by escrow.
7. No service will be provided without sufficient funds in the escrow account.
8. The primary contact for the account will be provided login information for the account. It is the primary contact's discretion as to whom they provide the login name and password. It is also the primary contact's responsibility to change the password as necessary.
9. The primary contact will receive a monthly statement detailing debits and credits to their account. It is their responsibility to balance their account and notify the County Recorder's office of any disputed debits or credits. This report can also be downloaded on demand using CountyFusion.