

Loudoun County Clerk of the Circuit Court

REMOTE ACCESS SUBSCRIPTION RENEWAL FORM

This form may only be used for existing subscription accounts in effect Fiscal Year 2017

Renewal Fee: \$240 per user for Fiscal Year 2018

NAME OF ACCOUNT: _____

CHANGE OF ADDRESS: YES (If yes, provide current address below)
NO (Address on file will be used as current address)

New Mailing Address: _____

CONTACT PERSON (CP) FOR ACCOUNT: _____

PHONE # FOR CONTACT PERSON: (_____) _____

E-MAIL ADDRESS FOR CONTACT: _____

Please list user names and email addresses:

1> _____ 2> _____

email _____ email _____

3> _____ 4> _____

email _____ email _____

5> _____ 6> _____

email _____ email _____

7> _____ 8> _____

email _____ email _____

9> _____ 10> _____

email _____ email _____

11> _____ 12> _____
 email _____ email _____
 13> _____ 14> _____
 email _____ email _____
 15> _____ 16> _____
 email _____ email _____

REMOTE ACCESS SUBSCRIPTION RENEWAL FEE: \$240 fee per user for FY 2018 Payment for your renewal can be made by check, money order, or escrow account. Escrow account holders who desire to use an existing escrow account to pay the renewal fee must present a letter on official letterhead of the subscriber requesting the deduction of the subscription fee from the escrow account.

CP Initials _____

RECEIPT FOR PAYMENT OF RENEWAL FEE: To save the cost of postage, receipts for renewal fees will not be mailed unless you specifically request a receipt to be mailed to you in a self-addressed, stamped envelope.

CP Initials _____

USERS ON SUBSCRIPTION ACCOUNT: This renewal will cover the users currently on file for each subscription. To add additional users, please use the application and agreement forms available in the Clerk's Office or on the Clerk's Office website at www.loudoun.gov/clerk.

CP Initials _____

Signature of the Accounts Contact Person

Date

Make Checks payable to: Clerk of the Circuit Court
(Can be delivered to the Land records counter personnel)
 Or

Mail to:
Clerk of Circuit Court
c/o Kevin J. Blatchley
P.O. Box 550
Leesburg, Va. 20178

Clerk's Office Use Only:

Date of Payment: _____ **Check#:** _____

Renewal Approved: _____