

ESCROW ACCOUNT REQUIREMENTS

1. Escrow accounts shall commence with a written application. A minimum singular deposit of cash, check or money order of \$100.00 is due when application is submitted. Escrow accounts may be accessed for both Recording Services and Micrographics. Patrons using escrow accounts to record documents may need to increase deposits according to projected usage.
2. Subsequent deposits can be made by cash, check or money order.
3. Cash cannot be withdrawn from an account. Any reimbursements from the Recorder's Office shall be by check, payable to the company whose name appears on the account.
4. Escrow withdrawals are for Recorder's Office business only.
5. The Recorder has the right to close any escrow account for any reason without prior notice.
6. The Recorder has the right to apply reasonable service charges for bookkeeping or processing, if applicable, when deemed necessary.
7. No services will be provided without sufficient funds in the account.
8. Escrow accounts may not be accessed for document recordation after 4:00 PM

County of Loudoun
OFFICE OF THE CLERK OF CIRCUIT COURT
P.O BOX 550
LEESBURG VIRGINIA 20178
LOCAL 703-777-0270
www.loudoun.gov/clerk
Gary M. Clemens
Clerk

COMPANY NAME _____

ADDRESS _____

TELEPHONE NO. _____

E-MAIL ADDRESS _____

CONTACT PERSON _____

By signing below I acknowledge and/or agree to the following:

1. Escrow accounts maintained by the clerk are not mandatory or prerequisite to recording in the clerk's office.
2. Overages in recording checks are not required to be placed in any escrow account; likewise escrow funds are not required to be used for any shortages.
3. If overage is more than \$25.00 authorized users must contact company for permission before the Clerk/Deputy Clerk will deposit into escrow account.
4. Escrow funds will be paid to the account holder upon written request.
5. A statement is available from the clerk's office that shows account activity and identifies transactions.
6. To put overages in or take shortages from an escrow account, the name on the escrow account and address must be the same as the account name and address on the check.
7. All recording overages/shortages should be reported by the recorder to the settlement agent who will be responsible for CRESPA compliance.
8. A list of persons who may authorize escrow account activity on behalf of the company will be maintained with the clerk's office. This list is attached.

NOTE: This form must be signed by the owner/officer of the company represented

PRINTED NAME AND TITLE _____

SIGNATURE _____

State of _____

County of _____

Subscribed, sworn and acknowledged before me by _____

This _____ day of _____ 20 _____

My commission expires:

Notary Public/Deputy Clerk

