



# Daniel J. O'Connor Jr.

## Franklin County Recorder

### Escrow Account Policy

1. Escrow accounts require a written application. A minimum deposit of \$100.00 is due when submitting an application. The deposit may be made by cash, check or money order.
2. Escrow account balances may incur fees due in the both Recording Services Department and Micrographics Department of the Franklin County Recorder's Office. Depending upon projected usage, escrow account holders may deposit more than the minimum deposit.
3. Once established, subsequent deposits may be made by cash, check, or money order.
4. Cash cannot be withdrawn from an account.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. Requests 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 Franklin County Auditor's Office. The check will be payable to the account holder whose name appears on the account application.
5. Escrow account withdrawals may only be used for Recorder's fees. Withdrawals will only be permitted to the authorized users listed on the application.
6. 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 the account.
7. 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 for by escrow.
8. No service will be provided without sufficient funds in the escrow account.
9. Escrow accounts may not be accessed for document recordation after 5:00 p.m.
10. 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.
11. 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.



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APPLICATION TO ESTABLISH AN ESCROW ACCOUNT  
(PLEASE TYPE OR PRINT)

Company Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

CountyFusion Username: \_\_\_\_\_

(The administration of the account will be tied to the Primary Contact's username. If no username is provided, one will be assigned by Franklin County and sent to the Primary Contact.)

### AUTHORIZED USERS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT ATTACHED: \$ \_\_\_\_\_ \_CHECK \_\_\_\_\_ MONEY ORDER

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
TYPE OR PRINT AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

ESCROW ID: \_\_\_\_\_