

BEVERLY J. BAUER

Houston County Recorder – Registrar of Titles
Abstract of Title – Vitals
PO Box 29
Caledonia, MN 55921-0029

Phone (507) 725-5813 Fax (507) 725-2647
Office e-mail: recorder@co.houston.mn.us
Website: www.co.houston.mn.us

Geraldine K. Klug, Deputy Susan K. Schwebach, Deputy Mary B. Betz, Deputy

To Whom It May Concern:

Anyone who would like to subscribe to Houston County LandShark from this office must have an Escrow/Security Deposit or pay monthly in advance of the first of each month the amount designated by the Level that you wish to subscribe to.

You must deposit \$50.00 or more, depending on the Level you choose, but your credit limit will only be as high as your Escrow/Security deposit. If you use this Escrow/Security deposit for abstractor's check certificates, abstract continuations, original abstracts, or copies, you probably want to have at least \$100.00 in your Escrow/Security deposit. With an Escrow/Security deposit in place, any requested work will be mailed, faxed or e-mailed (whichever is feasible) upon completion as long as the bill is under your Escrow/Security deposit amount.

Your Escrow/Security deposit is not to be used for any recording fees or UCC fees and is only for charges stemming from the Houston County Recorder's Office. The only charge that will be subtracted off the deposit is the LandShark fee. The rest of the charges will be billed either at the time the work is completed or monthly and must be paid monthly. The only way the other charges will be subtracted is if you do not pay your bill. Then the amount owed will be subtracted from your Escrow/Security deposit and any remaining money over \$5.00 will be returned to you and there will be no more credit extended.

If you do not have enough money in your Escrow/Security deposit to cover existing charges and your monthly LandShark also, your LandShark account will be disabled until you have made a deposit in your account.

Houston County Board of Commissioners have adopted a county policy not to issue refunds for amounts of \$5.00 or less.

If you would like to proceed with this process, please sign and date this letter and return it with your check.

Date _____ Signature _____
Company Name _____ Title _____
Address _____
City, State, Zip Code _____
Telephone _____ Fax _____
E-mail address _____

If you have any questions, please contact this office.

Sincerely,
BEVERLY J. BAUER
Houston County Recorder
E-mail: bev.bauer@co.houston.mn.us