

Dear Recording Customer:

The Lee County Clerk of Courts Recording Office is pleased to announce the availability of escrow accounts.

- An escrow account can be used for any service provided by the Lee County Clerk of Courts Recording Office: certified copies, regular copies, recording fees, indexing fees, any shortages, etc.....
- All shortages will automatically be withdrawn from your escrow account.
- All overpayments will be automatically deposited to your escrow account.
- It is recommended that you keep a minimum balance equal to at least 2 months worth of activity in your account at all times, so that your recording are not suspended.
- It is your responsibility to frequently check your account balance and activity. You can monitor your account balance and recording activity on-line.
- You can request that a portion of your escrow account balance be refunded, for example, if the balance is too high, by submitting a letter requesting a refund, please include your account name and the dollar amount that you wish to be refunded.
- Once your initial deposit has been processed, you will receive your username, password, and instructions to check your account activity.

If you would like to subscribe to this service, then please complete the below form and mail it with a deposit payment of at least \$100.00 to:

Lee County Clerk of Court
Attn: Recording Dept/Supervisor/Escrow Account
P.O. Box 2278
Fort Myers, FL 33902

If you have any questions please feel free to call or email me:

Sincerely,

Terry A. Baer,
Recording Office Supervisor
(239) 533-5007
Lee County Clerk of Courts Recording Office
Email: info_recording@leeclerk.org

Please provide the following information:

Company Name: _____

Contact Name: _____

Mailing Address: _____

Physical Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Check Number/Amount: _____

Signature: _____