



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- All shortages will automatically be withdrawn from your escrow account.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.
- The maximum amount that can be in your escrow account is \$500. Any funds over this amount will be refunded accordingly.
- It is your responsibility to make sure that there are sufficient funds in your account.
- Once your initial deposit has been processed, you will receive your username, password, and instructions to check your account activity.
- At any time you can request to close your account, or receive a refund on a portion of your account balance by submitting a letter to us either via regular mail or by email (email address is listed below) requesting to close your account or to request a refund. Please include your account name and the dollar amount that you wish to be refunded.

If you would like to subscribe to this service, then please complete the information below and mail it with a deposit 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  
Email: recsupport@leeclerk.org

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

Sincerely,  
Lee County Clerk of Courts Recording Office (239) 533-5007

**Please provide the following information:**

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

**Contact Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Check Number/Amount:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**RECORDING OFFICE** PO Box 2278, Fort Myers, FL 33902-2278 \* Phone: (239) 533-5007