

## Escrow Account Setup and RecordEASE Web Setup Authorization Form

Please fill out and return this form with the signed Escrow Account Agreement to:

Ramsey County Department of Property Tax, Records and Election Services  
90 W. Plato Blvd  
PO Box 64099  
Saint Paul, MN 55164-0099

For questions call: (651) 266-2051 or send an email to [AskCountyRecorder@co.ramsey.mn.us](mailto:AskCountyRecorder@co.ramsey.mn.us)

Customer or Company Name: \_\_\_\_\_ Tax ID: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

Primary Contact Email: \_\_\_\_\_

### Escrow funds may be used for:

- Recording fees (including fees for recording documents, well disclosure fees, and attested or certified copies requested when a document is recorded)
- Enhanced RecordEASE remote access to land records, including subscription, searching and viewing fees
- Mortgage Registry Tax
- State Deed Tax
- County Conservation Fee
- Copies (including certified copies; copies printed by the customer on county premises; copies provided to the customer in person, or by mail, or email)
- Notarization Fee

NOTE: Escrow accounts may **NOT** be used to pay current or delinquent property taxes.

**User information:**

**Monthly or Annual?**

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Note:** User IDs and passwords will be issued once the contract has been processed.

On behalf of the above company, I authorize Ramsey County Department of Property Tax, Records and Election Services to reduce my escrow balance for the above fees and service charges.

Authorized Signer: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_