

# Rachel M. Sadoff, CFCC

CLERK OF THE CIRCUIT COURT & COMPTROLLER  
EIGHTEENTH JUDICIAL CIRCUIT  
BREVARD COUNTY, FLORIDA

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## BREVARD COUNTY CLERK OF THE CIRCUIT COURT BREVARD COUNTY, FLORIDA CLERK'S FINANCE DIVISION

### PREPAID ESCROW ACCOUNT AGREEMENT

The undersigned, (hereinafter Applicant) has been granted a Prepaid Escrow Account with the Brevard County Clerk of Courts Recording Department subject to the following terms and conditions.

The Brevard County Clerk of Courts Recording Department has established the use of non-interest bearing escrow accounts to enable regular customers to draw against deposited amounts to pay for the recording of documents, paying documentary and intangible taxes, and other related fees.

1. **ACCOUNT INFORMATION.** In order to maintain an escrow account with the Brevard County Clerk of Courts Office, the customer must have internet access and a valid e-mail address, as all account information will be handled electronically. A password will be assigned by the Clerk of Courts Office. This password will be required to access information about the account. Applicants will be responsible for monitoring their own account balances and daily transactions. The Clerk of Courts Office will not provide a monthly statement.
2. **DISCREPANCIES.** Applicant has the responsibility to monitor their account on a regular basis. Any discrepancies must be reported in writing to the Clerk of Courts Recording Department within 30 days of the date of activity in question or such discrepancy shall be deemed waived by the applicant. The contact information is as follows: Justine Winik at 321-637-2004. The mailing address for said requests is P.O. Box 2767, Titusville, FL 32781-2767.
3. **DEPOSITS.** A minimum deposit of at least \$75.00 is required to establish the account. Said account will be available for use within three business days of the initial receipt of your deposit. **Note:** Escrow accounts utilized for ftp service will require a minimum deposit of \$300.00.

**Please check the appropriate escrow service to determine minimum deposit:**

- Recording fee shortages and/or copies (minimum deposit \$75.00)
- FTP service; monthly Official Records Index Data (minimum deposit \$300.00)
- FTP service; monthly Official Records Images (minimum deposit \$300.00)
- FTP service; combo service Official Records Index Data and Images (minimum Deposit \$300.00)

4. **CHECKS ACCEPTABLE FOR DEPOSIT.** Deposits to an escrow account must be in the form of cash, money order, cashier's check or a check drawn on the Applicant's business account.

5. **DISHONORED CHECK.** If any check presented for deposit is dishonored, escrow privileges will be suspended until the matter is resolved. The applicant will be placed on “cash only” terms and the applicable statutory fees will be charged.
6. **INSUFFICIENT FUNDS.** If the necessary escrow funds to complete a transaction are not available, the transaction will not be processed, as the Clerk’s Office is not authorized to extend credit. Negative account balances will not be allowed.
7. **REFUNDS.** The Brevard County Clerk of Courts refund policy will continue in accordance with Florida Statute 28.244 and 28.245. Accordingly, overages will not be deposited into escrow accounts and will be returned to the original payor via a check payment.
8. **TERMINATION.** Requests by either party to close an account shall be made by in writing and directed to the Clerk’s Finance Division.

By signature below, I am stating that I agree to abide by the terms and conditions as set forth in the above Prepaid Escrow Account Agreement.

\_\_\_\_\_  
Name of Authorized Representative

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address