

**BOULDER COUNTY CLERK AND RECORDER**  
**ESCROW ACCOUNT POLICY**

This Escrow Account Policy is effective **June 1, 2015**.

The attached signature sheet is to be filled out, signed and emailed to [recording@bouldercounty.org](mailto:recording@bouldercounty.org) or mailed to the Recording Division of the Boulder County Clerk and Recorder at 1750 33<sup>rd</sup> Street, Suite 201, Boulder, CO 80301.

An escrow account that is set up with the Recording Division may be used for the purchase of copies of Boulder County records and to record documents. The initial payment is \$50.00 for this service. This is a draw down account and the copy charges and/or recording fees will be charged against the account before the copies are issued or the recordings are processed. Negative balances are not permitted. Statements are emailed the first week of each month.

Copy orders may be placed in by email or in person at the Boulder Recording office. Copies of documents may be received by email, US mail, or can be held for pick up. A postage fee is charged when copies are sent by US mail. The email address for ordering copy requests is [recording@bouldercounty.org](mailto:recording@bouldercounty.org) .

Documents for recording must be submitted with a cover sheet stating that the fees are to be charged to the escrow account. Page three of this policy is the form to be used; if it is not included, the documents will be rejected for lack of payment.

If the account does not have sufficient funds to cover a copy purchase or document recording, the Recording Division will contact the account holder and request replenishment. Payments are accepted by cash, check and credit card. Credit card payments will include a fee of \$0.75 + 2.26% of the total payment.

**REQUEST FOR ESCROW ACCOUNT WITH THE  
BOULDER COUNTY CLERK AND RECORDER'S OFFICE**

Business Name: \_\_\_\_\_

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

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

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

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

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

Date of Request: \_\_\_\_\_

I am requesting the following service from the Boulder County Clerk and Recorder's Office:  
Escrow Account for the purchase of copies from the Boulder County Records and/or recording documents.

I understand and agree to the following: The initial minimum payment is \$50.00 for this service. This is a draw down account and the copy charges and/or recording fees will be charged against the account before the copies are issued or the recordings are processed. Negative balances are not permitted.

I will give thirty days' notice to the Boulder County Clerk & Recorder's Office in writing when I change or terminate my request.

I understand that the Boulder County Clerk & Recorder will process my written request as time permits.

\_\_\_\_\_  
(Signature of Buyer)

\_\_\_\_\_  
(Date of Request)

**ESCROW ACCOUNT RECORDING COVER SHEET  
FOR BOULDER COUNTY CLERK & RECORDER**

**DATE:** \_\_\_\_\_ **ACCOUNT NUMBER:** \_\_\_\_\_

**ACCOUNT NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

Please record the following documents and charge the fees to the escrow account given above.

Special Recording instructions (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_