



## OFFICE ACCOUNT APPLICATION

To open an Office Account for the convenience of payment of copy fees, printing fees, faxing fees, certified copy fees, etc. which apply from time to time in the activities at the Office of Lake County Recorder; the applicant requests and agrees to the following:

1. Complete current information on the application (one account per person/company).
2. A deposit of \$50.00 or more.
3. When the Office Account balance reaches \$25.00, Chief Deputy Ticconi will notify the OFFICE ACCOUNT holder by email to bring the account balance back to \$50.00 or more.
4. On a monthly basis, a statement will be sent via email with current balance.
5. Checks and cash will continue to be accepted.
6. Account is at the sole courtesy and discretion of Recorder Becky Lynch, and is provided as a convenience at the request of the applicant with no warranty or guarantee further attached. Changes may occur without notice and may be closed without cause. Accounts will be updated at least yearly.
7. THANK YOU!

<u>COMPANY NAME:</u>	<u>CONTACT:</u>	<u>CELL PHONE:</u>	<u>EMAIL:</u>
<u>STREET ADDRESS:</u>	<u>CITY:</u>	<u>STATE:</u>	<u>ZIP:</u>
<b>TO BE COMPLETED</b>	<b>BY RECORDER STAFF:</b>		
 	 		OPENING BALANCE:
2019 ACCOUNT:	USERNAME:	PASSWORD:	DEPUTY:

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Applicant Name Here: \_\_\_\_\_

Signature of Recorder: \_\_\_\_\_ Date: \_\_\_\_\_

*Becky Lynch, Lake County Recorder*

**THIS OFFICE ACCOUNT IS BETWEEN APPLICANT AND RECORDER BECKY LYNCH. NONTRANSFERRABLE.**