



GRAND COUNTY CLERK AND RECORDER

**Grand County
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PRE-PAID ACCOUNT AGREEMENT

This agreement regarding provision of pre-paid account agreement (the “agreement”) dates as of _____, _____ is between _____ (Applicant) and Grand County Clerk and Recorder (“County Clerk”).

RECITALS

- A. Applicant heretofore requested a pre-paid account with the County Clerk for the purpose of paying for services with the County Clerk.
- B. County Clerk has the ability to receipt funds and charge a pre-paid account for the applicant through a billing system on the County Clerk’s Real Estate recording system with Aptitude Solutions.
- C. County Clerk provides this service to expedite services provided to applicant.
- D. Applicant and County Clerk intend by this agreement to set forth the terms and conditions to govern the relationship between the applicant and County Clerk in connection with the Account.

TERMS AND CONDITIONS

1. Type of Account: Applicant has agreed to enter into this Agreement for a pre-paid account. **Applicant is to deposit \$50.00 with the County Clerk. Applicant understands that the balance in the account will not be allowed to drop below \$10.00 before the account must be replenished.**
2. It is the Applicant’s responsibility to monitor the activity and balance in the account.
3. The County Clerk will not charge a fee for the service of maintaining the account.
4. If the applicant requests any reimbursement for any account funds, the County Clerk shall apply a fee of **\$10.00** to cover the cost of preparing a check. A written request for such reimbursement is to be provided by the Applicant.
5. A list of individuals who may use the account is to be provided by the Applicant and included to this agreement on the attached list. **The County Clerk is limiting the number of authorized individuals who can access the account to 3 (three).**
6. The County Clerk will issue a password to the Applicant once this agreement is received. It will be e-mailed to the three individuals listed on page 2 that may access the account. If the password is forgotten, and an authorized individual call the County Clerk, a new password will be assigned and e-mailed to all three authorized individuals.

7. When there is a change of an authorized individual, one of the remaining authorized individuals must notify the county Clerk by e-mail. The notification should include information to remove the old and add the new authorized individual.
8. Funds from the account will not be available to the Applicant in the form of cash.
9. County Clerk or Applicant may terminate this agreement at any time. Any funds pre-paid (less \$10.00 processing fee) to the County Clerk will be returned to the Applicant within 10 business days. Any outstanding funds due the County Clerk will be paid by the Applicant to the County Clerk within 10 business days of notification.
10. Nothing contractual herein shall be construed as a partial or full waiver of the County's Governmental immunity.

Applicant Name _____

Authorized Signature _____

Grand County Clerk _____

Contact _____

Mailing Address _____

Physical Address _____

Phone _____ Fax _____

E-mail _____

Individuals authorized to access the account
Please include email addresses

1. _____

2. _____

3. _____