



**Lynn Ette Schrupp**  
**McLeod County Recorder / Registrar of Titles**  
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Website: [www.co.mcleod.mn.us/recorder](http://www.co.mcleod.mn.us/recorder)

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September, 2006

Dear Customer,

We are now offering an escrow account system for payment of recording fees and other miscellaneous fees in the Recorder's office. The purpose of the escrow accounts is to reduce your processing costs and eliminate refund checks for voided documents.

If you would like to participate, please complete the attached form and return it to our office along with your escrow deposit check. After we deposit your escrow check you may begin using funds in your account and deposit additional funds at any time. To ensure our ability to process your requests we suggest a minimum balance of \$500. Remember that document recording charges are \$46 (Torrens may be more). These fees can add up quickly. Also, the recording fees will be coming out of the same account as Landshark and Atrix, if applicable. To utilize the funds in your account for recording purposes, simply indicate the County Escrow Account # on your transmittal form sent in with your documents. This account number will be emailed to you after your first deposit. Insufficient funds in your account will result in the rejection and return of your documents for insufficient funds. This escrow account is only for Recorder's office fees. Mortgage Registration and Deed Tax must be submitted by check to the McLeod County Treasurer or you may contact the Treasurer for other possible arrangements.

Escrow Statements will **NOT** be sent back with your recorded documents. It will be your responsibility to monitor your account balance. For those of you that are Landshark customers you will be able to monitor your account at any time by logging into Landshark. Landshark users may check your account in the afternoon at approximately 3:00 to view your current account balance. Documents are recorded the morning after they are received. Landshark and other miscellaneous charges must be taken into account when monitoring your balance.

If you have any questions, please contact our office. We look forward to working with you.

Respectfully,

Lynn Ette Schrupp  
McLeod County Recorder and Registrar of Titles



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## ESCROW REQUEST / AUTHORIZATION FORM

**Company Name:** \_\_\_\_\_

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

**Contact Person:** \_\_\_\_\_

**Telephone Number:**   (    )   \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

Escrow funds may be used for:

- Document Recording fees
- Including well disclosure fees, certified copies and duplicate information
- Copies requested within the office
- Condition of Register and search fees
- Fax requests
- Landshark image and monthly fees (if applicable)

On behalf of the above named company, I authorize the McLeod County Recorder/Registrar of Titles to reduce my escrow balance for the above service charges. I agree that all my employees will present our account number when requesting a debit from our escrow account.

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

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

**Recording Charge Slip**

To: \_\_\_\_\_ County, MN

Abstract  
 Torrens # \_\_\_\_\_

Date: \_\_\_\_\_

Please record in the following order:

	Document Type	Description	MRT	SDT	Recording Fees
1					
2					
3					
4					
5					
6					

From: \_\_\_\_\_ County Escrow Account # \_\_\_\_\_  
(Company Name)

Contact Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Notes: \_\_\_\_\_

Company File No.: \_\_\_\_\_

**NOTE: IF ANY DOCUMENT IS REJECTED, THE ENTIRE PACKAGE WILL BE RETURNED.**

**Recording Charge Slip**

To: \_\_\_\_\_ County, MN

Abstract  
 Torrens # \_\_\_\_\_

Date: \_\_\_\_\_

Please record in the following order:

	Document Type	Description	MRT	SDT	Recording Fees
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