



# San Bernardino County Recorder-Clerk

222 W. Hospitality Lane, 1<sup>st</sup> Floor, San Bernardino CA

92415-0022

Hours 8 a.m. to 5:00 p.m., Monday-Friday

<b>Charge Account Request Form</b>				
<b>Type of Request:</b>		New Account	Change to an Existing Account <i>(Complete only sections that have changed)</i>	
Charge Account Number: <i>(existing accounts only)</i>		Service Type:		
Estimated Number of Recorded Documents Per Month		Estimated Number of Copy Requests Per Month		
<b>Organization Information</b>				
		Government Agency	Non-Government Agency	
Agency Name				
Street Address		City	State	Zip Code
Contact Name and Title				
Phone Number		Fax Number		E-Mail Address
Organization Manager				
Phone Number		Fax Number		
<b>Authorized Users (Please list authorized user(s). Attach a separate list, if needed.)</b>				
Add	Delete	Name	Phone Number	
Add	Delete	Name	Phone Number	
Add	Delete	Name	Phone Number	
Add	Delete	Name	Phone Number	
Add	Delete	Name	Phone Number	
<b>I hereby agree to the terms and conditions and accept the County Recorder's established procedures for setting up and modifying a charge account.</b>				
_____ Agency Manager's Signature			_____ Date	
<b>RECORDER USE ONLY</b>				
Approved	Denied	Signature of Deputy Recorder		Date
<b>NEW CHARGE CODE ASSIGNED BY:</b>				
Name		Signature		
Date	Charge Code Number	Check Number	Amount	
<b>CONFIRMATION E-MAIL SET-UP</b>				
Name		Signature		Date

# San Bernardino County Recorder-Clerk Charge Account Request Form

## Terms and Conditions

### **Eligibility Limitations:**

Title Companies: Title companies must record at least 50 documents per month to be eligible for a charge account. Accounts with no activity for two consecutive months will be deactivated unless otherwise approved.

Government Accounts: Governmental entities must require invoicing prior to issuing warrants to be eligible for account set up.

### **Credit Rating:**

By signing this agreement, customer authorizes, understands and agrees that the County may review customers credit history prior to entering into this agreement or at any other time during the term of this agreement or at any other time during the term of this agreement for purpose of determining of determining eligibility for extension of credit or collecting a debt owned hereunder.

### **Account Information and Fees:**

- Setup fee: A \$125.00 fee is required at the time of setup of an account.
- Update fee: A \$15.00 fee is charged for each revision made to an existing account.
- Gov't fee: All account fees are waived for government accounts
- Account Approval: Charge Account Agreements are subject to approval by the Deputy Recorder
- Account number: Upon approval of the Charge Account Request Form, San Bernardino County Recorder's Fiscal staff will notify the customer in writing when a charge account number has been established. Please reference this account number on future correspondence to ensure the prompt and correct processing of service requests.
- Account Update: Changes to an account must be authorized by the originating agency, by completing and submitting a New/Revised Charge Account Request Form with the appropriate fee. The Recorder's fiscal staff will notify the customer in writing when the updates have been completed.
- Account Denial: The Recorder's Office fiscal staff will notify the customer in writing if a charge account is denied.

### **Charge Authorization:**

For your protection and ours, customers are required to submit a Charge Authorization Form with each service request. This form will be used to verify that users have been properly authorized to charge against the account. The form can be accessed on the ARC website at <http://www.sbcounty.gov/arc>, "Forms" tab, "Recorder Forms", "Charge Account Authorization Form".

### **Service Companies:**

If you choose to use a service company, they will be receiving the confirmation information and ensuring confirmations are forwarded to the title company. They will be responsible for answering any recording or billing questions and submitting payments to the County of San Bernardino Recorder.

### **Pricing:**

Charges for services provided by San Bernardino County Recorder, County Clerk and Historical Archives shall be set forth in a written price schedule. The price schedule is available on the ARC website <http://www.sbcounty.gov/arc>, "Fees" tab, "County Recorder-Clerk Fee Schedule".

### **Billing and Payment Terms:**

- Title Companies: Payment is due 24 hours from the receipt of invoice or 3 business days after the transaction date.
- Other Accounts: Government and Image customers will be billed at the end of each month. Payment is due 30 days from the date of invoice.
- Late payments: You will be notified of any overdue balance either by phone or by fax. This notice will indicate, the details of the delinquency and our fiscal staff's contact information. Please be aware that overdue invoices may result in the temporary suspension of a charge account. Also, be sure to keep confirmations of each EFT that you initiate in case there are any discrepancies with receiving your payment.

# San Bernardino County Recorder-Clerk Charge Account Request Form

Payment methods: Payments must be made via electronic funds transfer.

Send your electronic payments to: **Wells Fargo Bank**  
ABA for wires: **121000248**  
Account # **4941356420**  
Name of the Account: **County of San Bernardino-Recorder's Office**

## **Image Customers:**

Images System Requirements: Important ftp client configuration settings are:

SSL Mode: SSL Explicit Encryption

TCP Port: 990

FTP Mode: PASSIVE

Passive Ports: 10000 - 10200

Once an account has been established the customer will be issued the address and password to access the FTP server. <sup>1</sup>The FTP server will only accept SSL encrypted FTP connections therefore customers need to use FTP client software that supports SSL connections. Filezilla is one such open source program that can be freely downloaded. The County will provide IT support for the service. The customer is responsible for contacting this office at (855) 732-2575 to report problems with their connection to the server. Fees will not be waived due to unavailability to the site unless record of an ongoing service request is on file.

Availability: Images are batched by date and are not available by individual image.

Document: Images are transferred to the FTP server daily. Please note, there is a two-day delay between image scanning and availability on the server. The previous thirty days of images are available for downloading from the FTP server at all times.

Map: Images are transferred to the FTP server monthly. Images are transferred and organized by month, after the close of the month's images have been scanned. The previous three months of images are available for downloading from the FTP server at all times.

Although the availability window through the FTP server may have passed, the Recorder's Office, for an additional fee, may still provide you with images upon request. Please call (855) 732-2575 for further assistance.

## **Term of Agreement:**

This agreement will automatically continue for successive one-year renewal terms unless the customer or San Bernardino County Recorder give written notice of cancellation. Customers will have an opportunity to make changes to their account(s) at no charge once per calendar year.

## **Mail Completed Form to:**

San Bernardino County Recorder  
222 W. Hospitality Lane  
San Bernardino, CA 92415-0022  
Mail code: 0022/Fiscal

<sup>1</sup> TSS will work with ISD to set up customer accounts and passwords to access the ftp server