

DON BARBEE JR., CLERK OF CIRCUIT COURT  
20 North Main Street - Brooksville, FL 34601  
Phone: (352) 540-6768 / FAX: (352) 754-4243  
Email: [hernandoclerk.com](mailto:hernandoclerk.com)

## ESCROW ACCOUNTS

TO WHOM IT MAY CONCERN:

The Clerk's Office offers the capability of charging services in the **Recording and Civil Court** areas to a **pre-established Escrow Account**. Also, if your monies are over/under, we can use the account to credit or debit the overage/shortage in lieu of returning your documents un-recorded. You may specify on the attached form a certain amount for any credit/debit.

To establish an Escrow Account a **minimum deposit of \$ 25.00 (or estimated monthly charges, whichever is higher)** and submittal of the attached "Escrow Account Agreement" is required. The Clerk's Office is not authorized to extend credit and charges will not be allowed for more than the balance on the account. Please be sure your deposit is sufficient to cover the monthly charges.

**Submit completed forms to:**

For Official Record Recordings:

Hernando County Clerk's Office  
Attn: Recording Division – RM 362  
20 North Main Street  
Brooksville, FL 34601

For Court Filings:

Hernando Count Clerk's Office  
Attn: Civil Court Division – RM 245  
20 North Main Street  
Brooksville, FL 34601

Upon receipt of the agreement and deposit, an Escrow Account will be set and we will notify you that you may begin using the account. In order for us to notify you about the account in a timely fashion, **PLEASE be sure to include your Email Address on the agreement.**

Only the persons listed on the agreement will be permitted to charge to your account. You may change the authorized personnel at any time by contacting our office so that we may update our file.

***Any account with "no" activity for one Fiscal Year (October thru September) will automatically be closed. Refunds will be issued for any balances of \$5.00 or greater.***

Thank you for your cooperation, and please feel free to contact the Recording Division at (352) 540-6768 if you have any questions.

SINCERELY,

DON BARBEE JR.  
Clerk of Circuit Court

HERNANDO COUNTY CLERK OF CIRCUIT COURT  
**ESCROW ACCOUNT AGREEMENT**

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**Please check applicable box(s)** (and complete all info below / must also be signed):

- New (customer must submit a minimum deposit of \$25)**
- Revised/Updated information**
- Please close my account and issue a refund**
- Please provide access for me to view my account via your website (ORB customers only)**

(Please type or print legibly)

**COMPANY NAME:** \_\_\_\_\_

**OWNER'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

I hereby authorize the following **employees and/or Branch Offices** to charge to our "Escrow Account":

**EMPLOYEE:**

**BRANCH OFFICE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please check only one Escrow Account Option:**

**Escrow Account is for:**  **Court Filing Fees**

**Escrow Account is for:**  **(ORB) Official Record Recordings/copies**

**Please check all that apply (applies to either type Escrow Account):**

- Clerk authorized to **charge my account** for **shortages** in fees / maximum amount allowed per transaction: \$ \_\_\_\_\_
- Clerk is authorized to **credit my account** for **overages** in fees / maximum amount allowed per transaction: \$ \_\_\_\_\_
- Clerk is NOT authorized to **credit my account** for **overages**. Please **return my documents/filings for correct fees**.

**APPROVED BY:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Signature of Owner or Authorized Agent for the company -

HERNANDO COUNTY CLERK OF CIRCUIT COURT  
**ESCROW ACCOUNT AGREEMENT**

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**Please attach business card** – Thank you!)