

Adrian Fontes  
Recorder



Office of The  
Maricopa County Recorder

Account Application

DATE OF REQUEST \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

TAX ID NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

MAIN CONTACT PERSON/TITLE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

RECORDING/DIGITAL CONTACT PERSON \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ACCOUNTING CONTACT PERSON \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

AUTHORIZED USER(S) OF THE ACCOUNT \_\_\_\_\_

\_\_\_\_\_

TYPE OF ACCOUNT REQUESTED

Recording \_\_\_\_\_ Searches \_\_\_\_\_ Copies \_\_\_\_\_ 3<sup>rd</sup> Party Submitter \_\_\_\_\_

DVDs/FTP \_\_\_\_\_ Bulk Image Data \_\_\_\_\_ Bulk Name Data \_\_\_\_\_

*I understand a \$300 check payable to Maricopa County Recorder is the minimum amount accepted to open the account and a \$50 credit balance must be maintained at all times. If the account is not in good standing at the time of a recording or copy request, the request may be denied. Additional fee adjustments may be made to the account for up to one year after a document is recorded if an error was made in the initial recording fees assessed. Accounts inactive for one year or longer will be terminated unless you have notified us that you want to keep the account open.*

SIGNATURE/TITLE \_\_\_\_\_

**PLEASE RETURN COMPLETED APPLICATION, COMMERCIAL PURPOSE & ADDENDUM OR NON-COMMERCIAL PURPOSE AND DIGITAL RECORDING MOU (Pages 1-5) FORMS AND \$300 CHK TO THE MARICOPA COUNTY RECORDER, ATTN: ACCOUNTING TEAM, 111 S. 3<sup>RD</sup> AVENUE #103, PHOENIX, AZ 85003-2281.**

Approved by: \_\_\_\_\_

Request rejected: \_\_\_\_\_

Date Account opened: \_\_\_\_\_

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

Account number: \_\_\_\_\_

Reason: \_\_\_\_\_

In accordance with A.R.S. §39-121.03, all applicants must have certified statement of commercial use on file in the Maricopa County Recorder's Office prior to approval of this application.