

## **ERECORDING NEW CUSTOMER INSTRUCTIONS**

- 1. They must submit a “Memorandum of Understanding” to be approved by Commissioners’ Court. They may submit an unsigned MOU to be presented to Commissioners’ Court, but advise them it will only slow the approval process.**
- 2. Advise them they must set up an escrow account with us, which is required by our treasurer. The amount is up to them, but it should be a \$500.00 minimum. We need the company name, address, phone number, email address and contact person.**
- 3. We will need their IP address. They can give it to us and we will forward it to IT or give them Susan Count’s contact information. Since the MOU will be public record, ADVISE THEM TO NOT PUT THEIR IP ADDRESS IN THE MOU.**
- 4. Manatron will need a copy of the signed and approved MOU for their records.**
- 5. Give them our website so they can see our filing requirements and fee schedule.**
- 6. Erecordings received after 4:00 p.m. will not be processed until the following work day.**