

OFFICE OF THE REGISTER OF DEEDS
ROCKINGHAM COUNTY COURTHOUSE
POST OFFICE BOX 896
KINGSTON NH 03848-0896

Cathy Ann Stacey
Register of Deeds

Telephone
603-642-5526
FAX Number
603-642-8548
www.nhdeeds.com

COPY ACCOUNT POLICY

Copy accounts are a courtesy and privilege we extend to individuals and companies utilizing this office. If the following items are unacceptable or not met, your account privileges will be terminated. This office requires a non-refundable set up fee of \$100.00 for any internet copy account. Please refer to the copy fee schedule for pricing.

All copy account invoices must be paid in full within ten (10) days of receipt or your account will be closed. Three late payments will result in the account being permanently closed. We do not carry credits or accept partial payments during the billing cycle period as it places a huge burden on this office's staff.

Checks returned from the bank for insufficient funds or any other reason will incur a \$25.00 fee.

Copy accounts must be used on a continual monthly basis or they will be closed. A minimum maintenance fee of \$5.00 is placed on any account with a balance below \$5.00. If your balance is zero, you will not be charged the maintenance fee.

This office does not keep track of individual orders placed and you will not receive an itemized invoice. It is your responsibility to keep a record of the orders you or your agent place at the time of the receipt of copies. This is not debatable. Internet orders may be viewed online by clicking on view my account history.

A password is necessary to insure proper usage of the billing accounts. This password must be used on all orders. It is your responsibility to provide your password to any individuals that you allow to charge on your account. This office will not disclose anyone's password except to the authorized account holder.

Very truly yours,

Cathy Ann Stacey
Register of Deeds

I hereby acknowledge receipt of the copy account protocol and agree to its terms.

Date:

Print Name:

Company Name:

Please sign and return to the Registry of Deeds in order to activate your account.

OFFICE OF THE REGISTER OF DEEDS
ROCKINGHAM COUNTY COURTHOUSE
P.O. BOX 896, KINGSTON NH 03848
10 ROUTE 125, BRENTWOOD NH 03833

Cathy Ann Stacey
Register of Deeds
www.nhdeeds.com

Telephone
603-642-5526
Fax Number
603-642-5930

DATE: _____ ACCOUNT #: _____

NAME: _____

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: ____ - ____ - ____ FAX: ____ - ____ - ____

E-MAIL ADDRESS _____

(To avoid errors please type e-mail address)

CONTACT PERSON IF OTHER THAN PERSON OPENING ACCOUNT:

I HEREBY GIVE AUTHORIZATION FOR A COPY ACCOUNT TO BE OPENED AT THE ROCKINGHAM COUNTY REGISTRY OF DEEDS. I UNDERSTAND THAT PAYMENT IN FULL SHALL BE MADE TO THE REGISTRY OF DEEDS WITHIN 10 DAYS OF BILLING OR MY ACCOUNT WILL BE CLOSED. THREE LATE PAYMENTS WILL RESULT IN MY ACCOUNT BEING PERMANENTLY CLOSED.

Signature of Applicant

Please Print Name

Authorized Signature for Above Firm

Please Print Name

SSN or TAX ID #: _____

PASSWORD: _____

(No more than 8 characters or letters)

PLEASE REMIT A PHOTOCOPY OF THE DRIVER'S LICENSE OF PERSON RESPONSIBLE FOR ACCOUNT.

IF A BUSINESS ENTITY ALSO INCLUDE A COPY OF A CERTIFICATE OF GOOD STANDING FROM THE SECRETARY OF STATE AND CORPORATE VOTE GIVING AUTHORITY.

