

**E-RECORD AGREEMENT  
CRAWFORD COUNTY REGISTER OF DEEDS & TRUSTED SUBMITTER**

The Crawford County Register of Deeds and Trusted Submitter voluntarily agree to engage in the process of electronic recording of documents. The purpose of this agreement is to facilitate this process so that documents are recorded and indexed properly, and that our common customers are well served. This agreement may be cancelled and electronic recordings discontinued either by mutual agreement, misconduct by parties, or if any of the terms below are not being honored.

**The County Register of Deeds commits to:**

1. Work cooperatively with Trusted Submitter to enable the successful recording of documents electronically. The Register of Deeds or Deputy Register of Deed will be available to answer questions and discuss issues regarding the E-Recording process.
2. Communicate promptly with Trusted Submitter regarding documents that must be rejected for recording because they do not meet statutory requirements. Return rejected documents promptly and with an explanation.
3. Review and process recordable electronic documents along with other documents in the order presented. Any document received after the recorder's regular business hours shall be recorded in the order received the following business day.
4. Promptly return images of recorded documents to the submitter.
5. Keep open communication with Trusted Submitter about new statutory requirements, office policy, Electronic Recording Commission standards and other information germane to electronic recording that is requested by Trusted Submitter.
6. Refrain from charging extra fees for transmitting documents through the electronic recording process, statutory fees will apply plus a submitting fee charged by the vendor per document (this fee varies depending on vendor).

**Trusted Submitter commits to:**

7. Work cooperatively with the County Register of Deeds to enable the successful recording of documents electronically. Designate staff person to answer questions and discuss issues regarding the E-Recording process. If this designated staff person changes, to update the County Register with the correct contact information.
8. Become informed as to State of Arkansas recording requirements and employ them (and make certain your software vendor incorporates these requirements) in preparing document. See "Uniform Real Property Recording Act".
9. It is required by law to only accept original documents for recording. The Trusted Submitter agrees to scan and transmit to the recorder only original documents for the purpose of electronic recording. Violation to this may result in termination of rights to E-Record.
10. All documents submitted by Trusted Submitter must meet the Arkansas Code §14-15-402(b). Standardizing of documents: must be on 8 ½ inch by 11 inch paper, have a 2 ½ inch margin at the top right of the first page, ½ inch margin on the sides and bottoms of all pages, and 2 ½ inch margin at the bottom of the last page.

11. Promptly submit corrected replacements when the documents are rejected for recording because of deficiencies within the document. Consult with the County Register of Deeds or staff as needed. Phone number: 479-474-1821.
12. Arrangements need to be made to set up a ACH account. Make payments promptly and keep a positive balance.

Register of Deeds: Circuit Clerk & Recorder-Sharon Blount-Baker:

Sharon Blount-Baker Signature

I have read and understand this agreement pertaining to the responsibility and requirements of both the County Register and the Submitter and agree to conduct business accordingly.

Trusted Submitters Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature of Agent or Owner of Trusted Submitter: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS

On this day before the undersigned Notary Public commissioned and acting within and for the County and State aforesaid, appeared said Representative of Trusted Submitter and stated that they had executed the above and foregoing agreement for the purposes of E-Recording as stated and set forth.

WITNESS my hand and seal as such Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Seal & Commission Expiration:

\_\_\_\_\_  
NOTARY PUBLIC