

# GREEN LAKE COUNTY OFFICE OF THE REGISTER OF DEEDS

SARAH GUENTHER  
REGISTER OF DEEDS



Office: 920-294-4021  
FAX: 920-294-4009  
www.co.green-lake.wi.us

## Regarding Sale of On-line Access to Real Estate Records

This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, by and between the Green Lake County Register of Deeds and \_\_\_\_\_  
\_\_\_\_\_ (“Customer”), phone number \_\_\_\_\_, address \_\_\_\_\_, and name and email of Customer’s agent: \_\_\_\_\_.

1. The Green Lake County Register of Deeds agrees to furnish **on-line access to real estate records** in her office. The index and images of real estate records are available beginning September 1, 1992. The party name index is available as soon as the document is recorded and the tract index date is posted. Documents are recorded on the date presented or the next working day, but documents sent in the mail may take several days to reach our office.
2. The index is not construed to be true and complete; rather it is a **working index** subject to error, omission and future modification. Customer shall receive notice via email of any computer problems that may affect this access.
3. The Customer agrees to **refrain from selling copies** of this database or images to third parties. If the purchaser wishes to give copies of individual documents to certain customers, purchasers will either verbally or in writing, explain the source of the images to the recipient.
4. Payment for this access with a \$.50 per image fee for any images that the Customer chooses to print. The **minimum** monthly fee is \$75, which pays for the first 250 minutes of on-line time. The minimum \$75 is to be paid whether or not the full 250 minutes are used.
5. When Laredo program is operating and after 2 minutes of no activity, the user (who has been assigned a password as per Customer’s request) will receive an **automatic disconnect notice**. Regardless of whether user elects to continue, cancel or disable this automatic disconnect notice; customer agrees to pay the normal fees for all online time until the Laredo session is closed.
6. Customer will establish an escrow account with the register of deeds and supply an initial payment of at least \$100. Purchaser will draw down on the escrow account during the month and receive a monthly invoice that is due by the 15<sup>th</sup> of the month. **Customer will maintain a positive balance in the escrow account at all times.**
7. Either party, upon reconciliation of any money owed by Customer, may terminate this agreement. If Customer elects to terminate, a new Laredo agreement may be accepted **one year after the date of termination**.
8. A list of all employees (users) who will receive Laredo access and each user’s email address is attached to or on the reverse of this page. Customer agrees to promptly **notify the Register of Deeds of any changes in staffing** that affects the assignment of Laredo passwords. The Register of Deeds agrees to promptly remove the passwords of persons who are no longer authorized Laredo users and assign new passwords to employees as provided by Customer.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Customer’s agent)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Register of Deeds or Deputy)

s:/Laredo Webforms/Laredo Agreement