

Allegheny County
Division of Real Estate
Jessica Garofolo, Director
Jeff Liebert, Division Manager

DRAW DOWN ACCOUNT AGREEMENT

This Agreement by and between the Division of Real Estate Office of Allegheny County, (hereinafter the "Division of Real Estate") and _____ (hereinafter "Customer") provides as follows:

1. Customer hereby establishes a draw down account with the Division of Real Estate for the purpose of making copies, receiving fax copies, or payment for the fees related to the recording and/or filing of documents, with the exception of documents with Realty Transfer Tax.
2. Customer agrees that at the time of the execution of this Agreement, he/she will make an initial deposit into the account in an amount of customers choosing. A balance should remain in the account to stay in active status. Failure to maintain a balance shall result in the draw down account becoming inactive and not allowing customers to use same.
3. The Customer and/or each authorized user representing the customer must be assigned a separate and distinct ID and password. The Customer and each of its authorized users must fill out and file a separate registration form with the Division of Real Estate. The customer and every authorized user representing the Customer will bear the sole responsibility for establishing both a password and ID number and maintaining the privacy of same.
4. The Customer hereby specifically agrees to hold harmless the Division of Real Estate and any of its employees or agents from any and all liability or claims that may arise out of the use of the draw down account system.

Intending to be legally bound by the terms set forth above, the parties, hereunto have set their hands
this _____ day of _____, 20____.

Division of Real Estate
Jessica Garofolo, Director
Jeff Liebert, Division Manager

BY: _____

Customer: _____

BY: _____

Allegheny County
Division of Real Estate

Jessica Garofolo, Director
Jeff Liebert, Division Manager

DRAW DOWN ACCOUNT FORM

Company Name: _____

Address: _____

Phone Number: _____

I hereby designate the user listed below as a designated user of our draw down account.

Customer Signature

Name of authorized user on the above account:

ID: _____

PASSWORD: _____

The authorized user may choose and ID and password.

NOTE: Each authorized user of a company must complete this form to participate in the draw down account. This form must be completed to establish a draw down account for either faxing, copying or recording purposes. A deposit must accompany this form at the time it is presented to the Division of Real Estate Office. The Division of Real Estate will not accept personal checks or credit cards.