

TitleDocsOnline.com
500 North State College Blvd. #1100
Orange, Ca 92868
(714)-756-2113
customerservice@titledocsonline.com
Fax (559) 795-3912

Complete the following sections as follows:

1. **County/State** – List the County and State that your documents are recording in. If recording documents in more than one County or State, please prepare a separate Service Agreement for each County and State you are recording documents in.
Date/Time – Do not add anything to this area. This is the recording date and time information for your document and will be added by TitleDocsOnline.com staff once your documents are recorded.
2. **Documents To Be Recorded** – List your documents in the order in which they are being sent. Documents should be physically sent in the same order they are listed and should record in. TitleDocsOnline.com will submit your documents in the order sent.
Reference/Doc Type – List a reference that you create and your abbreviated Document Type (i.e. GD for Grant Deed, DT for Deed of Trust, etc.). Your reference can be an order #, a party's name, an APN #, etc. Your reference is a way that we can uniquely identify the document if we have an issue we need to communicate, or when sending recording confirmation. If sending multiple documents of the same title for the same property, you can differentiate the documents by numbering them in the order they are to record in the upper left hand corner.
Instrument Number/Taxes/Copy Fees/Recording Fees – Leave this area blank. This information will be obtained once your documents are recorded and added to this area by TitleDocsOnline.com.
3. **Certified Copy** – Check the box if you would like a Certified Copy of your document once it is recorded. A Certified Copy is stamped and Certified by the County in which it is recorded and additional County Recorder Copy Fees and TitleDocsOnline.com Service Fees will apply.
Rush Recording – Regular recording times vary by County and State. Rush Recording Service may expedite recording time by one business day or more and depends on availability. Contact us at 714-756-2113 or for additional information. Additional Fees Apply.
4. **Contact Information** – Contact information is how we will send completed documents, recording confirmations, certified copies, or communicate any issues that may arise with the preparation or recordation. Signing by hand and/or by checking the Digital Signature Box constitutes a legal signature confirming acknowledgment and agreement to the above Terms of Service and Acceptance.

Credit Card Authorization/Payment Agreement – Complete this form according to payment information to be used to process order. TitleDocsOnline.com accepts Credit Cards and Blank or “Not to Exceed” Checks. Payment must be received prior to services being performed.

Please deliver the completed Recording Service Agreement with your original documents and form of payment in person, via regular mail or overnight delivery to TitleDocsOnline.com. Messenger services are available.

Recording confirmation information of Recording Date, Time, document number and fees will be added to this form and will be sent via email according to the contact information listed on the agreement.

If you would like a conformed copy of your recording please include a copy of your document/first page of your document and clearly label it as a copy and we will conform it and send it with your confirmation email.

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Recording Service Agreement

1. **County** _____ **State** _____ **Date** _____ **Time** _____
Please use a separate sheet if recording in more than one County Recording Date and Time to be entered by TDO

2. **Documents to be recorded:**

Reference	Doc Type	Instrument Number	Taxes/Copy Fee	Recording Fee

3. **Please circle to order** (*additional fees apply*): Certified Copy Rush Service

4. **Your Contact Information:** *Company:* _____

Name

Address

City _____ *State* _____ *Zip* _____

Phone _____ *Email* _____

Signature _____ *Digital Signature* *Date* ____/____/____

Agreement: *Signing by hand and/or by checking the Digital Signature Box constitutes a legal signature confirming acknowledgment and agreement to the above Terms of Service and Acceptance. This agreement between TitleDocsOnline.com, Inc. (hereinafter referred to as "the Company") and the "Undersigned" (hereinafter referred to as "Client") is for the Company to act as Agent in requesting the recording of documents or other services requested by Client.

Acknowledgment. Client acknowledges and agrees as follows: (a) that the Company has no duty or obligation in any way to review or examine the Documents or title to the respective property; (b) that the Company derives no direct or indirect benefit from the recording of the Documents beside agreed processing service fees; (c) that the Company accepts no liability or responsibility as to the condition of the title of the property or as to the physical condition of the dwelling/lot, nor does DPS warrant the validity, sufficiency, or effect of such documents requesting to be filed; (d) the Company does not guarantee turnaround times and will request services at the appropriate County Agency as soon as practicable unless expressly agreed upon by the Company and Client; (e) Client jointly and severally waive and release the Company from any and all claims arising out of the Document and agree to hold harmless, protect and indemnify the Company from and against any and all liabilities, losses, damages, expenses, and charges including, but not limited to, attorney's fees and expenses of litigation, which may be sustained or incurred by the Company in any way relating to, or arising directly or indirectly out of any document filed on behalf and requested by Client, including any claim, action, proceeding, judgment, order or process, arising from or based upon or growing out of the Client's active or passive negligence in connection with the documents.

Payment. The Company accepts two forms of payments (Credit Card or Check) for processing services and County Agency fees associated with services requested and performed for the Client. The proper payment form (see attached) must be completed entirely before services can be rendered. The Company reserves the right to collect document transfer tax in advance. Payment for any remaining balance due is due upon notice and is subject to late fees after 48 hours.

Service Fees. The Company will charge fees for services requested by Client. Client agrees to pay for requested services if the Company dutifully submits documents for recording and the county agency rejects the documents and the recording is unsuccessful. Services requested by Client will be charged if cancellation request is received after services have been performed.

Attorney's Fees. Client agrees that if a lawsuit shall be brought to enforce this Agreement, Client will reimburse the Company all of it's attorney's fees.

Do not write below this line –TitleDocOnline.com use only

Payment Method _____ Subtotal _____
Recording Fees _____ Convenience Fees _____
Service Fees _____ **AMOUNT PAID** _____

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Credit Card Authorization/Payment Agreement

Method of Payment circle one: Check Credit Card

Check # _____

Check Amount \$ _____

*Please write checks for an amount that would cover total Service Fees and County Recorder Fees,
or leave checks blank, or include a "not to exceed" amount in the memo area of your check.
Please make checks payable to TitleDocsOnline.com*

Credit Card Type Circle One: Visa MasterCard

CC#

Exp Date:

Security Code:

Billing Address: _____

City:

State

Zip

Phone: () -

*I authorize the purchase of services from TitleDocsOnline.com, using this
Credit Card. I agree that I will pay for any purchase and indemnify and hold
TitleDocsOnline.com. harmless against any liability pursuant to this
authorization. I understand that my signature on this form serves as
authorized signature on the credit card charge slip. By using this account
for payment a convenience fee of 3% of the total amount charged will be
added to my invoice.*

Cardholder Signature:

*Digital Signature - Signing by hand
and/or by checking the Digital Signature
Box constitutes a legal signature confirming
acknowledgment and agreement to the above
Terms of Service and Acceptance.

Cardholder Name:

Date: / /