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Brian Van Bergen
Yamhill County Clerk

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Board of Property Tax Appeals • Business Licenses • Elections • Marriage Licenses • Passports • Recording • Voter Registration

Memorandum

To: Yamhill County Board of Commissioners
From: Brian Van Bergen, Yamhill County Clerk
CC: Laura Tschabold, Lucy Flores Mendez, Keri Hinton, Becky Weaver
Date: October 26, 2016
RE: Escrow Account for "MI Abstractors"

Please consider authorizing the Yamhill County Clerk's office to open an escrow account for our client "MI Abstractors".

MI Abstractors
Mindy Martin
2835 S Cedar Ridge Dr
Ridgefield, WA 98642

Currently, when MI Abstractors requests a copy of a document, a certified copy, or provide other search functions for them, they have to ask for an estimate in advance, send a check and wait for us to complete the request and mail the results back to them.

MI Abstractors has asked our office to establish an escrow account to improve this process until we are able to receive debit/credit card transactions. They would deposit a lump sum into our escrow account and we would draw from it as they research and reproduce old recorded documents from our office.

This escrow account will be kept at roughly $25. A typical transaction of theirs at the Clerk's office is in the $0.25 to $4.00 range, so that amount would give MI Abstractors several transactions.

The Clerk's office would keep a running balance of the escrow account available for the client. The client would be responsible to maintain accurate accounting of the balance, deposits and withdrawals.

Upon approval of the escrow account by the Yamhill County Board of Commissioners, the Clerk's office will work with the county Finance and Accounting staff to establish the details of our internal documentation and workflows.

Sincerely,

Brian Van Bergen
Yamhill County Clerk

Accepted by Yamhill County
Board of Commissioners on

_____11-3-16_____ by Board Order

#____16-452____