# Terms of Service

COUNTY FEES ARE TO BE BILLED SEPARATELY.

**Service Fee.** TrusteeFriend's $50 electronic recording processing fee covers the administrative handling and processing of your recording submission, including applicable postage and shipping. This is a service fee paid to TrusteeFriend and is separate from the county's recording fee.

**County Recording Fees.** The $50 service fee does not include the actual county recording fee. You are responsible for that additional charge, which will be invoiced upon successful recording. Paying the $50 service fee does not satisfy your obligation to pay the county's recording fee.

**Submission Requirements.** You must provide complete, properly signed and notarized documents, along with any required supporting information or forms. Missing information, incomplete documents, or execution errors may delay submission or require corrections.

**No Guarantee of Acceptance or Successful Recording.** TrusteeFriend provides administrative submission and processing services. Payment of the $50 service fee does not guarantee that the county will accept or successfully record your document. Acceptance and recording are determined by the applicable county recording office and are outside TrusteeFriend's control. Documents may be rejected or returned for corrections, additional information, supporting documentation, or other county requirements. Submission, delivery, or receipt of a document by the county does not establish that it has been recorded. Recording is complete only after the county accepts and records the document and provides recording confirmation. TrusteeFriend does not guarantee a recording date, processing time, or acceptance upon resubmission.

**Corrections and Resubmission.** If the county rejects or returns a document, TrusteeFriend will communicate the stated reason and any identified requirements for resubmission. You are responsible for providing any requested information, signatures, notarizations, or supporting documents. Any additional services or charges will be disclosed before that work proceeds.

**Scope of Service.** This fee does not include additional deed preparation, notarization, title research, legal advice, or services beyond processing the recording submission. Successful recording does not itself establish the document's legal validity, confirm ownership, or guarantee that the document achieves your intended legal or tax outcome.

**Acknowledgment.** By purchasing this service, you acknowledge that the $50 processing fee and the county's actual recording fee are separate charges, agree to pay the county recording fee when invoiced following successful recording, and understand that acceptance and successful recording are not guaranteed.