

# Strafford County Registry of Deeds – Account Application

April 15, 2019

Dear Account Holders,

Strafford County Registry of Deeds will be upgrading their recording software. As a result of this, it is necessary to re-establish accounts so they are in the correct format to enable billing and access. With this in mind, Strafford County Registry of Deeds is requesting that if you want to continue to maintain an account, the following application should be completed and submitted as soon as possible. This will enable access to the new search software known as LAREDO. The transition to Laredo is anticipated to occur the week of May 20<sup>th</sup>. There will be a notice on our website when this date is confirmed.

There is another software program that will also be offered that does not require an account, this is known as AVA. AVA is designed for the user who will not need to do a search but rather needs to access a specific document. A credit card is necessary to use AVA. You may access AVA though the NH Deeds website. The cost will be \$1.00 paid to Strafford County per page copied and .05 for the credit card processing fees. There is an initial drawn down of \$20 on the credit card, the unused balance of which will be credited back to the card on the same day.

## **Application for LAREDO Account:**

In submitting this application I understand and agree to the following:

- 1) The cost of copies will be one dollar per page copied. (If there is an increase in cost there will be a 30 day notification)
- 2) Payment must be received within 30 days of receipt of bill.
- 3) Invoices past due for 60 days or more are subject to suspension. The account will be closed without notification and will not be reopened until there is payment in full.
- 4) The user of LAREDO is responsible for and must provide all equipment necessary to access the Registry data.
- 5) Returned checks will incur a \$25.00 fee. ( We do not accept credit or debit cards at this time)
- 6) The Registry is not responsible for errors made by the user/account holder when printing .
- 7) If more than one person in an office may be using LAREDO at the same time, you will need multiple user logins. Only one user name may be logged in at the same time.

- 8) It is your responsibility to notify this office of any changes that would pertain to your account such as, name change, change in address, contact name, or telephone number.
- 9) **The Registry will assign an account number and password for you.**
- 10) **Will there be multiple users under your account?  
If so how many are needed? \_\_\_\_\_**

Company Name: \_\_\_\_\_

Authorized Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact email address: \_\_\_\_\_

**(for billing)**

Telephone number: \_\_\_\_\_

I hereby give authorization for a LAREDO Account(s) to be opened at the Strafford County Registry of Deeds. I agree to the terms and conditions set forth in this application.

Authorized signature \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**All user names and passwords will be assigned by the Registry. The Registry will notify you once the application has been accepted.**