



COLUMBIA COUNTY

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Register of Deeds

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LAREDO AGREEMENT **Regarding Sale of On-line Access to Real Estate Records**

This agreement made and entered into this _____ day of _____, in the year _____, by and between the Columbia County Register of Deeds and _____ (“Customer”), phone number _____, address _____, and name and email of Customer’s agent: _____.

1. The Columbia County Register of Deeds agrees to furnish **on-line access to real estate records** in her office. The index and images of real estate records are available beginning September 1, 1986. The party name index is available as soon as the document is recorded and the tract index date is posted. Documents are recorded on the date presented or the next working day, but documents sent in the mail may take several days to reach our office.
2. The index is not construed to be true and complete; rather it is a **working index** subject to error, omission and future modification. This website contains information on documents, notices of Federal Tax Liens and other lien documents that are not identical in content to documents presented to this office by the IRS and other clientele. Therefore, the results of a search of this indexing system cannot be relied upon in judicial or administrative proceedings related to title or transfer of property, including but not limited to searches relative to sales of property and foreclosure proceedings, in determining ownership interests in property on which a Notice of Federal Tax Lien and other documents attaches.
3. The Customer agrees to **refrain from selling copies** of this database or images to third parties. If the purchaser wishes to give copies of individual documents to certain customers, purchaser will either verbally or in writing, explain the source of the images to the recipient.
4. Payment for this access is twenty cents per minute of on-line time with a \$.50 per image fee for any images that the Customer chooses to print. The **minimum** monthly fee is \$50, which pays for the first 250 minutes of on-line time. The minimum \$50 is to be paid whether or not the full 250 minutes are used.
5. When Laredo program is operating and after 2 minutes of no activity, the user (who has been assigned a password as per Customer’s request) will receive an **automatic disconnect notice**. Regardless of whether user elects to continue, cancel or disable this automatic disconnect notice; customer agrees to pay the normal fees for all online time until the Laredo session is closed. Customer shall receive notice via email of any computer problems that may affect this access.
6. Customer will establish an escrow account with the register of deeds and supply an initial payment of at least \$100. Purchaser will draw down on the escrow account during the month and receive a monthly invoice that is due by the 15th of the month. **Customer will maintain a positive balance in the escrow account at all times.**
7. Either party, upon reconciliation of any money owed by Customer, may terminate this agreement. If Customer elects to terminate, a new Laredo agreement may be accepted **one year after the date of termination.**
8. A list of all employees (users) who will receive Laredo access and each user’s email address is attached to or on the reverse of this page. Customer agrees to promptly **notify the Register of Deeds of any changes in staffing** that affects the assignment of Laredo passwords. The Register of Deeds agrees to promptly remove the passwords of persons who are no longer authorized Laredo users and assign new passwords to employees as provided by Customer.

Signed _____ Date _____
(Customer’s agent)

Signed _____ Date _____
(Register of Deeds or Deputy)