

**ELECTRONIC RECORDING
SUBMITTER AGREEMENT**

THIS SUBMITTER AGREEMENT, dated _____, is between the Office of the Register of Deeds of Alexander County, North Carolina (“**COUNTY**”), and _____ (“**SUBMITTER**”) with offices at _____.

The **SUBMITTER** will be transmitting their documents to the **COUNTY** through CSC (“**VENDOR**”).

COUNTY desires to offer the ability to record real property documents by electronic means and to provide for the receiving and transmitting of those documents electronically as a substitute for conventional paper based documents. This includes the electronically based receipt of confirmation of recording.

The **COUNTY** also desires to assure that transactions are legally valid and enforceable as a result of the use of available electronic technologies, to the mutual benefit of the parties of the transactions. Documents may be submitted in accordance to **COUNTY** guidelines and will only be processed on those days and hours that the **COUNTY** Recording Office is open to the public for business, Monday through Friday, 8:00 am – 5:00 pm Eastern Time. Documents will not be processed on **COUNTY** holidays, weekends, *etc.*, or in the event of network or equipment failure.

SUBMITTER acknowledges and agrees that all documents electronically submitted to the **COUNTY** for recording shall only become part of the public record and considered properly recorded after the **COUNTY** accepts, records, and indexes each document in the public record pursuant to N.C.G.S. 161-22.

There will be no added fees or costs of any kind charged by the **COUNTY** for Electronic Recording although **SUBMITTER** will be responsible for the payment of normal recordation fees using a method authorized by the **COUNTY**. **SUBMITTER** is responsible for the costs of any services provided by a third party (**VENDOR**) that enables **SUBMITTER** to file their documents electronically.

SUBMITTER and the **COUNTY** recognize the need to ensure that only original documents bearing signatures that are properly notarized are submitted for electronic recording. The **SUBMITTER** is responsible for complying with the originality requirements. The **COUNTY** will rely on the **SUBMITTER** representation of compliance with the requirements by having the **SUBMITTER** include the following statement on the first page of any document:

Submitted electronically by < Submitter Name > in compliance with North Carolina statutes governing recordable documents and the terms of the Submitter Agreement with the Alexander County Register of Deeds. GS-47-14 (al)(5).

SUBMITTER acknowledges that documents submitted and received electronically shall be considered the “original” record of the transaction in substitution for paper documents. The electronic version of the recorded document and electronic recording data, including endorsement and receipt, will be returned or otherwise made available to the **SUBMITTER** after recordation has been completed by the **COUNTY**.

