

**ELECTRONIC RECORDING  
SUBMITTER AGREEMENT**

**THIS SUBMITTER AGREEMENT**, dated \_\_\_\_\_, is between the Office of the Register of Deeds of **CHOWAN** County, North Carolina (“**COUNTY**”), and \_\_\_\_\_ (“**SUBMITTER**”) with offices at \_\_\_\_\_  
\_\_\_\_\_. The **SUBMITTER** will be transmitting documents to the **COUNTY** through \_\_\_\_\_ (“**VENDOR**”).

**COUNTY** desires to offer **SUBMITTER** the ability to transfer documents in electronic form for purposes of registration in **COUNTY**’s public records pursuant to N.C. Gen. Stat. 161-14, and **SUBMITTER** agrees to transfer such exchanges only in accordance with this Agreement.

Document types authorized for electronic submission must be submitted in compliance with **COUNTY** guidelines.

Documents will be processed on those days and hours that the **COUNTY** recording office is open to the public for business. **SUBMITTER** acknowledges and agrees that a document electronically presented shall be considered registered only when all applicable requirements have been met and the **COUNTY** has processed, accepted, recorded, and indexed such document in the public record pursuant to applicable state law. No document is deemed registered automatically upon transmission or receipt.

**SUBMITTER** is responsible for the costs of any services provided by a third party (**VENDOR**) that enables **SUBMITTER** to file documents electronically.

**SUBMITTER** acknowledges and agrees that only documents that comply with applicable requirements for originality and acknowledgment may be presented for recording. **SUBMITTER** acknowledges and agrees that **COUNTY** will be relying on **SUBMITTER**’s compliance and the following representation as required by statute on the first page of any document presented electronically:

*Submitted electronically by (submitter’s name) in compliance with North Carolina statutes governing recordable documents and the terms of the Submitter Agreement with the Chowan County Register of Deeds. GS 47-14 (a1)(5).*

**COUNTY** is not responsible for retaining such records as may be required by law to evidence originality compliance.

**SUBMITTER** shall provide a contact through which detected problems or issues can be reported and addressed.

Neither the **COUNTY** nor **SUBMITTER** shall be liable to the other for any special or consequential damages arising from, or as a result of, any delay, omission, or error in the transmission or receipt of electronic documents.

Recording is authorized pursuant to this Agreement with respect only to the **SUBMITTER** specifically named in this Agreement. Submission may be made by a successor or assign of **SUBMITTER** (including but not limited to by merger or other transfer of assets or reorganization) only after submission of an Agreement in this form in the specific name of such successor or assign.

**Agreed and Accepted:**

**(SUBMITTER)**

By: \_\_\_\_\_ (Authorized Signature) Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Administrative Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_