

# *Mary B. Betz*

Houston County Recorder – Registrar of Titles  
Abstract of Title – Vitals  
304 S. Marshall Street, Room 111  
Caledonia, MN 55921  
Phone (507) 725-5813

Office e-mail: [recorder@co.houston.mn.us](mailto:recorder@co.houston.mn.us)  
[www.co.houston.mn.us](http://www.co.houston.mn.us)

Michelle L. Werner, Chief Deputy

To Whom It May Concern:

Anyone who would like credit extended to them from this office must have a Security Deposit of record with this County Recorder's Office.

You may deposit \$25.00 or more, but your credit limit will only be as high as your security deposit. If you use this security deposit for abstractor's check certificates, abstract continuations or original abstracts, you probably want to have at least \$100.00 in your security deposit. With a security deposit in place, any requested work will be mailed, faxed or e-mailed (whichever is feasible) upon completion as long as the bill is under your security deposit.

Your security deposit is not to be used as an "escrow account" for recording real estate documents but can be used for all other "Recorder's Office" charges. Charges will not be subtracted off the total. The only way the charges will be subtracted is if you do not pay your bill. Then the amount owed will be subtracted from your security deposit and any remaining money over \$5.00 will be returned to you and there will be no more credit extended.

**Houston County Board of Commissioners have adopted a county policy not to issue refunds for amounts of \$5.00 or less.**

If you would like to proceed with this process, please sign and date this letter and return it with your check.

Date_____	Signature_____
Company Name_____	Title_____
Address_____	
City, State, Zip Code_____	
Telephone_____	Fax_____
E-mail address_____	

If you have any questions, please contact this office.

Best regards,  
Mary B. Betz  
Houston County Recorder