

HERNANDO COUNTY

ESCROW ACCOUNT



DEVELOPMENT DEPARTMENT

789 PROVIDENCE BLVD
BROOKSVILLE, FL 34601
(352)754-4050
(352)754-4416 - FAX

ESCROW ACCOUNT INFORMATION PACKET

**Hernando County Development Department
789 Providence Boulevard
Brooksville, FL 34601**

The Hernando County Development Department offers the capability of charging services to a pre-established escrow account.

To establish an escrow account, a minimum deposit of \$300.00 and submittal of the attached "Escrow Account Agreement" is required. The Development Department is not authorized to extend credit, and charges will not be allowed for more than the balance on the account. Please be sure your deposit is sufficient to cover the monthly charges. Submit the completed forms to the above address to the attention of: Barbara Trent, Building Division.

Upon receipt of the agreement and deposit, an escrow account number will be assigned to you, and a copy of this form will be returned to your office. We will provide you with a monthly statement of your account.

Only the persons listed on the agreement will be permitted to charge to your account. You may change the authorized personnel at any time by contacting our office so that we may update our file.

Thank you for your cooperation, and please feel free to contact this office at (352)754-4050 if you have any questions.

Grant E. Tolbert
Development Services Director

HERNANDO COUNTY DEVELOPMENT DEPARTMENT

ESCROW ACCOUNTS

REQUIREMENTS:

- , Minimum Deposit Amount: \$300.00
- , Must be a Hernando County Licensed or State Certified Contractor

FEATURES:

- , Apply for a Building Permit by FAX
- , Authorize Payment and Mailing of a Building Permit
(Additional fees for mailing may apply)
- , Authorize Payment of Red Tags
- , Authorize Payment of Contractor Licensing Fees

ADVANTAGES:

- , Save Time @
- , Save Check-Writing **N**
- , Detailed Statement of Escrow Account Mailed Monthly **J**

HERNANDO COUNTY DEVELOPMENT SERVICES
789 PROVIDENCE BLVD., BROOKSVILLE, FL 34601
PHONE: (352) 754-4050
ESCROW ACCOUNT AGREEMENT

ESCROW ACCOUNT NO.: _____
(Assigned by Development Services)

(Please Type or Print Legibly)

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ CONTACT PERSON: _____

I hereby authorize the following employees to charge to my Escrow Account:

Print or Type Name:

Signature:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Opening Deposit: \$ _____

(min \$300.00)

NOTE: PLEASE COMPLETE NEW AGREEMENT WHEN ADDING OR DELETING AUTHORIZED EMPLOYEES OR WHEN CHANGING THE NAME OF YOUR BUSINESS OR LICENSE HOLDER.

Print or Type Name of Primary License Holder _____

Signature of Primary License Holder _____ Date: _____

Contractor License Number: _____ Company Name _____

Contractor License Number: _____ Company Name _____

Contractor License Number: _____ Company Name _____

FOR OFFICE USE ONLY:

Entered By: _____ Date: _____

Remarks: _____



Fill-in Forms Instructions

Overview

Hernando County fill-in forms use the features provided with Acrobat 3.0 products. Currently, there is no computation, validation or verification of the information you enter and you are still responsible for entering all required information (instructions may require some information to be handwritten on the form).

Software Requirements

To view, complete and print Hernando County fill-in forms you'll need the freely available Acrobat 3.0 Reader (or later) software installed on your computer.

Acrobat Reader does not allow you to save your completed forms to disk.

The ability to save completed forms is available commercially with the Adobe Acrobat 3.0 (or later) product suite.

Completing the Form

- Select the hand tool from the Acrobat toolbar menu. You can use the hand tool to move the page around so that you can view all the areas on it.
- Position the hand pointer inside a form field and click. The I-beam pointer allows you to type text. The arrow pointer allows you to select a field, a check box, a radio button, or an item from a list.
- Press Tab to accept the field change and go to the next field.
- Multi-line fields require you to press Enter (or Return) to progress to the next line. When you've completed the field, press Tab to proceed to the next field.
- Press Shift + Tab to accept the field change and go to the previous field.
- Some check box fields require you to click on the box or press Enter to produce a check mark. (Not all check boxes are formatted like this, some require just a typed "X")

Printing the Form

- Use your mouse to select an area of the form that is not inside a form field before printing your form. If a form field is active (contains the blinking bar) the contents will not print.
- If the fill-in form is displayed within your web browsers window be sure to use the printer button on the Acrobat toolbar menu to print the form instead of your web browsers print function.