

CHESHIRE COUNTY REGISTRY of DEEDS  
33 West Street, Keene, NH 03431  
Tel. (603) 352-0403; Fax (603) 355-4859  
Anna Z. Tilton, Register. E-mail – [atilton@nhdeeds.com](mailto:atilton@nhdeeds.com)

Cheshire County Registry of Deeds is pleased to be able to provide access to on-line printing. New customers will be assigned an account number and asked to provide a password. NOTE: If you presently have an existing **charge** already set up with our Registry, a \$50 account set-up fee is waived and your account and password will remain the same, but please provide your present account number on the application form as well so we can retain the correct number for your account.

This new account will allow printing from the Cheshire County Deeds on-line records from any remote location with copies billed at \$1.00 per page. Only that information which has been digitally scanned will be available for on-line viewing and printing. However, records requested from the Deeds 'old records' can also be charged to the new account.

There is a \$5.00 minimum monthly billing charge for accounts whose monthly balance is below \$5.00. If you print no documents you will not be billed.

Invoices will be sent via email and account balance is due and payable within 10 days of receipt. If account is past due, all privileges will be revoked and there will be a \$35.00 reactivation fee to reopen accounts that are closed.

If you wish access to this service, please complete the attached form, accompanied by a one time set-up fee of \$50.00 (if necessary) and return the form with payment to the Cheshire County Registry of Deeds via email or fax or mail to the address listed above.

Municipalities will not be charged for printing related to town activities.

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**APPLICATION FOR INTERNET PRINTING ACCESS ACCOUNT:**

I hereby submit my application for an account with the Cheshire County Registry of Deeds to allow access to printing of images of on-line records. Please print all information:

COMPANY NAME \_\_\_\_\_

Authorized Contact person: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Tel # \_\_\_\_\_ Fax # \_\_\_\_\_

Account contact e-mail address: \_\_\_\_\_

\*\*Email for receiving monthly invoice: \_\_\_\_\_

I understand the cost of on-line copies will be one dollar (\$1) per page. A monthly invoice will be sent via email. I understand my account balance is due and payable within 10 days of receipt of the email invoice. If not kept current, all on-line print privileges will be revoked and there will be a \$35.00 reactivation fee to reopen accounts that are closed.

I understand there is a \$5.00 minimum monthly billing charge for accounts whose monthly balance is below \$5.00 and there is no charge for months where I print no documents.

\_\_\_\_\_ Date: \_\_\_\_\_  
Authorizing signature (Please sign and print name)

NOTE: If you presently have an existing **charge** account with our Registry, a \$50 account set-up fee is waived and your account and password can remain the same, but please provide your present account number/password on this form as well so we can retain the correct number for your account. (Or you can choose a different password from your charge account.)

**For new accounts only, there is a one-time \$50 account set-up fee.** We will assign an account number to you. Please choose a password. In choosing a password be careful not to use an "obvious password", such as your initials or name, to avoid unwanted access to your account.

Account #: \_\_\_\_\_ (current acct. # or if new account, code will be assigned by Deeds office)

Password \_\_\_\_\_ (up to 8 letters or numbers)

**\$50 Set-up Fee enclosed(for new accounts only)** \_\_\_\_\_

\*\* required: authorized email address to receive monthly statements.