

LandShark User Instructions:

Carver County requires an Escrow Account for payment of LandShark fees. If your organization does not have a current Escrow Account, please follow the steps below to set up the account.

Each organization must complete and submit a User Agreement for LandShark use. The Administrative User should complete one User Agreement for all users within the organization. The signature of the Administrative User will hold the organization accountable for the compliance of all users within the organization.

Each organization will have one Administrative User sign on. An individual must be chosen by each organization for the Administrative User sign on. If there is only one employee of the organization, that individual will be the Administrative User. Only the Administrative User will be issued a user id and a password by Carver County. The Administrative User for each organization will set up all other Regular Users within the organization. Carver County will send an email with the User Account information and User Set-Up instructions to the Administrative User when the account set-up is complete.

Submit the [User Agreement](#) and the [Escrow Account Authorization form](#) to the Carver County Recorder's Office

General Instructions:

1. Click on the link and print the [User Agreement](#). Complete all Subscriber information and sign the agreement. Please make a copy for your records.
2. Click on the link and print the [Escrow Account Authorization](#). Complete the information and sign the form. Please make a copy for your records.
3. If your organization does not currently have an Escrow Account with Carver County, please include a check made out to Carver County Treasurer.
4. Place the User Agreement and the Escrow Account Authorization form and a check (if applicable) in an envelope and address it to:

Carver County Property Records
600 E. 4th St.
Chaska, MN 55318

Note about Escrow Accounts:

After the check has been deposited you may begin using the funds in your account and deposit additional funds at any time. An Escrow Account number will be emailed to you after your first deposit. To ensure our ability to process your requests we suggest a minimum balance of \$200. If you wish to utilize the funds in your account for recording purposes as well, simply indicate the Escrow Account number on the transmittal form sent in with your documents and increase the amount in the escrow account to cover the added expenditures.