



HOWARD COUNTY DEPARTMENT OF FINANCE

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Recordation Tax Office
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Howard County Department of Finance Recordation Tax Office Express Service Policy

Express Service is offered as a special courtesy to our clients in situations involving customers from out of the area, attorneys that hand carry their work, or one-time visits from the general public (individuals not in the title industry).

Express Service is not intended to give an advantage to one customer or company over another. Further, Express Service was not intended for everyday or local customers such as title company employees or abstractors. As a general rule of fairness, documents should typically be submitted and processed in the order of their arrival in our office, whether that arrival is walk-in and wait, drop off, or mail.

The following guidelines are intended to allow the staff the time to serve all customers as quickly and fairly as possible. Allowing a significant number of documents to be expressed by some clients is unfair to the clients whose work has been waiting. Please abide by the following:

- *Express service for customers from out of the area, attorneys that hand carry their work, and the general public (not in the title industry) will be given priority.*
- *Express service is limited to one visit per day per express customer or company (example: for express purposes, Company A may send only one representative per day).*
- *We will accept a maximum of five (5) transactions as express.*
- *Express customers with more than five transactions will need to submit the additional documents for regular processing as deeds or trusts. Documents will be handled as instructed on the Document Tracking Sheet.*
- *Complicated documents must be preapproved before expressing in order to avoid a substantial wait while the necessary review is performed and completed.*