



Sally Reynolds - Registrar

Register of Deeds  
200 E Grand River  
Howell MI 48843

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**Data Extract Request Form**  
**\*\* Submit to Address Above \*\***

Name:

Company:

Address:

City/State/Zip:

Phone

Email Address:

Media Request:                      Paper Report                      Diskette                      Email

Date Range:

Date Requested by:

Brief Description of:

Request (what info):

You require:

If you are requesting data extract (email/diskette) what format would you like it in ?

ASCII Comma Delimited                      ASCII Space Delimited  
ASCII Double Quote Delimited                      ASCII Text

Register of Deeds charges \$100.00 per month's worth of data.  
Fees are payable at time of request.  
Computer Information Services charges \$100.00 for each file extracted, in addition  
they charge \$44.94 per hour, for the time that the job requires. CIS fees do not apply for the  
Paper Report Requests. Most requests will require 1 hour of staff time (\$44.94/Hour).

**FOR OFFICE USE ONLY:**

Files Requested: Name File    Instrument File    General Info File  
Property File                      Code File

Selection Criteria: \_\_\_\_\_