



Celebrating 15 years of services to our Clients 1994 - 2009

## Services provided to our Municipal Customers

### **The Examination and Verification of Indexes and Inspection of Land Records:**

Pursuant to Sec. 7-14, General Statutes of Connecticut. We will provide Verification Services on your records over the internet and we will do the job for only from 0.55 cents per recording depending upon experience and certification. Or we can come to your location to provide the Verification Services at a cost of 0.95 cents per recording.

### **Back File Services.**

We can back file your previous year's indexed records for as little as \$1.25 per recording. And we can refit your images from Microfilm to the *SPV™* scanning module for only 0.03 – 0.06 cents each. They can then be added instantly to your existing IMAS suite of software modules.

Back filing services can be performed for your:

- Land Records as well as Trade Names, and Maps
- Vital Records: Birth, Marriage, Civil Union and Death

### **Full Indexing Services:**

We do the work for you:

Entry-Index of Land Records, Trade Names, PTR or Maps at \$5.50 per recording:

Grantor and Grantee, Property Location, Returned To, Recording fees and Conveyance Tax, Owner Surveyor etc. including Proof list.

Scanning of all documents for purposes of book printing, microfilming, off-site storage record retention and retrieval.

Merge new documents into *ILRS™* a local on-line system

Produce new hardcopy Books and Indexes

Microfilm all recordings through Adkins

Produce a computerized database for local on-line searching of the Indexed documents

Includes Backup *TCS™* Application Services

### **Partial Indexing Services - Level I:**

You perform the Scanning of all documents for purposes of book printing, microfilming, off-site storage and record retention and retrieval.

We perform Entry-Index of Land Records, Trade Names, PTR or Maps at \$3.50 per recording:

Grantor and Grantee, Property Location, Returned To, Recording fees and Conveyance Tax, Owner Surveyor etc. including Proof list.

Merge new documents into *ILRS™* a local on-line system

Produce new hardcopy Books and Indexes

Microfilm all recordings through Adkins

Produce a computerized database for local on-line searching of the Indexed documents.

22 Hop Brook Road, P.O. Box 5281, Brookfield, CT. 06804-5281

Tel. 800-775-3107 or 203-775-3101 \* Fax 203-740-1690

Email- [CLERK@IMASLLC.COM](mailto:CLERK@IMASLLC.COM) [www.Imasllc.com](http://www.Imasllc.com) [WebTownHall.com](http://WebTownHall.com)



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**Partial Indexing Services – Level II:**

You perform Entry and we perform steps below for \$0.69 per page:

Scanning of all documents for purposes of book printing, microfilming, off-site storage record retention and retrieval.

Merge new documents into *ILRS™* a local on-line system

Produce new hardcopy Books and Indexes

Microfilm all recordings through Adkins

Produce a computerized database for local on-line searching of the Indexed documents

**Internet Inquiry:**

For only 25% of the software modules price you paid when you originally acquired said software module. Internet Inquiry allows for “Subscribed Users” to access your Records over the Internet on our secured web site (or hyperlink from your Community’s web site). They can View Indexes and Print (with a paid subscription fee) available records and you will receive the required per copy fee\$ without the traffic-flow in your office, 24 hours a day 7 days per week.

Offered for the following *TCS™* software modules:

Instrument Indexing and Land Records System© - *ILRS™*

Vitals Recording System© - *VRST™*

Animal Licensing System© - *ALST™*

Business Licensing System© - *BLS™*

Cemetery Recording System© - *CRST™*

Scan / Print / View System© - *SPV™*

**Backup TCS™ Application Services:**

*TCS™* Database i.e. *ALST™*, *VRST™*, *BLS™*, *CRPST™*, *ILRS™*, *CRST™*, *MRS™*, *SPV™* includes your images all preformed remotely

# of Database Records	Monthly	Weekly
1 to 2,000	\$ 50.00	\$ 35.00
2,001 – 4,999	100.00	60.00
5,000 – 10,000	150.00	65.00
10,001 – 15,000	175.00	70.00
15,001 – 20,000	200.00	75.00
20,001 – 25,000	225.00	100.00

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**Automated Conversion Services:**

We will take a copy of your existing database, spreadsheet, hard copy reports or documents and automatically update this information into the appropriate **TCS™** application. Includes balancing reports and hard copy printout of exactly what was converted for your review, archival and future reference.

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