

Notary Loan Signing Prep Sheet

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Loan Signing Prep Sheet

Contact Information

Name(s) Of Borrower(s) _____

Home Phone: _____ Secondary Phone: _____

Address: _____

Signing Date/Time: _____

Additional Notes: _____

Documents Received: ☐ Notarized Date: _____ # Of Pages Received: _____

Documents Sent To: Signing Agent: ☐ Borrower: ☐

Borrower Has Copy? Yes: ☐ No: ☐

Using Company Contact Name: _____

Working Phone: _____ Secondary Phone: _____

Document Information

Right To Cancel Form (2 Copies)? Yes: ☐ No: ☐ Notarization Period Ends: _____

Of Documents To Be Notarized: _____ # Of Signatures Needed: _____

Documents Requiring Authentication:

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

Check Included Documents in Loan Packet

- | | |
|--|--|
| <input type="checkbox"/> Addendum to Residential Loan Application | <input type="checkbox"/> Assignment of Ownership Documents |
| <input type="checkbox"/> Address Certification | <input type="checkbox"/> Assignment of Progressory Lien |
| <input type="checkbox"/> Affidavit Death of Spouse | <input type="checkbox"/> Authorization to Borrow |
| <input type="checkbox"/> Affidavit of Continuous Mortgage | <input type="checkbox"/> Automatic Drafting Authorization |
| <input type="checkbox"/> Affidavit of Death of Joint Tenant | <input type="checkbox"/> Billing Right |
| <input type="checkbox"/> Affidavit of Death Spouse Survivorship | <input type="checkbox"/> Borrower Credit Program Disclosure |
| <input type="checkbox"/> Affidavit of No Collateral Lien | <input type="checkbox"/> Borrower's Affidavit |
| <input type="checkbox"/> Affidavit of Payment of Taxes | <input type="checkbox"/> Borrower's Certification and Authentication |
| <input type="checkbox"/> Affidavit of Settlement Agreement | <input type="checkbox"/> Borrower's Income Certification |
| <input type="checkbox"/> Affidavit to Affirm Jurisdiction | <input type="checkbox"/> Certificate of Loan to One Borrower |
| <input type="checkbox"/> Affidavit Business Arrangement Disclosure | <input type="checkbox"/> Certificate of Trust |
| <input type="checkbox"/> Aggregate Analyst Fee Disclosure | <input type="checkbox"/> Certification of Trust |
| <input type="checkbox"/> Dodd-Frank Business Accounting Disclosure | <input type="checkbox"/> Claims of Lien |
| <input type="checkbox"/> Agreement for the Resolution of Disputes | <input type="checkbox"/> Closing Disclosure |
| <input type="checkbox"/> Appraisal Disclosure | <input type="checkbox"/> Commitment Letter |
| <input type="checkbox"/> Assignment - General Request for Special Notice | <input type="checkbox"/> Compliance Agreement |

Notary Loan Signing Prep Sheet

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Notary Loan Signing Prep Sheet

Notary Loan Signing Agent Comprehensive Certification Course & Reference Manual Nancy S. Oram, 2016-10-07 NEWLY REVISED and expanded 2016 Becoming a Notary loan signing agent can change your life by offering you a new lucrative career As an independent contractor this home based business adapts to either full time or part time hours Once you become a Notary in your state all the information and training you need to become a Notary signing agent is in this very detailed and complete home study course business guide Over the last several years I ve had the pleasure of coaching many new agents in all the important details required by the loan industry This course and manual is a direct result of that real time one on one coaching And once you ve completed the course it becomes a field manual to refer to as often as you need to I feel very passionate about upholding the integrity of our dual role that of commissioned Notary Public and loan signing agent I hope this training starts you off on a lucrative and fulfilling new career The industry needs well trained agents That s you Please note Loan Signing Agent certification is not legally required to perform loan signings Simply being a commissioned Notary Public is all that is legally needed to notarize any document However some title companies and signing agencies now require certification as proof that a notary is familiar and skilled with the process There is no legal entity governing signing agent courses or certification Certification only shows that you have taken a course and or passed a final exam in a particular field of study It does not imply any type of official or governmental licensing or certification

Notary Loan Signing Agent - Comprehensive Certification Course and Reference Manual Nancy S. Oram, 2010-06-18 Updated 2012 Becoming a Notary loan signing agent can change your life by offering you a new lucrative career As an independent contractor this home based business adapts to either full time or part time hours Once you become a Notary in your state all the information and training you need to become a Notary signing agent is in this very detailed and complete home study course business guide Over the last several years I ve had the pleasure of coaching many new agents in all the important details required by the loan industry This course and manual is a direct result of that real time one on one coaching And once you ve completed the course it becomes a field manual to refer to as often as you need to I feel very passionate about upholding the integrity of our dual role that of commissioned Notary Public and loan signing agent I hope this training starts you off on a lucrative and fulfilling new career The industry needs well trained agents That s you Please note Loan Signing Agent certification is not legally required to perform loan signings Simply being a commissioned Notary Public is all that is legally needed to notarize any document However some title companies and signing agencies now require certification as proof that a notary is familiar and skilled with the process There is no legal entity governing signing agent courses or certification Certification only shows that you have taken a course and or passed a final exam in a particular field of study It does not imply any type of official or governmental licensing or certification

Loan Signing Agent Notary Journal Saanika Prabhu, 2021-08 This notary journal for Loan Signing Agents is perfect for saving time and staying organized during loan signings This is a time saving notary log book will give you 100 loan signing entries with BONUS 10 pages for General Notary Work notary journal entries with multiple documents for 1 event and 60 single notary journal entries Here is why you will LOVE this Single Page Multiple Entry Notary Journal for Loan Signing Agents Time saving Avoid the tedious task of making multiple journal entries for each signer at one loan signing by entering the redundant information ONCE and just check the kind of notarization for the document you are notarizing from the expansive list of most common loan signing documents CONVENIENT 8 5 x 11 size which will not be awkward to use and tuck away in your notary bag 100 one page multiple documents notary journal pages for up to 4 singers Comprehensive list of 42 most commonly occurring documents included in Loan Packets for Loan Signing Agents Additional blank spaces for populating less common documents BONUS 10 general notary work journal entries for one client multiple documents BONUS 60 single notary journal entries Client information privacy is PROTECTED by only listing that client on their page INTUITIVE and user friendly Soft cover Generous notes section for pertinent information you want to add Meets the requirements of TX Govt Code 406 014 ADD this loan signing agent journal to your notary bag TODAY

Notary Journal for Loan Signing Agents Saanika Prabhu, 2021-08-20 This 200 page notary journal for Loan Signing Agents is perfect for saving time and staying organized during loan signings This is a time saving notary log book will give you 196 loan signing entries for up to 2 signers per page Here is why you will LOVE this Single Page Multiple Entry Notary Journal for Loan Signing Agents Time saving Avoid the tedious task of making multiple journal entries for each signer at one loan signing by entering the redundant information ONCE and just check the kind of notarization for the document you are notarizing from the expansive list of most common loan signing documents CONVENIENT 8 5 x 11 size which will not be awkward to use and tuck away in your notary bag 196 one page multiple documents notary journal pages for up to 2 singers Comprehensive list of 42 most commonly occurring documents included in Loan Packets for Loan Signing Agents Additional blank spaces for populating less common documents Client information privacy is PROTECTED by only listing that client on their page INTUITIVE and user friendly Soft cover Numbered pages to meet some states requirements Generous notes section for pertinent information you want to add QR code on back cover for easy re ordering Meets the requirements of TX Govt Code 406 014 Please check your state requirements Contains the following information blocks Date of Closing Date of Documents Closing Address Property Address Type of Closing List of 42 most commonly notarized documents Signer s Name Signer s Mailing Address Signer s Signature Notes section ADD this loan signing agent journal to your notary bag TODAY

Loan Signing Agent Notary Journal d.danom,2021-10-06 This notary journal for Loan Signing Agents is perfect for saving time and staying organized during loan signings This is a time saving notary log book will give you 99 loan signing entries for up to 2 signers per page Here is why you will LOVE this Single Page Multiple Entry Notary Journal for Loan Signing Agents Time saving Avoid the tedious task of making multiple journal entries for each signer at one loan signing by entering the redundant information ONCE and just check the kind of notarization for the document you are notarizing from the expansive list of most common loan signing documents CONVENIENT 8 5 x 11 size which will not be awkward to use and tuck away in your notary bag 96 one page multiple documents notary journal pages for up to 2 singers Comprehensive list of 42 most commonly occurring documents included in Loan Packets for Loan Signing Agents Additional blank spaces for populating less common documents Client information privacy is PROTECTED by only listing that client on their page INTUITIVE and user friendly Generous notes section for pertinent information you want to add QR code on back cover for easy re ordering Meets the requirements of TX Govt Code 406 014 Please check your state requirements Contains the following information blocks Date if Closing Date of Documents Closing AddressProperty Address Type of Closing List of 42 most commonly notarized documents Signer s Name Signer s Mailing Address Signer s Signature Notes section ADD this loan signing agent journal to your notary bag TODAY

How to Start, Run & Grow a Part-time Notary Public & Loan Signing Agent Business Richard Bailey,2018-08-10 How to Start Run they call on local loan signing agents who are also a notary public The job of the notary loan signing agent is to meet with the applicants in person and have them sign and notarize their loan closing documents then send the documents back to the lender A typical loan signing can take around an hour to an hour and a half and the compensation ranges from 100 200 for each closing Since all Notary signing agents are also Notary public by default you can also offer your notary service to your local community and pick some extra income If you had to notarize any documents lately then you know a typical notary charges between 10 25 to notarize a document Best of all you don t have to give up your full time job or business to start this business You can always offer your services just in the evenings and weekends and only when you are not busy doing things with your family Lets say you only offer your services on the weekend and do about two closings a week which is around 4 hours of work You can make anywhere from 200 400 each week Let s say you make the average of 300 a week that would mean you are making 1 200 extra each month which is 14 400 per year Tell me isn t that a great side income to have If this interests you enough here is what I show you in this book In Part 1 What is Notarization The Notarization Process Difference Between Notary Public and Notary Signing Agent What Certificates and Training You will Need Five Benefits Becoming a Notary Signing Agent The cost to become a Notary Signing Agent How to get Started Supplies you will need Expenses to Consider Insurance Bonds You will Need Running a Notary Signing Agent Business How to get your First Assignment How to get in and out of State clients Eight Ways You Can Make Extra Money Detail Step By Step Process to Become a Notary Signing Agent How to Renew Your Certificates In Part 2 I outlined the exact requirements you will need to fulfill for each of the 50 States along with District of Columbia

Signing Agent Journal - California Notary Blue,2021-05-27 Welcome I m Angel of Notary Blue I m a Loan Signing Agent and Graphic Designer that creates products for notaries public Featured is the Signing Agent Journal California a notary journal I designed specifically for Loan Signing Agents in California Signing Agent Journal California Take a peek inside <https://notaryblue.com/journalpreview> Note While the Palm Trees edition is shown all of our journals share the same layout inside The Signing Agent Journal California is designed specifically for loan signings but it can be used for general notary work as well You ll be able to save your time and your hands with this journal Here s how 1 It contains 16 checkboxes for common real estate documents You won t have to write Certification of Trust anymore Simply check the box 2 You can circle the type of notarial act You won t have to write Acknowledgment or Jurat either Simply circle the act There s also an area for you to add other notarial acts 3 It lists the phrase California Drivers License DMV in every single record You won t have to rewrite this in the Identification area It s included as an option by default This journal is based on the requirements for notary journals found on page 11 of the 2021 Notary Public Handbook published by California s Secretary of State Notary Public Section You can review them here <https://notary.cdnsos.ca.gov/forms/notary-handbook-2021.pdf> page 12 Take a peek inside <https://notaryblue.com/journalpreview> California I designed this journal just for you I hope it serves you well

Notary Journal for Loan Signing Agents The Cool Notary Journals,2021-09-24 Notary Journal for Loan Signing Agents This Book is perfect for saving time and staying organized during loan signings This is a time saving notary log book will give you 100 loan signing entries with multiple documents for 1 event Here is why you will LOVE this Single Page Multiple Entry Notary Journal for Loan Signing Agents Time saving Avoid the tedious task of making multiple journal entries for each signer at one loan signing by entering the redundant information ONCE and just check the kind of notarization for the document you are notarizing from the expansive list of most common loan signing documents CONVENIENT 8 5 x 11 size which will not be awkward to use and tuck away in your notary bag 100 one page multiple documents notary journal pages for up to 4 singers Comprehensive list of 42 most commonly occurring documents included in Loan Packets for Loan Signing Agents Additional blank spaces for populating less common documents Client information privacy is PROTECTED by only listing that client on their page INTUITIVE and user friendly Soft cover Generous notes section for pertinent information you want to add Meets the requirements of TX Govt Code 406 014 ADD this loan signing agent journal to your notary bag TODAY

The Notary Signing Agent's Loan Documents Sourcebook ,2019-03-15

A Digital Pen Mark Sias, 2023-01-31 The digital world is here It has arrived While most of the world is up to speed the real estate and legal services Industries have been behind the curve as have the governing laws as well Alas with the outbreak of Covid 19 remote online notarization has finally become mainstream This new advent should have opened the door for unlimited income possibilities for notaries but it didn't Big box SAAS companies emerged seeking to dominate the industry with business models that really only benefit them usually not the notaries using the platforms What's more many of the platforms available are clunky and awkward While there are too many to mention following this formula it begs the question Can the everyday remote online notary still make untold fortunes right from home by leveraging the internet and serving clientele all across the country You may be surprised to hear this but the answer is definitely yes As of this writing remote online notarization is now available in 40 States and Counting RON isn't going anywhere but it will take some effort knowledge and execution of a few sound principles to be able to make the most of this new opportunity for notary publics In this book we will go through the getting started the process We will discuss any equipment you may need like PC and internet speeds needed We will show you how to deal with some of the common nuisances as they related to RON platforms and online notarization in general We will divulge our favorite least favorite platforms that we use We will tell you about vendors actively looking to utilize remote online notaries Perhaps most importantly we will show you the simple yet effective strategies we've used to consistently get regular repeat clientele With the right moves and set up you can make more money in a couple of hours than most people do in an 8 hour work day leveraging your digital pen and seal

The Complete Notary Journal Tashia Peterman, Notary Answers, 2021-09-26 The Complete Notary Journal is the most comprehensive journal for multiple document signings designed specifically for Loan Signing Agent notaries with additional selections for general notary work and estate planning Our Complete Notary Journal has an extensive list of documents the comprehensive checkbox list of documents saves you time by eliminating the need to handwrite common real estate and loan document titles You can select the type of notarial act acknowledgments Jurats for each document checked Additional lines are provided to add custom document entries and notes The Complete Notary Journal has sample oaths and easy to read illustrated instructions Our single spread layout keeps your signer's information private while simplifying the notary journal process Perfect for Loan Signing Agents Large Signature thumbprint boxes Up to 4 signers per spread The handy front Information page lets you add all of your important information contact info commission number and expiration date bond and insurance information and your Notary Journal start and completion date Our front cover also provides a place for you to record the journal date range so you can easily find the correct journal if a record is requested

Time Saver Notary Journal for Notary Signing Agent LLC SIGNATURE, X, 2020-07-21 1 All in one page for one transaction up to 4 signers with sequential 114 pages 2 Most common documents in loan signings are preprinted you just need to check the checkbox which saves you a lot of time at signing 3 This journal does not have space for thumbprints and fees so it's not compliant with some states such as California 4 Not for California notary signing agent As a notary signing agent are you looking for the right notary journal for your business This journal is the one you are looking for The main purpose of designing this journal for notary loan signing agents is to save the notary's time at signings All in one page for one transaction up to 4 signers with most of the common documents already preprinted you just need to check the box However if there are some of the documents you notarized that are not preprinted then you can just check the other box and write it in If you have any additional information that needs to be recorded you can write in the additional information columns Hope you will like it

Indiana Notary Public Guide Indiana Secretary of State,2019-04-06 A notary is a public official responsible for independently verifying signatures and oaths Depending on how a document is written a notarization serves to affirm the identity of a signer and the fact that they personally executed their signature A notarization or notarial act officially documents the identity of a party to a document or transaction and the occasion of the signing that others can rely upon usually at face value A notary s authentication is intended to be reliable to avoid the inconvenience of having to locate a signer to have them personally verify their signature as well as to document the execution of a document perhaps long after the lifetime of the signer and the notary An oath is a sworn statement In most cases a person will swear that a written statement oral statement or testimony they are about to give is true A notary can document that the notary administered an oath to an individual

Loan Signing Agent Notary Journal: One Page Multiple Documents, Hardcover, Notary Logbook, Modern Notary Journal, Single Signing View Saanika Prabhu,2021-10-28 This Hardcover notary journal for Loan Signing Agents is perfect for saving time and staying organized during loan signings This is a time saving notary log book will give you 196 loan signing entries for up to 2 signers per page Here is why you will LOVE this Single Page Multiple Entry Notary Journal for Loan Signing Agents Hardcover long lasting and high quality Time saving Avoid the tedious task of making multiple journal entries for each signer at one loan signing by entering the redundant information ONCE and just check the kind of notarization for the document you are notarizing from the expansive list of most common loan signing documents CONVENIENT 8 5 x 11 size which will not be awkward to use and tuck away in your notary bag 196 one page multiple documents notary journal pages for up to 2 singers Comprehensive list of 42 most commonly occurring documents included in Loan Packets for Loan Signing Agents Additional blank spaces for populating less common documents Client information privacy is PROTECTED by only listing that client on their page INTUITIVE and user friendly Soft cover Numbered pages to meet some states requirements Generous notes section for pertinent information you want to add QR code on back cover for easy re ordering Meets the requirements of TX Govt Code 406 014 Please check your state requirements Contains the following information blocks Date of Closing Date of Documents Closing AddressProperty Address Type of Closing List of 42 most commonly notarized documents Signer s Name Signer s Mailing Address Signer s Signature Notes section ADD this loan signing agent journal to your notary bag TODAY

Remote Online Notary and Basic Loan Signing Agent Training Felicia Grimes,2020-02-23 This training manual is meant to educate Notaries on Remote Online Notarization and Basic Loan Signing Agent procedures After completing this training guide one will have an understanding of the procedures completed by a Remote Online Notary Public a Loan Signing Agent This training manual will also show you how one can apply for a traditional notary commission or a remote online notary commission Within this Training Manual you are provided with examples of Lender Title Documents to practice filling out Terms Definitions a Remote Online Notary Script and several other documents that notaries notarize on a daily basis and how to complete these documents Important Note to Remember Notaries are Not Attorney s and can not give legal advice

Sign and Thrive Bill Soroka,2019-11 This is a comprehensive training guide on how to start and grow a mobile notary and loan signing business from scratch in all 50 states Establish a flexible schedule earn unlimited income and work a business that you can be proud of

Signing Agent Journal - California Notary Blue,2021-06-07 Welcome I m Angel of Notary Blue I m a Loan Signing Agent and Graphic Designer that creates products for notaries public Signing Agent Journal California This journal is designed specifically for loan signings but it can be used for general notary work as well You ll be able to save your time and your hands with this journal Here s how 1 It contains 16 checkboxes for common real estate documents You won t have to write Certification of Trust anymore Simply check the box 2 You can circle the type of notarial act You won t have to write Acknowledgment or Jurat either Simply circle the act There s also an area for you to add other notarial acts 3 It lists the phrase California Drivers License DMV in every single record You won t have to rewrite this in the Identification area It s included as an option This journal based on the requirements for notary journals found on page 11 of the 2021 Notary Public Handbook published by California s Secretary of State Notary Public Section This can be found here <https://notary.cdnsos.ca.gov/forms/notary-handbook-2021.pdf> page 12 California I designed this journal just for you I hope it serves you well

Loan Signing Notary Field Manual Linda Mae France,Linda Mae Duran,2004-10-05 A complete and helpful field guide manual for loan signing notary agents Traceable processes and dependable communication means quick flawless and easy from start to finish loan signings

Notary Signing Agent Journal Bridge City Notary,2021-06-08 This is a notary journal designed specifically for a Loan Signing Agent Each page provides space for information for two signers as well as 14 lines to list any and all documents notarized during the course of a loan signing or other real estate transaction The spiral bind lay flat design as well as the ability to list up to 14 documents on one page allows for privacy for prior signers

Notary Loan Signing Agent Notary Stars,2021-09-13 Notary Stars Notary Loan Signing Agent Notary Journal and Loan Signing Agent Record Book This vibrant Notary Journal was created by the instructors of Notary Stars specifically for Loan Signing Agents This fine print journal allows for 200 journal entry lines all on their unique and individual pages This journal allows for you to record the date time in person or online type of notarization address of notarization name s of documents date of documents type of notarization ID information address on ID your notary fee add additional notes record oath administered and initial box for signers capture the signers signature and a thumbprint if your state requires This journal allows for up to 9 Acknowledgements or 9 Jurats to be recorded on individual lines and up to 4 General Notary Documents to be recorded with a selection for the type of Notarial Act being performed This Journal contains information for the signer to read when signing their name This journal contains an attestation the signer can initial stating they agree the Notary did not offer them personal professional or legal advice during their signing This journal allows you to write down important information you may need to remember while in the field This journal contains reminders for common mistakes to avoid for Loan Signing Agents This journal contains reminders on properly filling out the Right to Cancel This journal contains reminders on the witness requirements for Deeds in witness States

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