

# 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: ☐ Received Date: \_\_\_\_\_ # Of Pages Received: \_\_\_\_\_  
Documents Sent To: Signing Agent: ☐ Borrower: ☐  
Borrower Has Copy? Yes: ☐ No: ☐  
Lending Company Contact Name: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

### Document Information

Right To Cancel Form (2 Copies)? Yes: ☐ No: ☐ Rescission Period Ends: \_\_\_\_\_  
# Of Documents To Be Notarized: \_\_\_\_\_ # Of Signatures Needed: \_\_\_\_\_  
Documents Requiring Notarization:  
1. \_\_\_\_\_ 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_  
7. \_\_\_\_\_ 8. \_\_\_\_\_  
9. \_\_\_\_\_ 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 Proprietary Lease            |
| <input type="checkbox"/> Affidavit of Death of Spouse                    | <input type="checkbox"/> Authorization to Revoke                    |
| <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 Fee Collateral Lien                | <input type="checkbox"/> Borrower's Affidavit                       |
| <input type="checkbox"/> Affidavit of Payment of Taxes                   | <input type="checkbox"/> Borrower's Certification and Authorization |
| <input type="checkbox"/> Affidavit of Settlement Agreement               | <input type="checkbox"/> Borrower's Income Certification            |
| <input type="checkbox"/> Affidavit to Affirm Consequence                 | <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 Analysis Trust Balance                | <input type="checkbox"/> Certification of Trust                     |
| <input type="checkbox"/> Aggregate Service Accounting Disclosure         | <input type="checkbox"/> Claims of Lien                             |
| <input type="checkbox"/> Agreement for the Arbitration of Disputes       | <input type="checkbox"/> Closing Disclosure                         |
| <input type="checkbox"/> Appraisal Disclosure                            | <input type="checkbox"/> Continuation Letter                        |
| <input type="checkbox"/> Assignment - General Request for Special Notice | <input type="checkbox"/> Compliance Agreement                       |

# Notary Loan Signing Prep Sheet

**Notary Stars**



## **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

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

*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

**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

**Secure Notary Loan Signing Journal** Nicole David, 2025-05-30 A

Secure Notary Loan Signing Journal is a comprehensive professionally designed record keeping book tailored specifically for notaries public engaged in loan document signings This specialized journal ensures meticulous documentation of each notarial act offering an organized and secure way to track the details of each signing Each page includes multiple entry spaces designed to capture essential information such as the date and time of the notarization the type of documents being notarized the signatory s name and address identification details and the type of notarial act performed e g acknowledgment jurat The Secure Notary Loan Signing Journal is an indispensable tool for notaries who wish to maintain a high standard of professionalism and integrity in their practice especially those frequently handling sensitive and confidential loan documents It not only aids in fulfilling legal requirements but also serves as a reliable record for future reference and accountability

**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 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

**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 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 signers 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 *Sign and Thrive* Bill Soroka,2022-04 *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 signers 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 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

*The Notary Loan Signing Agent Training Book* Jessica Carter,2025-01-25 Unlock the doors to a rewarding career as a Notary Loan Signing Agent with *The Notary Loan Signing Agent Training Book* Whether you re new to the notary world or looking to expand your skills this comprehensive guide is your key to success in the growing field of loan signings Written by Jessica Carter a seasoned notary expert and trainer this book covers everything you need to know including A clear step by step approach to becoming a certified Notary Loan Signing Agent Detailed explanations of essential loan documents and how to handle them with confidence Tips for building a profitable loan signing business and attracting clients Insider advice on navigating the legal and administrative aspects of loan signings Common mistakes to avoid and how to stand out in a competitive industry Packed with practical tips real world scenarios and proven strategies *The Notary Loan Signing Agent Training Book* will help you develop the skills and knowledge you need to excel Whether you re starting a side hustle or looking to make this a full time career this guide will set you up for success Become the go to professional for loan signings and take charge of your career today *The Notary Loan Signing Agent Training Book* is the ultimate resource for mastering

the art of notary loan signings and growing your business      The Notary Signing Agent's Loan Documents Sourcebook  
National Notary Association,2022-05      **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  
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contains 16 checkboxes for common real estate documents You won t have to write Certification of Trust anymore Simply  
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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.cdn.sos.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 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  
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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  
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Notary did not offer them personal professional or legal advice during their signing This journal allows you to write down  
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contains reminders on the witness requirements for Deeds in witness States      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  
pages2 Most common documents in loan signings are preprinted you just need to check the checkbox which saves you a lot  
time at signing3 This journal does not have space for thumbprints and fees so its 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 **Rand McNally Bankers Directory**,1905-07 *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.cdn.sos.ca.gov/forms/notary-handbook-2021.pdf> page 12 California I designed this journal just for you I hope it serves you well

*Notary Stars: Notary Loan Signing Agent* Notary Stars,2021-09-18 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 Notary Journals Are Regulated By State Laws Certain States Require Notaries To Have A Specific Kind Of Journal It Is Every Notaries Responsibility To Know Their State



Laws     **Notary Stars: Notary Loan Signing Agent** Notary Stars,2021-12-08 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 Notary Journals Are Regulated By State Laws Certain States Require Notaries To Have A Specific Kind Of Journal It Is Every Notaries Responsibility To Know Their State Laws

Notary Loan Signing Prep Sheet: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the captivating narratives that have charmed audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Notary Loan Signing Prep Sheet : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is an exceptional and thrilling novel that will keep you wondering until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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