



SLB SIGNING SERVICES

Your Closing Connection

**MOBILE NOTARY APPLICATION PACKET**

Thank you for your interest in becoming a mobile notary with SLB SIGNING SERVICES. Attached, you will find the paperwork and requirements necessary to work with our company. As a remote closing agent for SLB SIGNING SERVICES, it is important that you are easily accessible, communicate any problems that arise before, during and after a closing, follow all instructions from both SLB SIGNING SERVICES and the title company and return completed packages promptly to the title company.

Our remote closing agents **MUST** have the following and they must be returned with your packet:

- ❖ \$50,000 E&O Insurance policy
- ❖ Valid Drivers License
- ❖ Valid Notary Commission – must be current on file
- ❖ Copy of Notary Seal/Stamp
- ❖ W-9

Our remote closing agents are required to have access to the following:

- ❖ Automobile
- ❖ Computer
- ❖ Scanner
- ❖ Internet
- ❖ Cell Phone
- ❖ Access to a photocopier

Included in this packet

- ❖ Remote Closing Agent Application
- ❖ Subcontractor Agreement – read, sign and return

Instructions

- ❖ Fill out Agreement and Initial each page
- ❖ Turn in Required Documents along with Agreement via email to [slb-replies@slbsigningservices.com](mailto:slb-replies@slbsigningservices.com) or through our secure upload tab at top of website

CLOSERS INITIAL \_\_\_\_\_



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**REMOTE CLOSING AGENT INFORMATION SHEET**

COMPANY NAME (if applicable) \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CELL PHONE # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ADDITIONAL LANGUAGES SPOKEN \_\_\_\_\_

YEARS OF EXPERIENCE IN LOAN SIGNINGS \_\_\_\_\_

ESTIMATED # OF CLOSING COMPLETED \_\_\_\_\_

CLOSING EXPERIENCE (check all that apply)

\_\_\_\_\_ Purchase \_\_\_\_\_ Refinance

\_\_\_\_\_ Reverse Mortgage \_\_\_\_\_ Cash Purchase

STATE CERTIFICATION \_\_\_\_\_

AVAILABILITY (days/hours) \_\_\_\_\_

COVERAGE AREA \_\_\_\_\_

\_\_\_\_\_

**REFERENCES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever filed a claims against your ERRORS & OMISSIONS? \_\_\_\_\_

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**MOBILE NOTARY AGREEMENT (SUBCONTRACTOR)**

This Agreement is made between SLB SIGNING SERVICES and \_\_\_\_\_

On this \_\_\_\_\_

Day of \_\_\_\_\_ , 20 \_\_\_\_\_ .

The parties agree as follows:

**1. Nature of Relationship** – this is a Non-Exclusive Agreement between Remote Closer and SLB SIGNING SERVICES. The Remote Closer shall be acting solely as an independent contractor and shall perform such services in accordance with current industry regulations and standards. The Remote Closer is not an employee of SLB SIGNING SERVICES.

2. This Agreement is in force until terminated by either party.

3. **Expenses** – The Remote Closer is responsible for all out of pocket expenses associated with closings including but not limited to, paper, gasoline, printing supplies, certifications, and any other related expenses.

4. **Liability Insurance** – The Remote Closer agrees to carry a \$50,000 E&O Insurance policy at all times while this agreement is enforce.

5. **Automobile Insurance** – The Remote Closer agrees to carry automobile insurance at all times.

6. **Payment for Services** – SLB SIGNING SERVICE agrees to pay Remote Closer for services rendered for all successful closings. Successful closings are defined as closings where the instructions were followed in their entirety, the closing was completed without error, where docs were returned on time and the loan was able to fund. Payments are made via check 20-30 days post closing

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7. **Updated Contact Information** – it is the Remote Closers responsibility to ensure that ALL OF THEIR CONTACT information is up to date with SLB SIGNING SERVICES. If your check is mailed to an incorrect address and NOT returned to SLB SIGNING SERVICES, there is a \$30 stop payment fee that will be passed on to the Remote Closer if they did not inform us of change of address.

8. **Appearance** – The Remote Closer agrees to dress and act professionally when on assignments from SLB SIGNING SERVICES

9. **Confidentiality** – Remote Closer agrees to keep any and all information regarding closings, private and confidential.

10. **Subcontracting to another closer** – Subcontracting IS NOT PERMITTED. When we hire you for a closing, we expect you to be the one performing the closing. If you work with a team, ALL members of said team MUST have a contract on file with us.

11. **Invoicing** – Invoicing is not necessary. We have a closing completion form that we ask that you fill out post closing. This will trigger your payment.

12. **Communication** – Communication is IMPERATIVE. Should a situation arise where you cannot perform the closing, please let us know immediately. Should any situation arise where there are issues before, during or after the closing, it is MANDATORY that you communicate with the title company contact AND SLB SIGNING SERVICES.

13. **Missed Signatures and other Notary Errors** – we understand that on occasion a signature gets missed. Our notaries are expected to stand behind their work so when an error occurs, it is expected that you will do everything in your power to get the error corrected in a timely fashion.

By signing below, REMOTE CLOSER agrees to the terms of this agreement and will adhere to the policies and procedures listed herein.

Remote Closer Signature

SLB SIGNING SERVICES SIGNATURE

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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