

On Demand Mobile Notary Services  
Santa Clarita, CA 91387  
Ph: 661-450-8878

### **Independent Contractor Signing Agent Agreement**

On Demand Mobile Notary Services conducts Mortgage loan closings as a notary and witness to the signing for Title Insurance Companies and Direct Lenders. We provide closings for, FHA Streamline, VA, Conventional Refinance, Purchases, Reverse Mortgages, etc. When you sign up as a closing agent for On Demand Mobile Notary Services, you will be included as an active member of our Closing-Agent Database. To become, or remain as an active agent in our database, you must agree to and sign this agreement every year. You must also have a laser printer or access to one. As an Independent Contractor you would meet with the borrowers at their home, or other specified location, and witness their signatures on the loan documents, notarize the ones that are required and overnight documents back using the supplied shipping account number or personally deliver the completed loan package back to the Title Company or Lender if the loan signing is scheduled to take place before 3pm on local signings, Your total fee will be confirmed at the time of scheduling. There are some different types of signings that have different pay rates and your confirmed fee will be written on your confirmation that is emailed or texted to you with the instructions. For this, your responsibilities include:

- Receive the documents by e-mail or overnight delivery.
- If documents are emailed print the entire loan package for borrower prior to closing, NO EXCEPTIONS ( including 1 copy for the borrower and 1 copy for the escrow company using a laser printer on the proper legal and letter size paper).
- Witness/notarize the specified documents at the borrower's home or designated closing site.
- Double check the package for accuracy and completeness prior to signing and after signing. When you receive the loan package, please take a few moments to go through it and make sure that the documents are complete to the best of your knowledge and that the documents are free from obvious errors. Should you find an error, please contact On Demand Mobile Notary Services immediately @ 661-450-8878.
- Give a brief overview of the purpose of each document in the package
- Send the completed package back as directed using overnight service if closing is after 3pm weekday or the weekend; otherwise deliver completed documents back to the escrow office the same day.

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- Email invoice to On Demand Mobile Notary Services the same day or by 10:00 AM (EST) the following day for services completed. If more than one assignment was given on the same day then you can submit one invoice with each assignment billed on it.
- Once you accept the assignment, we ask that you call the client immediately to confirm the appointment. Should you not be able to reach the customer for any reason, it is imperative that you contact On Demand Mobile Notary Services immediately so that we can attempt to obtain additional means of communication. Once contact has been made, please notify On Demand Mobile Notary Services via text or email.
- If you arrive at the closing and the borrowers are not there after 30 minutes and no communication from them or the borrower do not want to sign you will be compensated a flat \$50.00. However, you do still need to contact us at 661-580-8878 from the closing to advise us of the situation. Failure to notify us will result in a loss of the \$50.00 fee.
- You are required to call or text in status confirmation immediately after the closing. If you do something wrong at the closing that results in the loan not closing you will not be paid unless you are able to right the situation in a timely manner. Typically problems that can be resolved include: failure to have all documents signed, failure to collect a check when you are directed to, taking a check when you have been directed not to, etc.
- If you make an error that requires a correction from you the notary, you will need to make it a priority to get it fixed ASAP. If the package has to be returned to you or the borrower, there may be a \$30.00 charge deducted from your closing fee to cover shipping costs.
- On Demand Mobile Notary Services will remit payment to signing agents within 30-45 days of accepted and completed loan signings and payable via paypal to the notary signing agent or other methods if the company changes billing methods. You will be notified of the change.
- As the closing agent you are there to explain the package and witness the signatures, you are to make no legal judgment of any of the documents. The packages are prepared by professionals and in accordance with local and state regulations. Learn and know the rules and regulations in your state. You are NOT to offer opinions in regard to the Lender, Title Company or terms of the loan. If the borrower is dissatisfied with the terms of the loan, refer them to their loan officer.
- Do not go to a closing without the complete closing package in hand. Always call us first.
- Any attempt by the signing agent to discuss, negotiate, or collect fees with any clients of On Demand Mobile Notary Services will result in loss of said signing fee.
- You are expected to show up to the closing on time and dressed appropriately. You are to conduct yourself in a professional manner; you are representing the Title Company, Loan originator and On Demand Mobile Notary Services.

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- You are required to treat all information in regard to the closing as confidential information and not to be discussed outside the closing.
- The document package may be slightly different depending on the Lender/Title company and loan type. Our Scheduler will provide a summary of requirements for that package which you are expected to read.
- Under this agreement you are expected to close the loan yourself and not sub-contract it out. All closing agents must be in our database.
- You are required to carry \$100,000 in E & O (Errors and Omissions) Insurance, which can be purchased through the National Notary Association or other companies, to do closings for us.
- You are required to have a copy of your notary signing agent certification on file with us.

Initial: \_\_\_\_\_

Please return the following required documents by email to  
info@ondemandmobilenotaryservices.com

Copies Needed of:

- Copy of Notary Public Certificate
- Copy of Notary Signing Agent Certification
- Copy of Driver's License
- Background Check (if available)
- Copy of E&O Insurance

Signed and Complete:

- Signing Agent Agreement
- Agent Profile Data Sheet
- W-9 Form Once everything is received, you will be entered in our database. Failure to meet the terms of this agreement can result in removal from our database.

We make no guarantee of work in your area.

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**NON-COMPETE AGREEMENT:**

Independent Contractor agrees that during his/her relationship with On Demand Mobile Notary Services and for a period of one year after termination of relationship for any reason, Independent Contractor will not, on his/her behalf or on behalf of any other person, firm or corporation, call on any of the clients or known prospects of On Demand Mobile Notary Services or any of its affiliates or subsidiaries with whom Independent Contractor was involved directly or indirectly, nor will Independent Contractor in any way directly or indirectly, for their self or for others divert or take away such client. I certify that the information on this Agreement is correct and understood and hereby agree to the terms set forth in the noncompete agreement. I am also aware that I am an Independent Contractor and NOT an employee of On Demand Mobile Notary Services and will be responsible for paying and withholding my own taxes. Please sign and return this package to On Demand Mobile Notary Services

Agent Name (Print) \_\_\_\_\_

State \_\_\_\_\_

Agent Signature/ Date \_\_\_\_\_

On Demand Mobile Notary Services

Owner \_\_\_\_\_

Acceptance Date \_\_\_\_\_

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### Independent Contractor Agent Profile Data Sheet

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_

Mobile: \_\_\_\_\_ Home County(notCountry): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Alternate Email: \_\_\_\_\_

Overnight Delivery Address (if different from above): Company Name:  
\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_

Business County: \_\_\_\_\_

Are you a Notary? Yes \_\_\_ No \_\_\_ Are you NNA Certified? Yes \_\_\_ No \_\_\_

Do you have a copy of background check? Yes \_\_\_ No \_\_\_

Do you have reverse mortgage experience? Yes \_\_\_ No \_\_\_

Can you receive text messages on your mobile #? Yes \_\_\_ No \_\_\_

Do you have a fax machine or scanner? Yes \_\_\_ No \_\_\_

Can you accept E-mail docs? Yes \_\_\_ No \_\_\_ Do you have a laser printer? Yes \_\_\_ No \_\_\_

Are you an attorney? Yes \_\_\_ No \_\_\_ Have you ever performed a closing: Yes \_\_\_ No \_\_\_

If yes, approximately how many: \_\_\_\_\_

Do you have notary E & O Insurance: Yes \_\_\_ No \_\_\_ If no, you will need to obtain notary E&O Ins. within 30 days.

When are you available to do closings:  
\_\_\_\_\_

Do you speak any foreign languages: Yes \_\_\_ No \_\_\_ If yes, please list other languages spoken (including Sign language): \_\_\_\_\_

What counties are you able to service:  
\_\_\_\_\_

I certify that the above information is correct.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed Date \_\_\_\_\_