

# REMOTE ONLINE NOTARIZATION CHECKLIST

## for Escrow

REACH OUT TO THE ESCROW SUPPORT TEAM BEFORE USING REMOTE ONLINE NOTARIZATION (RON).

All parties to the transaction approve the use of RON (buyers, sellers, lender, and underwriter).

RON Consent signed by buyers and sellers (at least).

Ensure the county will accept the documents.

- » Cochise, Coconino, La Paz, Maricopa, Mohave, Pinal, and Yavapai counties have approved so far.

Set-up package within the RON platform.

Schedule a time to review all documents with the signer PRIOR to notarization.

### DOCUMENT REVIEW

Date:

Time:

Notes:

### WILL ESCROW ATTEND THE RON SIGNING?

NO:

- » Notaries are available 24/7, so once the signers have reviewed all documents and are ready to sign, they may do so at their leisure.

YES:

Schedule RON signing.

- » This can be immediately after review of the documents. A web camera/being visible is optional. EO will have the option of using computer audio or phone. Phone is NOT an audio option for signers.

### RON SIGNING

Date:

Time:

Notes:

### THE SIGNER WILL NEED:

Social security number

Government issued ID

Internet access

- » Download speed of at least 5 mbps and upload speed of at least 3 mbps is required.
- » Internet speeds can be tested at [www.speedtest.net](http://www.speedtest.net)

Device with web camera and audio

- » This can be a tablet/laptop/desktop with connected web camera.
- » Discourage signings on smart phones (especially not loan packages!), as the experience will be much more difficult.

Location free from interruption

- » Talk through the process with the signer and encourage them to find a good signing location and time that will be free from interruptions.

**DO NOT** accept any digitally notarized documents without reaching out to the Escrow Support Team. All documents must be completed through an approved platform. We will NOT accept any outside remotely notarized documents.

*Make it a positive experience!*