YAVAPAI TITLE AGENCY

REMOTE ONLINE NOTORIZATION CHECKLIST
for Signers

YOU 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

Device with web camera & audio
- » This can be a tablet/laptop/desktop computer with a connected web camera. Make sure a power source is available or the battery is fully charged
- » Smart phones are NOT recommended.
- » You will need to hear the notary clearly. Consider headphones.
- » Notary will need to see and hear you clearly.

TO DO:

Plan a time and location free from interruption.

Review your documents.
- » Please review the documents prior to signing. Your escrow team would love to walk through the documents with you prior to the signing ceremony.
- » During the signing, the notary is only there to verify your identity and the validity of the signatures. They may not be able to adequately answer questions.
    Schedule a time with your escrow team to review the documents and work through any questions prior to bringing in the notary.

Sign your documents using remote online notary.
- » This can be done immediately after we have reviewed the documents together. The notary can join the appointment to finish the signing.
- » If you do not wish for your escrow officer to join the signing it can be done at your liesure. Notaries are available 24/7.

Enjoy the experience of convenience!

DOCUMENT REVIEW

Date:

Time:

Notes:

RON SIGNING

Date:

Time:

Notes:

PLEASE reach out to your escrow team if you have any questions or come across any problems.