

Statewide Document Services, LLC

PO BOX 6336

Fishers IN 46038

Phone: 888-288-0572

Fax: 317-203-7910

Attorney Agreement

Statewide Document Services conducts Mortgage loan closings (witness closings only) for Title Insurance Companies and Direct Lenders. We provide closings for Debt Consolidations, FHA Streamline, VA, Conventional Refinance, Equity Lines of Credit, Etc. When you sign up as a closing agent for Statewide Document 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. You must also have a FAX machine with legal size paper capability.

As an Independent contractor you would meet with the borrowers in your office or other designated location, and witness their signatures on the loan documents, notarize the ones that are required and overnight the completed loan package back to the Title Company or Lender as directed, using the supplied shipping account number.

Your responsibilities include:

- Receive the loan documents by e-mail or over night delivery.
- Make copy of the entire loan package for borrower prior to closing, NO EXCEPTIONS.
- Witness/notarize the specified documents in your office, or the designated place of closing.
- After the closing, double check the package for accuracy and completeness.
- Answer questions in regard to the purpose of each document in the package if requested by the borrower.
- Send the completed package back as directed using pre-paid overnight service, and within the next business day of the closing.
- Fax confirmation pages to Statewide Document Services the same day or by 10:00 AM (EST) the following day.
- Call in status immediately following 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.
- 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 conduct a closing without the complete closing package in hand. Always call us first.
- If you cannot close a loan let us know as soon as possible.

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Additional Requirements:

- You are expected to keep the scheduled closing time. Your professionalism is appreciated; you are representing the Title Company, Loan originator and Statewide Document Services.
- 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.
- You are required to send an invoice to us after the closing. It will speed up your payment process and ensure that your check is mailed to the correct address.
- You are required to carry E & O (Errors and Omissions) and/or Lawyers Liability Insurance to do closings for us.

Please return the following required documents by fax or email to mail@StatewideDocuments.com.

Copies of:

- Notary Certificate (of person doing notarization)
- License to Practice Law
- E&O Insurance and/or Lawyers Liability Insurance Certificate

Signed and Completed:

- Signing Attorney Agreement
- Attorney Profile Data Sheet
- W-9 Form

Once received, you will be entered in our database. **Failure to meet the terms of this agreement can result in removal from our database.**

Initials _____

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Attorney Profile Data Sheet

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Fax No: _____ Mobile: _____

Home County: _____

E-mail address: _____

Alternate Email: _____

Overnight Delivery Address if different: Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Fax No: _____ County: _____

Are you a Notary? 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

Can you accept text messages on your mobile #? Yes No

Do you have Reverse Mortgage experience? Yes No

Have you ever performed a closing? Yes No If yes, approximately how many: _____

Do you have E & O Insurance and/or Liability Insurance? Yes No If no, you will need to obtain within 60 days.

Are you willing to perform a closing in a customer's home? Yes No

If you are willing to travel, what counties will you service?

When are you available to do closings (hours):

Do you speak any foreign languages: Yes No

If yes, please list other languages spoken (including Sign language): _____

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Attorney Profile Data Sheet, continued

What is your fee for an in office witness closing? _____

What is your fee for a witness closing in a borrowers home? _____
If your fees vary for different counties please send us a list of the counties you will travel to and the fees for each county.

Does your fee ever vary, please explain? _____

Do you charge a separate fee for email documents & what is the fee? _____

Who do we contact to schedule a closing? _____

Can you prepare a HUD if necessary? _____ What is the fee? _____

Can you handle a full closing with disbursement of funds and what is the fee? _____

Can you prepare a deed if necessary? _____ What is the fee? _____

I certify that the above information is correct.

Signed

Printed

Date