

Pre-Signing Checklist

- ☐ Confirm the date, time and location of the signing.
- ☐ Confirm that all of the parties who have to sign the loan documents will be present.
- ☐ Notify the borrower(s) that they must have government issued photo ID ready when you arrive.
- ☐ Print two sets of loan documents. One set will be left with the borrower(s) and the other set will be returned to the lender or title company.
- ☐ Organize the loan documents in the order that you will present them.
- ☐ Carefully place 'sign here' stickers where the borrower(s) need to sign. (Never use markers)
- ☐ When you arrive at the signing, introduce yourself and show the borrower(s) your ID.
- ☐ Sit close enough to borrower(s) to show them where they need to sign.
- ☐ ALWAYS Verify the borrower(s) identity before the loan signing begins.