Triple Check Notary
Nationwide Signing Service
1305 Ridgedale Rd, Ste A, Ridgedale MO 65611
Ofc (888) 299-0226
TripleCheckNotary.com | vendors@triplechecknotary.com

Third Party Vendor Agreement
(Notary Public/Notary Signing Agent)

By signing below, I (“Notary”) acknowledge and understand that I agree to provide Triple Check Notary Nationwide Signing Service ("Company") with independent notary services to conduct loan document signings and/or general notary work. This is an independent contractor agreement and Notary acknowledges that he/she is not an employee of the Company for any purpose. As an independent contractor, he/she is not eligible for, and will not accrue or receive, any employee benefits including, but not limited to, insurance benefits, vacation, holidays and/or pension benefits. The Company maintains no worker's compensation insurance applicable to Notary.

This agreement shall commence as of the date submitted, and shall have a term of one year. The agreement will automatically renew unless otherwise directed by either of the parties to this agreement. This agreement may be terminated by either party, for any reason, with 30 days prior written notice. Notary agrees to be paid a flat fee per completed document signing. No taxes will be deducted from the check and Notary acknowledges that it is his/her sole responsibility to report and pay any taxes due as an independent contractor. Notary will not have set working hours. Notary will be responsible for confirming and attending appointments. Notary will confirm appointments at least 24 hours in advance when time allows; immediately if same day. Notary will not be paid for business or travel expenses, and will supply his/her own transportation and associated insurance.

Notary agrees to notify the Company as to completion status of the signing immediately following the signing appointment. In situations where additional appointments are required due to Notary actions, Notary will not be paid by the Company and such appointments will be at his/her own expense. Notary is responsible for express mail fees when additional documents are needed due to reasons such as: where a signature was missed by borrower/signer, or any document not filled out properly by notary, including but not limited to clear notary seal, returning complete jurat(s) and acknowledgment(s) or complete Patriot Act forms.

Your fee for signing appointments will be confirmed by a phone call/text message, followed by a signing confirmation email. Once confirmed, signing fees cannot be increased by Notary Signing agent (unless extenuating circumstances arise, and are discussed prior to the appointment).

Notary acknowledges that by entering into this agreement, it will be necessary for Company to share with Notary the names, addresses, contacts within companies, and other identifying information of the customers with whom Company does business. Notary acknowledges that he/she shall not interfere with, directly or indirectly, disrupt or attempt to disrupt the relationship, contractual or otherwise, between Company and any customer, client, supplier, consultant or other contractor to Company. Nor shall Notary turn any matter or information as it relates to the identity of its customers, marketing or operations of Company, over to any other

competitive or potentially competitive services. Notary further agrees that Notary will not make use of said information to conduct a competing business. Notary understands that directly soliciting business from sources of business given to the notary by Company or breaching any provision of this Agreement is cause for immediate cessation of eligibility for the receipt of assignments from Company and may subject Notary to legal action by Company to protect the trade secrets of Company and/or recover damages. Notary agrees to protect personally identifiable information at any level (Company, its clients, signers) with all reasonable care.

All questions relating to the loan documents during the signing are to be immediately referred to the designated Escrow Officer referenced in the documents.

Any questions regarding the escrow or closing are to be directed to and answered by the designated escrow officer or closing agent. Notary must not provide any opinions as to the content of the loan documents, the funding process that may occur following the signing, render any legal advice to the borrower(s)/signer(s) or, render any tax advice to the borrower(s).

Notary agrees to maintain at his/her sole expense all required licenses, permits, commissions, bonds and insurance applicable to Notaries Public. Notary shall maintain comprehensive general liability and vehicular liability insurance for claims of bodily injury, including death, with limits at least equal to the minimum amount required by law, covering Notary in the course of performing Notary's duties under this Agreement. Notary agrees to indemnify, defend, and hold the Company harmless from and against all claims, causes of action, losses, damages, fines, liabilities and expenses, including attorney fees arising out of or in connection with his/her performance of services pursuant to this Agreement. Damages shall be defined to include, but not be limited to, all damages that the Company may incur as a result of Notary's loss of loan documents. Further, Notary agrees to conduct all notarial acts in accordance with state, federal and/or local laws and/or regulations that may apply.

Notary agrees to comply with a business-casual dress code. Notary agrees that wearing shorts, jeans, t-shirts, tank tops, sweatshirts, or sneakers is unacceptable. Notary agrees to appear presentable and businesslike at all signing appointments.

Notary agrees to comply with Notary’s portion of the Company’s “Triple Check Process”.

By signing below, you are acknowledging that you have read and agree to the terms and conditions of the above Agreement with Triple Check Notary, *and to comply with the checklist on pages 3-4 (keep for your reference)*. You are responsible for having read all 4 pages before you sign this document.

Updated 11/11/2024

_____ _____

Signature Date

_____

Print Name

_____ _____

Cell Email

Notary agrees to comply with this "Page 3-4 Checklist". Keep for your reference.

BEFORE THE SIGNING

- As soon as you receive the signing confirmation from Triple Check Notary, please contact borrowers/signers to confirm the signing location, time, and ID needed. Do NOT change the time or date with borrowers unless instructed.

- If you feel you have not received all the documents, or you have questions about any of the documents, immediately call Triple Check Notary or email orders@triplechecknotary.com. Do NOT contact the person/escrow that is emailing you the docs.

- As soon as you receive the documents, do Phase 2 of the Company's Triple Check Process: Review the documents in detail to make notes and to get a complete picture of what's involved. Don't be surprised by something after arriving; Are the dates correct? Are the names correct? Etc.

- It is very important to be on time. If you are running late, please call both the borrower and Triple Check Notary ASAP so that we can notify the loan agent and the escrow company. Note that if you are more than 10 minutes late, especially if you haven't called, your fee may be reduced; you are causing an inconvenience.

- Always be polite, professional and respectful. (Dress code is Business Casual/Professional)

FEDERAL LAW REQUIRES NSAs TO COMPLY WITH THE GLBA LAWS

- Receiving sealed loan doc packages directly from the lender/escrow company (whether mailed, handed in person, or retrieved via docs repository or their agent)
- Keeping loan docs secure; no one else sees them
- Protecting his/her notary journal
- Disposing of digital files on the NSAs computer upon payment from the client
- Using reasonable and cautionary measures within their email and on their computer (firewall router)

DURING THE SIGNING

- Have borrowers/signers use a blue pen, unless otherwise instructed.
  If borrowers have any questions:
- Point out the answers such as their interest rate, monthly payment, and terms of the loan stated on the documents.
- Do NOT try to explain or go into detail about the loan documents or interest rates. Any questions should be referred to the Loan Agent, Escrow Officer or Triple Check Notary.
- Take the proper amount of time to pay attention to all the documents:

- Keep docs in the same order as received; keep clean and organized.
- Make sure that every signature is being signed, and all dates are completed.
- Make sure that the borrowers sign each document as their name and initials are displayed. (Example: John D. Person – JDP)
- If applicable, verify the dates on the Notice of Right to Cancel are correct. If they are not correct have the borrower(s) fill in the correct rescission dates and initial by each change. (Remember borrower should have 2 completed copies of the Notice of Right to Cancel. Do NOT leave blank Notice of Right to Cancel in their copies)
- If funds are due, collect a cashier's check or provide borrower with wiring instructions. If not sure how to proceed, contact Triple Check Notary.

BEFORE RETURNING THE DOCUMENTS

Triple Check Process, Phase 3: After the signing, but before leaving the table, the notary examines the documents to make sure no details were missed on the notarized pages and that signatures, dates, initials, check boxes, and blanks are completed as needed by the signer.

If a signature, notary stamp, or date is missing, or a notarial certificate is not completed correctly, notary agrees to make a second trip at no cost to the client and pay the courier fee. If our account is used, the shipping fee will be subtracted from your agreed signing fee. Send documents back to the client as soon as possible.

SHIPPING

Use a Shipping Center, and retain the receipt (Required!) - No drop boxes.

If signing is completed prior to 4pm, they must be shipped out that day for NEXT Day Delivery

When using FedEx to ship documents back, only use "priority overnight" unless otherwise specified on the notary confirmation or instructions from escrow officer. If you ship back using "first overnight" you will be charged back the difference.

HOW TO CLOSE OUT YOUR SIGNING

Immediately (or as close as possible to the finish time), Email orders@triplechecknotary.com the following: Your name, name of borrowers/signers, file number (if applicable), whether signing is complete, whether there are any issues that Title needs to be aware of, whether funds due were collected, if you made shipping cutoff, and the shipping tracking number. If an email is not possible within 45 minutes, please call and leave a voicemail, noting all the required information.

RANKING

We expect to provide 100% Satisfaction to all of our clients and need you to help make that happen.

Random review surveys are sent to our clients, and sometimes to the borrowers/signers. Be sure to follow all our guidelines to maintain a high ranking with us. High rankings equal more assignments for you. We thank YOU for your great work!