



NST NOTARY (dba NST ENTERPRISES)
 2277 Woodbury Court
 San Jose, CA 95121
 Phone: (408) 274-6293 - Fax: (810) 277-6293
 support@NSTNotary.com

Request for Loan Signing Services

Requestor Information

Company _____ Contact Name _____
 Address _____ Phone _____
 City/State/Zip _____ Fax _____

Loan Originator/Lender Information

Name _____ Phone _____
 Company _____ After-hours Phone _____

* if questions arise during signing, the Signing Agent can use this number to contact the Loan Originator for clarification. This number is not disclosed.

Borrower Information

Borrower _____ Home Phone _____
 Work Phone _____
 Alt. Phone _____
 Co-Borrower _____ Home Phone _____
 Work Phone _____
 Alt. Phone _____
 Address _____

Escrow Information

Escrow Company _____ Closer Name _____
 Address _____ Phone _____
 Alt. Phone _____
 City/State/Zip _____ Fax _____
 Estimated Closing Date _____ Last Date to Sign _____
 Date Docs to Arrive _____ Estimated Time _____

PRODUCTS (available in Santa Clara County - check all that apply)

Local Signing (\$100) _____ Includes San Jose
 Extended Signing Area (\$150) _____ Includes other cities in the Santa Clara county
 E-docs (\$25/loan doc set) _____ Email in PDF format to be printed
 2nd Loan Docs in Same Signing (\$50) _____ Need to be received at same time by signer
 Outside of Santa Clara County _____ Negotiable. Contact our office for rates.
 Fed Ex Account to Charge _____ Used for return signed documents

Note: Additional fees may apply if a courier is required to return the docs, if extensive faxing is required, if the signer is required to make additional copies for the borrower. The full fee & other charges will apply if the borrower(s) miss the appointment or refuse to sign. The full fee will apply for each multiple borrower requiring a separate signing appointment. Requestor must provide Fed Ex account to charge for return of documents if applicable.

NST Enterprises will submit an invoice for services when the docs are returned. All invoices are due within 10 days of invoice/signing.

Payment should be remitted to: **KIM NGUYEN, 2277 Woodbury Court, San Jose, CA 95121.**

Special Instructions

Verified and authorized by

Name _____
 Company _____

Signature _____ Date _____

Please complete this form and fax to (810) 277-6293