



NOTARIZED DOCUMENT CHECKLIST

(COMPLETE AND FAX BACK WITH INVOICE)

LOAN # _____

MANDATORY DOCUMENTS

- Deed of Trust / Mortgage Signature Page and Acknowledgment
- Notice of Right to Cancel
- Error and Omissions / Compliance Agreement
- Correction Agreement Limited Power of Attorney
- Indemnity & Affidavits as to Debts, Liens & Possession
(Borrower **MUST** sign second page. This document **MUST** be notarized)
- Occupancy Affidavit and Financial Status (**except California**)
- Signature / Name Affidavit
- Survey Affidavit
- Expedited Signing Agreement
- Signed Closing Instruction**

ADDITIONAL DOCUMENTS (depending on the type of loan)

- Grant Deed
- Quit Claim Deed
- Trustee Loan Package

REMINDERS

- USE BLACK INK ONLY!!!**
- Make sure your seal is readable
- Double Check Your Paper Work
- Budget Finance Loans – 1003 and Statement of Identity **MUST** be completed
- NEVER** RELEASE DOCS UNLESS AUTHORIZED BY PACIFIC DOCUMENT SIGNING (**NO EXCEPTIONS**) – CALL 3 PM – IF YOU HAVEN'T HEARD FROM ANYONE
- In the Notarial Section of the documents, the borrower (s) name (s) must be written in after the working "**PERSONALLY APPEARED**", exactly the way it is printed on the document (EXCEPTION: WHEN THE NAME IS MISPELLED.)