

Pioneer Title Agency

REMOTE ONLINE NOTARIZATION CHECKLIST for escrow

- ☐ Reach out to RON@ptaaz.com BEFORE using Remote Online Notarization (RON).
- ☐ Confirm in writing that the lender is okay with using RON and an out of state notary on the transaction.
 - ▶ Example – Hi there Lender, Seller is signing the warranty deed with Remote Online Notarization, and the notary may be out of state. Are you okay with that?
- ☐ RON Consent signed by buyers and sellers (always).
- ☐ Use underwriter that has approved the use of RON.
- ☐ Ensure the county will accept the documents.
 - ▶ All counties except for Pima have approved so far (03/2020).
- ☐ Email docs, names, and email address(es) to RON@ptaaz.com to set up the signing.
- ☐ Review all documents with the signer PRIOR to notarization.

WILL ESCROW ATTEND THE RON SIGNING?

- ☐ NO:
 - ▶ Once the signers have reviewed all documents and are ready to sign, they may do so at their leisure.
- ☐ YES:
- ☐ Schedule RON signing.
 - ▶ This can be immediately after review of the documents. A web camera/being visible is optional. EO will have the option of using computer audio or phone. Phone is NOT an audio option for signers.

THE SIGNER WILL NEED:

- ☐ U.S. Social Security number
- ☐ U.S. Government issued ID
- ☐ Internet access
 - ▶ Download speed of at least 5 mbps and upload speed of at least 3 mbps is required.
 - ▶ Internet speeds can be tested at www.speedtest.net
- ☐ Device with web camera and audio
 - ▶ This can be a tablet/laptop/desktop with connected web camera.
 - ▶ Discourage signings on smart phones (especially not loan packages!), as the experience will be much more difficult.
- ☐ Location free from interruption

DO NOT accept any digitally notarized documents without reaching out to RON@ptaaz.com. All documents must be completed through an approved platform. We will NOT accept any outside remotely notarized documents.

Make it a
positive
experience!

