



**MORTGAGE  
INFORMATION  
SERVICES, INC.**

4877 Galaxy Parkway, Suite 1  
Cleveland, OH 44128

Phone: (888) 901-4647

Fax: (216) 472-8943

To: New Attorney/ Signing Agent Vendor

From: Vendor Management

Enclosed you will find the necessary forms we need to have in order to add you to our

Attorney/ Signing Agent Database. Please, complete and return by email or fax with a copy of  
your E&O and Current W-9 to:

Fax:216-472-8943

or

email:vendorupdates@mtginfo.com

Thank you,

Danielle Hollis – Offutt

888-901-4647 ext. 1160

**Signing Agent Set Up (WEB)**

Signer/Closer Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Overnight Address: \_\_\_\_\_

\_\_\_\_\_

Remittance Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security: \_\_\_\_\_

TAX ID#: \_\_\_\_\_

Business Address: \_\_\_\_\_

Remittance Address: \_\_\_\_\_

**Please. answer the following questions:**

Are you a full or part-time signing agent? \_\_\_\_\_

If part-time what are your hours? \_\_\_\_\_

How long have you been a signing agent? \_\_\_\_\_

How many loans have you been the signing agent on? \_\_\_\_\_

Are you aware that the closing package can contain more than 100 pages? \_\_\_\_\_

Do you understand loan documents? \_\_\_\_\_

What is a HUD? \_\_\_\_\_

\_\_\_\_\_

What is a TIL? \_\_\_\_\_

\_\_\_\_\_

What is a Mortgage? \_\_\_\_\_

\_\_\_\_\_

What is a Note? \_\_\_\_\_

\_\_\_\_\_

What is your understanding of the laws regarding borrower's notice of rescission rights?

\_\_\_\_\_

What are the laws regarding non-borrowing persons on title in your state? \_\_\_\_\_

\_\_\_\_\_

Do you have an office in which you perform signings? \_\_\_\_\_

Can you accommodate after hours signings? \_\_\_\_\_

Can you accommodate weekend signings? \_\_\_\_\_

Do you have a personal computer with a 56 K modem, DSL Line or Cable? \_\_\_\_\_

Do you have email capability? \_\_\_\_\_

Are you able to download software that you may need to open loan documents? (i.e. Adobe

Acrobat Program ) \_\_\_\_\_

What software are you familiar with using? \_\_\_\_\_

Are you able to download digital documents? \_\_\_\_\_

What digital document programs are you familiar with? \_\_\_\_\_

Do you have a laser printer which is capable of printing on legal paper (8 1/2" by 14") \_\_\_\_\_

How long does it take you to download and print the average loan package? \_\_\_\_\_

**MIS does not require an attorney to prepare the hud or disburse the loan. Are you ok with only closing the loan?** \_\_\_\_\_

**Are you or your law firm a First American Approved Attorney?** \_\_\_\_\_

**Do you travel to the borrower to close the loan?** \_\_\_\_\_

**MIS REQUIRMENTS** Please Circle Yes / No to answer the below questions

Do you understand that you must present a professional image at all times? **Yes / No**

Do you understand that you must confirm the appointment with the borrower asap? **Yes / No**

Do you understand that you must be on time to all appointments? If for some reason you are not able to make the appointment at the scheduled time, you must call MIS asap for approval and you must call the borrower as soon as possible. **Yes / No**

Do you agree to provide the borrower with a complete copy of the loan package on all signings?

**Yes / No**

Are you aware that if you make a mistake, you will be required to make a second trip to the borrower to correct the mistake at your own expense? **Yes / No**

Are you aware that at no time should the borrower be made aware of any discrepancies you may have with MIS or the lender? **Yes / No**

Are you aware that at no time are you to solicit the borrowers for any reason? **Yes/ No**

Are you aware that you must call MIS immediately if there is a problem with the signing prior to leaving the signing table? **Yes / No**

**Authorization: "I \_\_\_\_\_, certify that there is nothing in my background that would cause a risk to Mortgage Information Services, Inc., its customers, employees or property. I authorize Mortgage Information Services, Inc. to conduct reference checks, criminal checks, consumer report investigations and to obtain other information relating to my character, general reputation and credit. I release all parties from any and all liability for providing such information to Mortgage Information Services, Inc. I further release Mortgage Information Services, Inc. from all liability in conjunction with obtaining or utilizing said information. I understand that I am an independent contractor and therefore, I am not an employee of Mortgage Information Services, Inc. or of Mortgage Information Services, Inc.'s customers. As such, I understand that I am not authorized to make any representations or speak on behalf of Mortgage Information Services, Inc. or any Mortgage Information Services, Inc. customers. I understand that Mortgage Information Services, Inc. is not obligated to use my services and may cease using my services at anytime with or without notice. I certify that the facts contained in the above questionnaire are true and complete to the best of my knowledge. I also agree to comply with all terms and conditions as stated by Mortgage Information Services, Inc. in performing signings."**

**Signature of Signing Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name of Signing Agent:** \_\_\_\_\_



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I, \_\_\_\_\_ understand that if I must make a second trip, due to a mistake or missed signature that was caused by myself or someone under my supervision, that no additional expense will be incurred on the signing invoice or to Mortgage Information Services, Inc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please provide references of companies that you have provided signing services for  
(company name, address and telephone number)**

**Reference 1:**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person & Telephone # \_\_\_\_\_

**Reference 2:**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person & Telephone # \_\_\_\_\_

**Reference 3**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person & Telephone # \_\_\_\_\_

