



Steps to a successful FIRST CLOSING:

Over the 10 years of training notaries to become professional Notary Signing Agents, the one thing I found to be the most difficult for them is their first signing. This journey truly begins with their first step into a stranger's home. People have certain expectations when someone enters their home such as their appearance, behavior, attitude and the professional assistance offered during the signing of their loan documents.

There are a few key items that have helped our graduates over the years to overcome their insecurity. These are all simple tasks but make a huge difference when beginning this new career.

- ✓ Dress appropriately and comfortably: This will make you feel good and boost your confidence.**
- ✓ Be prepared: You must carry printed driving directions (just in case GPS fails), phone numbers, loan documents, notarial tools, necessary supplies, extra pens and always carry extra acknowledgements and jurats.**
- ✓ Upon arrival: Park close to location but never in the driveway. Take a couple of deep breaths and get a feel for the area you are in.**
- ✓ Upon ringing the bell put a nice friendly smile on your face.**
- ✓ NUMBER ONE KEY....BE YOURSELF!!! If you try to be someone you are not, most people have a little alarm that goes off (often called our gut) and they are instantly distrustful of this stranger in their home. If they have a good feeling about you, they will trust you and your signing will go so much better!!**
- ✓ Plan before you get there: How you will introduce yourself, how will you direct signers to sit at the table, how you will explain what will be happening during the signing process.**

Prepare a "Cheat Sheet" and hand one out to each signer with their name exactly as it is to be signed, as well as their initials and the correct date. Advise them to place in front of them while signing docs.