



TELL US WHAT YOU THINK OF MY SIGNINGS

Take our survey to help us improve the mobile app

Answer the poll now, see the most popular answers later.

Take our survey poll and let us know what features you want implemented. Then, write to us at **TitleTalk@titlesource.com**, and guess what feature you think will be the *most* desired from the panel based on our survey questions. If you're correct, you could win a \$5 Starbucks gift card.

You have to take the survey to win!

BEGIN YOUR SURVEY



Have a mail away split closing? There should be multiple acknowledgements. As a signing agent, you should only be notarizing the signature that you witnessed in person. If another signature is on docs, but the person did not sign in front of you, please cross out their name on the acknowledgement (not their actual signature).

John Smith

Print Name

John Smith
Signature

Are you the first signing agent completing the closing? If so, it's best practice to ensure that there's an additional blank acknowledgement form for the second signing agent. If you need one, you can get one from the Secretary of State.



VA FORM 26-1820

Working to improve disbursement delays

Not every signing is completed perfectly every time, but there is room for improvement when it comes to closings that include a VA Form. We are working to help raise your level of awareness by covering where the most common errors occur in our example instructional sheet on the next page.

Just to note:

- If your client does not know what lien type they want, have them contact their loan officer, because this information is needed
- The client can choose not to complete 28B through 28D, but 28A is always required and 29A is always required if there is a co-borrower
 - Disregard that this section is labeled "voluntary information for government monitoring purposes"
- Signatures and dates are needed after the VA form is completed in full



VA FORM 26-1820

Department of Veterans Affairs											
REPORT AND CERTIFICATION OF LOAN DISBURSEMENT AUTOMATIC PROCEDURE PRIOR APPROVAL PROCEDURE											
INSTRUCTIONS TO LENDERS: For use by lenders closing VA loans under 38 U.S.C. 3710. After closing of the loan and completion of the form, the original is to be forwarded to the VA; the duplicate is to be estained by the lender; the tiplicate is to be provided to the veteran. With this report, unless previously submitted to VA, please submit the following: (a) copy of the borrower's loan application to you showing income, assets and obligations; (b) ORIGINAL CHAIN C											
4A. FIRST NAME - M	IDDLE NAM	E - LAST NAM	E OF VETERA	N				4B. VETERAN'S SOCIAL			
PRESENT ADDRESS OF VETERAN (Include ZIP Code) 8. NAME AND ADDRESS OF RELATIVE NOT LIVING WITH VETERAN (Include ZIP Code and complete telephone number if available)											
This report of the undersigned lender is made pursuant to Section 3702(a), Title 38, United States Code. The undersigned lender and veteran each agree that the Regulations issued under Chapter 37, Title 38, United States Code, and in effect on the date of the loan shall govern the rights, duties, and liabilities of the parties and that any proxisions of the loan instruments inconsistent with such Regulations are hereby amended and supplemented to conform thereto and request issuance of evidence of the loan to fire ill extent permitted by the veteran's available entitlement. SECTION I - PURPOSE, AMOUNT, TERMS AND SECURITY FOR LOAN											
7. PURPOSE OF LOA	AN					S AND SECU			CONDOMINIUM UNIT		
7. PURPOSE OF LOAN PURCHASE PERMANENTLY SITED MANUFACTURED HOME MANUFACTURED HOME MANUFACTURED HOME MANUFACTURED HOME MANUFACTURED HOME MANUFACTURED HOME TO BUY LOT REFINANCE PERMANENTLY SITED MANUFACTURED HOME TO BUY LOT REFINANCE PERMANENTLY SITED MANUFACTURED HOME HOME MANUFACTURED HOME HOME REFINANCE PERMANENTLY SITED MANUFACTURED HOME AND LOT MANUFACTURED											
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E. DATE LOAN WAS	CLOSED	F. DATE	E LOAN PROC	EEDS FULI	LY PAID OUT	G. TERM OF I		H. DATE OF	MATURITY		
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12. TITLE OF PROPE		AND SPOUSE	OLLOWING								
13. ESTATE IN PROF				ż	Потигр	0#1			Ť		
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18. ANNUAL MAINTE	NANCE AS	SESSMENT 1	9. DESCRIBE	NONREALT	TY, IF ANY, AC	QUIRED WITH	PROCEEDS OF	F LOAN (Allach sepa	rate sheet, if necessary))		
\$ 20. DESCRIBE ADDI	TIONAL SE	CURITYTAKEN	AND LIST OF	OTHERS ((Includina Sacu	e) LIABLE ON	INDEBTEDNES	S. IF ANY (Attech se	eparate sheet, if necessary)		
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IF LAND ACQUIRED BY SEPARATE TRANSACTION 21. DATE			QUIRED		HASE PRICE han by purchas		23. AMOUNT V DEPOSITE	DIN	DAN PROCEEDS AND		
21 AND 22		ę.		\$				EARMARKED ACCOUNT	\$		
24. I, THE UNDERSIG	DAILED LES	SED OFFICE	/////	TION II - L	LENDER'S C	ERTIFICATIO	ON				
A. If this loan was clos I The lender has not 38 CFR 36.4312. C. The information fur Drive information for true to the bast of the The condit report sus bureau which prepe F. The verification(s) of hands of any third p G. This report was sig- H. VA Forms 26-0503, (NOTE: These form I. This loan to the nan J. The names and fun NAME D. C. d. G.	ed under the imposed and imposed and imposed and inshed in Sectionary and in the londer's lighter than the londer's lighte	automatic proce will not impose : tion I is true, acc loan application owledge and be established vetera triand was received triand verification are true to the be steran after Secti lection Policy No unred for loans in moets the income duly authorized AD	idure, no defauli any charges or f curate and comp was obtained cilidi. In (and co-borro red directly from ris) of deports st of the lender one I, II and III on III and III unice, and 28-05 or and credit reg agents who dev IDRESS	ees against tilets. lists. lists. lists. wor, if any) w seid oredit b seid oredit b wars reques s knowledge rere complet \$15, Debt Que and HUD/V seid on be	the veteran born the veteran by the varse ordered by the varse o	ower in excess of in employee of the undersigned I led by the lender re signed by the e used.) winth judgmoer any of the info	If those permissible undereigned le ender or the lend or the lender's di veteran and a signification of the undereigned of the undereign metion or suppo JUNCTION (e.g. o tedif report, venification	inder or the lender's delay authorized agent value authorized agent value delay of each ware and a tring credit data submitting credit after authorized after of amployment.	or loan application, ordered verification of deposits, etc.)		
	nder understa	ands and agrees	that the lender is	eldianogaera	for the acts of a	gents identified in	Item 24J as to th	e functions with which	they are identified.		
L. The loan conforms with the applicable provisions of Title 38, U.S. Code and the Regulations concerning guaranty or insurance of loans to veterans. M. COMPLETE WHERE AUTHORIZED BY CERTIFICATE OF REASONABLE VALUE Any construction, repairs, alterations, or improvements upon which the reasonable value of the property is predicated and which were not inspected and approved subsequent to complishor by a compliance inspector designated by the Secretary have been completed properly.											

VA FORM 26-1820

24. Continued												
N. If the loan application has been submitted for the prior approval of the VA, the proceeds of the loan were expended for the purposes described in the loan application or refinancing proposal originally submitted for the prior approval of the VA and in the amounts shown in the statement of loan disbursement and costs or HUD Form 1 that is attached to and												
incorporated in this report. D. Any deviations or changes of identity in the security of the property from that set forth in the plans and specifications upon which the original appraisal was based are itemized.												
in an attachment hereto and have been approved as required in 38 C.F.R. 35.4304 and have been completed property. If this is a refinancing loan under section 3710a(5) of title 38, U.S.C., the veteran's secured liens of record identified on the property and shown on the loan application, and any												
debts listed on the application which were not secured by liens of record and which were to have been retired from the proceeds of the loan, have, in fact, been paid in full. The amount of cash, if any, shown as paid to the veteran on the statement of loan disbursement and costs or HUD Form 1 that is attached to and incorporated in this report was, in fact, disbursed to him or her personally.												
Q. If this loan is required to be personally reviewed and approved by a VA-approved underwriter, the name of that underwriter is as follows:												
25A. NAME AND ADDRESS OF LENDER 25B. TELEPHONE NO. OF LENDER												
26A, DATE SIGNED		26B. SIGN	OF LENDER F	REPRESENT/	TIVE		<i>y</i> .					
PRIVACY ACT NOTICE: VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1,576 for routine uses (i.e., information may be disclosed to Congress when requested on behalf of a veteran for statistical purposes in specific geographic regions) as identified in the VA system of records, 55VA26, Loan Guaranty Home, Condominium and Manufactured Home Loan Applicant Records. Specially Adapted Housing Applicant Records - VA, and published in the Federal Register. Your obligation to respond is voluntary, but failure to provide requested information could impede processing. Giving us your SSN account information is voluntary. Refusal to provide your SSN by itself will not result in the denial of benefits. VA will not dany any individual benefits for refuse his or her SSN smless the disclosure of the SSN is requested by a Federal Statute of law in effect prior to January 1,1975, and Still in effect. NOTICE TO BORROWERS: This is notice to you as required by the Right for Financial Privacy Act of 1978 that the VA has a right of access to financial records held by financial institutions in connection with the consideration or administration of assistance to you. Financial records involving your transaction will be available to VA without further notice or authorization but will not be disclosed or released by this institution to another Government Agency or Department without your consent except as required or permitted by law.												
	SECTION III - VETERA	N'S CERT	FICATIONS (To be	executed by th	e veteran on th	e date loan is d	losed)					
27. As a GI home loan	borrower you will be legally oblig	ated to mak	e the mortgage payn	nents called fo	r by your mor	tgage Ioan cor	ntract. The fact tha	t you dispose of				
your property after the loan has been made WILL NOT RELIEVE YOU OF LIABILITY FOR MAKING THESE PAYMENTS. Some GI home buyers have the mistaken impression that if they sell their homes when they move to another locality, or dispose of it for any other reason, they are no longer liable for the mortgage payments and that liability for these payments is solely that of the new owners. Even though the new owner may agree in writing to assume liability for your mortgage payments, this assumption agreement will not relieve you from liability to the holder of the note which you signed when you obtained the loan to buy the property. Also, unless you are able to sell the property to a credit-worthy obligor who is acceptable to the VA and who will assume the payment of your obligation to the lender and the Department of Veterans Affairs, you will not be relieved from liability to repay any guaranty claim which the VA may be required to pay your lender on account of default in your loan payments. THE AMOUNT OF ANY SUCH CLAIM PAYMENT WILL BE A DEBT OWED BY YOU TO THE FEDERAL GOVERNMENT. This debt will be the object of established collection procedures. Payment of the loan in full ordinarily is the way in which confinuing liability on a mortgage note is ended. Therefore, if you expect to move from the area in which you are now considering the purchases of a home and should you be unable to sell such home with the purchaser obtaining new financing to pay off your foran, you should understand that you may continue to be liable to the holder of your mortgage and the Department of Veterans Affairs.												
	NED VETERAN, CERTIFY THAT			.,	•							
a. I have read and	understand the foregoing conce	ming the liab	ility on the loan.									
b. Occupancy: (1) X I now actua	lly occupy the above-described p	vonarty se n	ny hama ar intend to	move into and	d occupy eaid	oronomu as m	u hama within a res	aconable period				
of time or in	tend to reoccupy it after the com	pletion of ma	jor alterations, repair	s or improven	nents.			asonable period				
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	occupied the property securing		ny home. (Fo	Co-Boi	rrowei	· must	ronerty tha	t is securing this				
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Q & A WITH SHERREE WAGEMAN

A panel signing agent peer in California

In her 15th year as signing agent, and sixth year as a Title Source partner, Sherree shares her most relevant tactics as a seasoned professional.

What state do you reside in?

My practice is in California – primarily in Ventura and Los Angeles counties

How long have you partnered with Title Source?

I have been a partner with Title Source for over six years, and a practicing signing agent for the last 15 years.

It makes a big difference in the client experience when you show up with a smile on your face and meet a client's enthusiasm.

Why do you think signing agents must operate according to a title agent's standards?

I think that a signing agent needs to operate according to a title company's standards, because not only are we representing them, but it also helps with consistency and the elimination of errors.

What philosophy do you live by as a professional signing agent?

A philosophy that I live by is to provide the friendliest and most professional services that I possibly can. It makes a big difference in the client experience when you show up with a smile on your face and meet a client's enthusiasm.

While at a closing, how do you deal with a situation where a client asks questions about their loan?

When I first meet with a client, I explain that I am only here to witness their signature, and that any questions regarding the loan should be directed to the lender. I offer time for them to call the lender as well, so the client can have their question answered before signing their documents.

Always be consistent in your service, and strive to match your client's enthusiasm!

Q & A WITH SHERREE WAGEMAN

How do you conduct yourself in a professional manner when speaking with a client for the first time?

When speaking with or meeting with a client for the first time, I keep in mind that I only have one chance to make a good first impression. To help with that, here are three rules that I live by:

- 1. Always arrive on time to the appointment
- 2. Dress the part; look like a professional
- 3. Act like a professional offer a warm and friendly greeting and supply a business card

"I only have one chance to make a good first impression"

What's a best practice that you would like to share with other signing agent peers?

A best practice that I could share is to be aware of your mindset; never judge anyone and always be consistent in your service.

What has been your most interesting closing?

My most interesting closing took place at a McDonalds — with a client of a similar name. By the end of the closing, the client's wife and I serenaded him by singing the classic children's song: "Old MacDonald Had a Farm." And to top it all off, we ordered him a Big Mac with a side of fries and a shake. What a fun closing!

What's your favorite part about being a signing agent?

The best part about being a signing agent is that I get to meet such a wide variety of people, who are all interesting in their own way.



RESET YOUR OWN MY SIGNINGS PASSWORD/USERNAME

Forgot password or username? Reset it!

If you forgot your login for the Web Portal or My Signings app, which use the same password and username, you don't need to call Title Source. You can reset these yourself by following the links on the Web Portal login page or in the app. See below for more details.

Forgot Username or Password?

Web Portal:

Visit titlesource.com and click Sign In at the top right corner



RESET YOUR OWN PASSWORD/USERNAME

To retrieve your password, click I forgot my password



Enter your username



- Check your email for a link to reset your password
- To retrieve your username, call (888) 848-5355, or retrieve it using your My Signings app (on the next page)

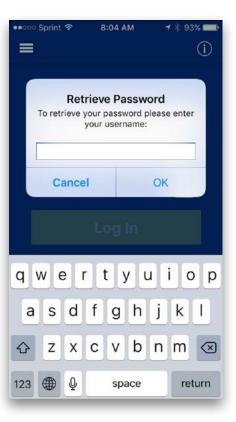
RESET YOUR OWN PASSWORD/USERNAME

My Signings:

- Open your My Signings app
- Click Forgot Password? or Forgot Username?
- To retrieve your password, enter your username
- To retrieve your username, enter your email address
 - Check your email for a link to reset your username or password









Quicken Loans has enhanced their online service to borrowers, so you no longer need to wonder or worry if the client has received their documents for the signing, because they will receive their own package electronically. For Quicken Loans closings, only one package will need to be printed (this does not apply to lender clients).

Quicken Loans will not be providing a hard copy of the closing package to the client unless otherwise requested. If the client is requesting a printed copy of the package please make Title Source aware right away.

WHAT DOES THIS MEAN FOR YOU?

You will see more closings that require documents to be printed.* Don't worry, you still only need to print one copy of the package. The borrower will receive a copy of the package prior to the closing, but it will be an electronic copy.

There will be no need to cancel and then reschedule a closing if the method of package delivery changes, and this change will not impact Quicken Loans documents being posted to the portal in a timely fashion. Please note that the process for lender clients, non-Quicken Loans clients, has not changed.

*There may still be closings in your pipeline where the borrower will have the package, and you will not need to print one.

We hope this helps make the closing process a better experience for you and our clients.

Questions?

Call (888) 784-2514, or email PartnerManagement@titlesource.com.

LOG INTO THE APP WITH ONE TOUCH

With your Android or Apple device

When we sent a survey about the mobile app, we asked how it could make life easier for you. We got an overwhelming response about the app login – it was too clunky and time consuming.

Because you voiced this feedback, Title Source found a better way to log into the app. Introducing Touch ID Login for My Signings. Touch ID is a fingerprint identity sensor that works by touching the home button on your device when you are on the My Signings' login screen. You will need the latest version of the app to use Touch ID.

This feature is available on Apple/iOS 5s devices (or newer) that are running on iOS 8 (or newer), or Android devices with fingerprint scan hardware that are running on Android version 6.0 (or newer).



MEET THE TEAM

We put the spotlight on Title Source team members

Meet our team members Ken Laine and Geralyn Heitchue in this new release. Click on the play button to watch the video.



"One tip I would give you is to make sure you're getting closings completed under or around 90 minutes. Completion turn time is huge to us ... we love to reward excellence and send more closings your way."

Don't hesitate to ask

Contact us at (888) 784-2514, or email PartnerManagement@titlesource.com.

Have a question?
Just give us a call.

YOUR NEXT STARBUCKS BREW COULD BE ON US

Enter to win a \$5 Starbucks gift card

Answer our quiz question below and you could be entered to win a \$5 Starbucks gift card!

Congratulations to our previous issue's winners:

- Hillary S. from Florida Nadine D. from Louisiana Paul H. From Maryland
- Nancy W. from Florida
 Julie H. from Florida

Ouestion:

Can you predict what the panel's most desired feature will be based on our survey questions? If you're correct, you could win a \$5 Starbucks gift card.

You have to take the survey to win!

Do you have the answer?

Write to **TitleTalk@titlesource.com** with the correct answer. If you're one of the first several people to respond correctly, your next brew is on us!



CONNECT WITH US

Partner Management

Have inquiries about your portal profile, scorecard, mobile app or required trainings?

Call (888) 784-2514

Signing Agent Services

Signing Agent Services can handle all of your transaction or order-related inquiries.

Call (888) 784-2523











