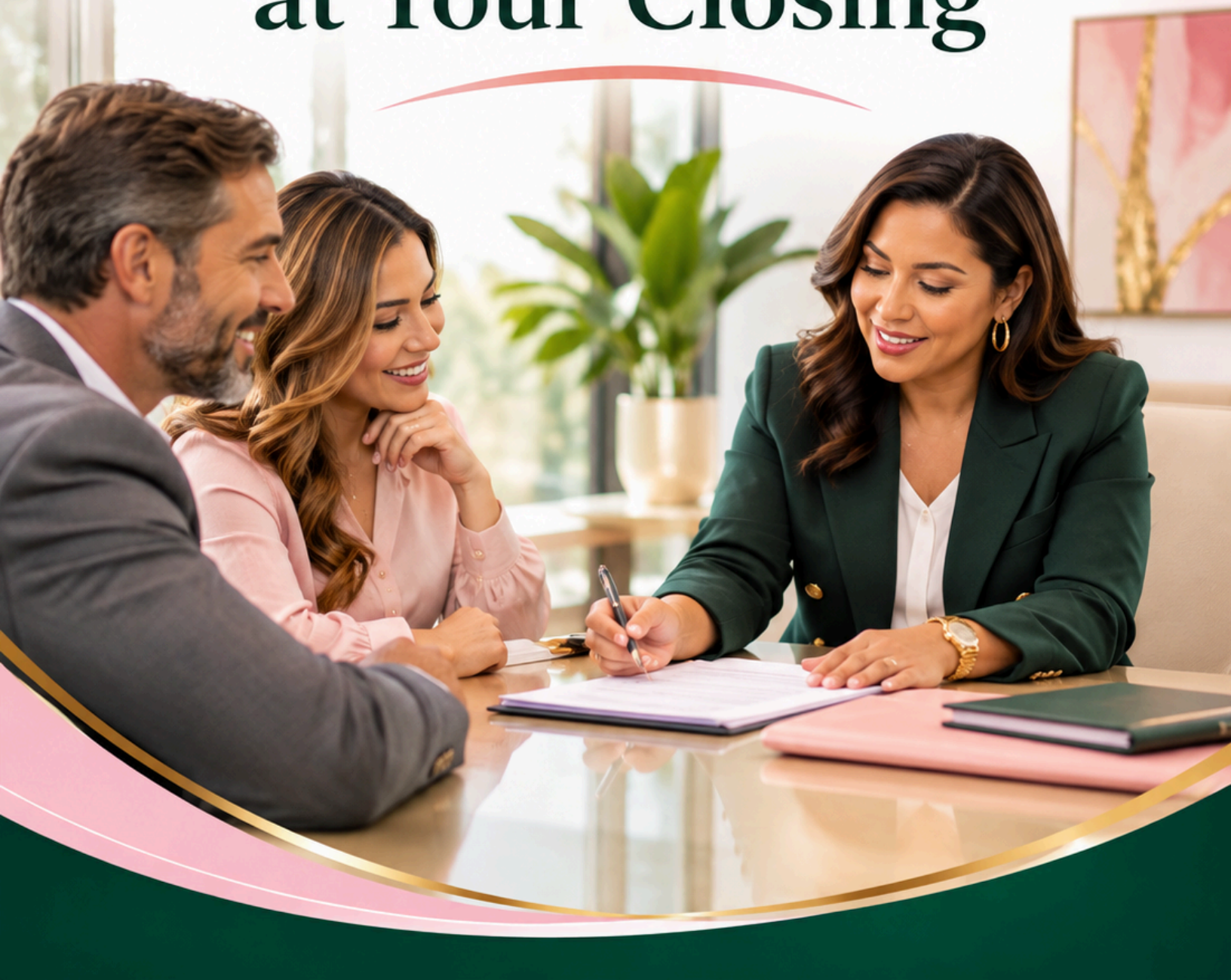
Espinal Notary

Signing Services

What to Expect at Your Closing



01 / BEFORE

A coordinated start

Your customer should know what to expect before the appointment begins.

Order received

Your title, lender or attorney team sends ENSS the approved package and requirements through an agreed channel.

Signing professional assigned

ENSS coordinates an appropriate available notary, including bilingual or witness support when requested and available.

Appointment confirmed

The signer receives logistical information about the appointment, location and identification requirements. Changes are coordinated with the appropriate parties.

Prepared for the actual package

Every notary receives written instructions specific to that closing. Page references, execution exceptions and return requirements are addressed as applicable.

02 / DURING

Professional at the signing table

The signing agent represents your organization as well as ENSS.

A respectful experience

The agent arrives prepared, treats the signer courteously and allows time for the signer to review documents.

Identity and execution

The agent verifies identity and performs authorized notarial acts in accordance with applicable law and the document instructions.

Clear boundaries

The signer is directed to the title company, lender or attorney for questions about terms, figures or legal consequences. The notary does not pressure the signer or give legal advice.

If something changes

The agent contacts ENSS about execution or logistical concerns; ENSS coordinates next steps with the authorized client contact.

Before leaving

The agent reviews required signatures, initials, dates, certificates and witness details against the closing-specific instructions.

03 / AFTER

Follow-through matters

The appointment is only one part of the assignment.

Completion and scanbacks

ENSS coordinates completion updates and the scanback pages requested by your team, checking readability and completeness as applicable.

Document return

The agent follows the approved return method and deadline. ENSS coordinates tracking or delivery confirmation where applicable.

Exceptions and corrections

If an issue is identified, ENSS coordinates resolution with the authorized parties; no changes are made without appropriate direction.

What individualized instructions look like

Illustrative example, adapted from ENSS practice; no client data. Settlement statement: identify the correct signature page. Deed: specify applicable witness details. Affidavit: complete authorized notarial fields. Final review: confirm required signatures, dates and requested scanbacks. Actual requirements vary by package and jurisdiction.

Funding, recording and legal review remain with the responsible settlement, lending or legal professional.

LET'S WORK TOGETHER

Make your next closing the start of a better partnership.

Tell us how your team works, where you need coverage and what your closing instructions require. We will discuss a signing coordination arrangement that fits your operation.

Request a client assessment

Start your assessment | Visit our website

Stephanie Espinal | Owner

Espinal Notary Signing Services LLC
407-535-1616 | stephanie@espinalnotary.com