Espinal Notary
Signing Services

Closing Coordination CHECKLIST

FOR TITLE & LENDING PARTNERS



01 / HAND OFF

Take scheduling off your desk

Check the tasks you want ENSS to coordinate under your agreed service arrangement.

Agent sourcing and assignment

[ ] Locate an available signing agent.
[ ] Review applicable credentials and assignment fit.
[ ] Coordinate bilingual, witness or backup coverage as needed.

Appointment management

[ ] Arrange appointment logistics and confirmation.
[ ] Communicate location, time and special requirements.
[ ] Coordinate rescheduling and agent substitutions.

Package preparation and dispatch

[ ] Coordinate receipt of the approved package.
[ ] Prepare individualized written execution instructions.
[ ] Communicate revisions and confirm the agent has current directions.

02 / HAND OFF

Take follow-up off your desk

One coordinated relationship instead of multiple agent conversations.

Signing-day coordination

[ ] Monitor appointment status and completion.
[ ] Address logistical issues and escalate substantive questions.
[ ] Coordinate agreed witness and language support.

Execution and scanbacks

[ ] Require agent review before departure.
[ ] Coordinate requested scanbacks and readability checks.
[ ] Flag omissions and coordinate authorized corrections.

Document return and closeout

[ ] Communicate return method and deadline.
[ ] Coordinate shipping or delivery and tracking as applicable.
[ ] Communicate completion and unresolved exceptions.
[ ] Coordinate notary compensation under the agreed arrangement.

03 / PARTNER

What stays with your team

ENSS handles the signing coordination; your team retains authority over the transaction.

Your team provides

Approved documents and revisions, transaction details, execution requirements, return instructions and an authorized escalation contact.

Your team retains

Legal and settlement decisions, approval of document changes, financial explanations, funding, disbursement, recording and final document acceptance.

Your team gains

Fewer individual agent contacts, a standardized handoff, a central communication channel and a signing partner who understands your instructions.

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.

Scope, availability, fees and turnaround expectations should be agreed during onboarding.

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

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