

### **PA State Notary Fee Schedule – General Documents**

<i>Acknowledgments (including Wills and Trusts, Power of Attorney, Advance Healthcare, and Auto Title Transfers)</i>	<i>\$5.00 for first signature \$2.00 for each additional signature</i>
<i>Administering an Oath or Affirmation</i>	<i>\$5.00 for each person taking oath</i>
<i>Taking verification on Oath or Affirmation</i>	<i>\$5.00 unlimited signatures</i>
<i>Witnessing or attesting a signature</i>	<i>\$5.00 per signature</i>
<i>Certifying or attesting a copy or deposition</i>	<i>\$5.00 per certified copy</i>
<i>Noting a protest or negotiable instrument</i>	<i>\$3.00 per page</i>

**Real Estate Fees** – Real Estate Service are flat rate services. It is at the Notary's sole discretion to assess a full or partial service charge for performing these services. These services are including State Notary Fees, Administrative Fees, Travel Fees, and 1 copy of documents.

<i>Real Estate Closings</i>	<i>\$125.00 Business Hours \$150.00 After Hours</i>
<i>Quitclaim/Warranty/Other Deeds</i>	<i>\$75.00 Business Hours \$100 After Hours</i>
<i>Refinance</i>	<i>\$100 Business Hours \$125 After Hours</i>
<i>Home Equity Line of Credit</i>	<i>\$50.00 Business Hours \$75.00 After Hours</i>
<i>Permit Runner</i>	<i>\$15 in county as pickup \$25 out of county of pickup</i>
<i>Document Couriering to Lehigh County, Northampton County, Carbon County, Monroe County</i>	<i>\$25.00 Business Hours Only</i>

### **Other Services**

<i>Remote Notary Service Fee</i>	<i>\$35.00 (plus Notary fees set by State)</i>
<i>Wedding Officiant</i>	<i>\$125</i>

<i>Property Field Inspection</i>	<i>\$50 Residential Inspection</i> <i>\$90 Commercial Inspection</i>
<i>Process Server</i>	<i>\$30 in Personal or Substitute Service</i> <i>\$15 via Certified Mail</i>
<i>I-9 Verify via E-Verify</i>	<i>\$10 per verification</i>

**Administrative Fees in addition to PA Notary Fee Schedule and any Travel Fees**

<i>Holiday Surcharge</i>	<i>\$40.00</i>
<i>Location Surcharge (hospitals, care homes, nursing homes, assisted living facilities, jail signings, rehabilitation facilities and similar institutions)</i>	<i>\$15.00</i>
<i>Afterhours Surcharge</i>	<i>\$15.00 5pm – 8pm Monday - Friday</i> <i>\$30.00 8pm – 9am Monday – Friday</i> <i>\$35.00 All Day Saturday - Sunday</i>
<i>Verify contents of Safe Deposit Box</i>	<i>\$25.00 per hour</i>
<i>Notary Raised Seal</i>	<i>\$3.00 per notary seal applied</i>
<i>Copies (Black and White)</i>	<i>\$3.00 per set</i>
<i>Third Party Notary Fees (if you need a notary's signature notarized)</i>	<i>\$15.00</i>
<i>Mobile Internet Hotspot</i>	<i>\$5.00 for 30 minutes</i>
<i>Late Fee</i>	<i>\$15 0-15 minutes late</i> <i>\$25 15-30 minutes late</i>
<i>Returned Check Fee</i>	<i>\$35.00</i>
<i>Cancellation Fee – if not given notice within 1 hour of appointment time</i>	<i>\$50 plus mileage, if I have traveled for appointment.</i>
<i>Convenience Fee for all Debit / Credit Card Transactions</i>	<i>3%</i>
<i>Fax (incoming) and Copy Services</i>	<i>\$0.50 per page Black and White</i> <i>\$0.60 per page Color</i>

<i>Fax Backs – will be emailed confirmation</i>	<i>\$15.00</i>
<i>Handling Charge – USPS First Class Envelope</i>	<i>\$1.00</i>
<i>Handling Charge – USPS Manila Envelope</i>	<i>\$2.00</i>

**Office Supplies – For mobile notary appointments must be requested ahead of time**

<i>First Class Envelope</i>	<i>\$1.00</i>
<i>Bubble Envelope</i>	<i>\$3.00</i>
<i>Manila Envelope</i>	<i>\$2.00</i>
<i>First Class Stamp</i>	<i>\$1.00</i>

**Travel Fees (Real Estate Transactions mileage is included)**

<i>Mileage – Round Trip</i>	<i>\$25.00 first 30 miles round trip</i> <i>\$0.50 each additional mile</i>
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**Discount Policy**

- **Senior and Military Discount**                      *10% off services*
- **Repeat Customer (after 4<sup>th</sup> service)**                      *10% off services*