



****NSA 101 PRE-TRAINING ASSIGNMENT****

This mandatory notary signing agent training assignment is a critical part of your hands-on NSA 101 Signing Agent Loan Documents training. (If you purchased a hands-on training session with me, you must complete this pre-training assignment before we meet.)

The ability to follow assignment instructions and to correctly download, print, and prepare a loan package is a critical skill for a notary signing agent. Download and print the loan package immediately. You must contact me ASAP if you have trouble. Do not wait. Otherwise I assume you have done it correctly.

Read/study/review all of the notary reference materials, watch the NSA 101 YouTube training videos, and then **print** and **prepare** the NSA 101 sample refinance loan package as instructed on page 2.

****WATCH NSA 101 VIDEOS ON [YOUTUBE](#), parts 1 & 2:**

NSA 101 Workshop, **Part 1** <https://youtu.be/QqE2mHtSZBM>

NSA 101 Workshop, **Part 2** <https://youtu.be/wJ9MI72j9KU>

(Note: Part 3 used an outdated version of the Uniform Residential Loan Application. We will use the 2021 refinance loan package for our training session which contains an updated current version of the URLA.)

**** READ/STUDY/REVIEW NOTARY REFERENCE MATERIALS:**

1. **The Washington State Notary Public Guide** (or read notary handbook for your state):
<https://dol.wa.gov/guides/washington-state-notary-public-guide>
2. **2020 NNA Notary Public Code of Professional Responsibility:**
<https://www.nationalnotary.org/file%20library/nna/reference-library/code-of-professional-responsibility-2020-revision-2025.pdf>
3. **Notary Signing Agent Code of Conduct:**
<https://spswg.files.wordpress.com/2016/02/spw-code-of-conduct-2016.pdf>
4. **Signing Presentation Guidelines:**
<https://spswg.files.wordpress.com/2016/02/spw-signing-presentation-guidelines-2016.pdf>

1 and 2 are geared specifically for general notary public; **3 and 4** are specifically for notary signing agent. The Washington notary guidebook you should already be familiar with if you are a commissioned WA notary. We can apply the NNA's and SPW's materials (2, 3, 4) so as long as they do not conflict with our Washington state law. **It is to our benefit to use these as a framework to help guide us as Notary Signing Agents where our state law is silent because they are considered industry best practices.**

****PRINT/PREPARE THE SAMPLE LOAN PACKAGE:**

I assume you already have your printer set up and ready to print. **Next, you will need 2 medium metal binder clips, a Black Sharpie pen, and several sets of repositionable multi-colored BLANK Post-it Arrow Flags and repositionable multi-colored Tabs** which are available from your local office supply store to help you prepare the sample loan package as instructed. (Page 3 shows what your loan packages should resemble when you are finished.)



Figure 1 blank colored Post-It arrows



Figure 2 blank colored Post-It tabs

- ➔ **PRINT TWO SETS** of the 140-page 2021 sample refinance loan package (print one at a time, single-sided, never print documents on both sides.) One set of loan documents is for the signers to keep for their records; the other set is to execute with the signers and return to the hiring company as instructed. You are expected to review each printed page to make sure it has printed clearly; make sure nothing is cut off. Keep each set of loan documents in order by securing each package with a metal binder clip.

NOTE: The first, second, and last page of the 140-page PDF will never be included in any loan package. The first page is just the cover page, second page is an example of a Signing Confirmation, and the last page is an example of a Fee Verification. Your signers would never see these nor receive a copy. So remember to take those pages out and set aside.

- ➔ For both sets of loan documents, apply labeled tabs to the **Closing Disclosure (CD)**, **Note, Deed, 1st Payment Letter (1st)**, and the **Notice of Right to Cancel (RTC)** for quick access during the signing. Stagger the labeled tabs on the **RIGHT SIDE** of the documents, so that each tab is visible when the metal binder clip is on the loan package. This will help you to locate important documents quickly, instead of frantically digging through an entire loan package.
- ➔ In the set of loan documents that you will execute with the borrowers, you will apply the blank colored arrow flags:
 - ~ Choose one arrow color for Mrs. Signer (such as GREEN) and another contrasting arrow color for Mr. Signer (such as RED). Be consistent to avoid confusion for the signers. Use the same arrow color for each signer throughout the loan package. Position the arrows so that they are pointing as shown in the image above, so that part of the arrow slightly sticks out on the margin.
 - ~ Apply a BLUE arrow flag labeled "NOTARY" on each place your notarization is required.
 - ~ Apply a YELLOW arrow flag labeled "COMPLETE" or "CHOOSE" at the top of the documents where the signers are expected to answer a question, complete a form, or make a choice.
 - ~ Apply a yellow arrow flag labeled "INITIAL each page" if they need to initial a series of pages.)

Make this your habit as a brand new notary signing agent and it will help you feel better prepared for your first loan signing AND will reduce your chance of making mistakes.

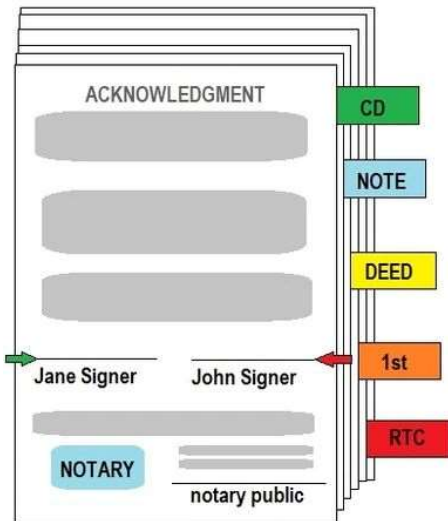


Figure 3 Apply colored tabs on the right side of the CD, Note, Deed, Right to Cancel, and 1st Payment Letter so that you can see them at a glance. (Do this for both sets of loan documents.) Apply GREEN and RED arrows where Mr. and Mrs. Signer is expected to sign; BLUE arrows marked "NOTARY" where you are to notarize; YELLOW arrows marked "COMPLETE" or "CHOOSE" applied to top of the page to indicate a form that needs to be completed, a question answered, or a choice/selection made by the signers.



Figure 4 When you are finished, the front of your loan packages should resemble this. On the left side you see the loan package to sign/execute with the borrowers. On the right side you see the duplicate set of loan documents that you would leave with your borrowers, Mr. and Mrs. Signer with the tracking number highlighted. On the borrower's set of documents, I literally write "Duplicate set of loan documents for Jane A. Signer and John Q. Signer" on their copy of the return shipping label.

I am excited to share this practical NSA 101 training with you. It will be a challenge at first, but the more you practice, the easier it becomes. I am here if you have signing agent training questions for me. ~Carmen Lane

P.S. Students always ask which loan documents they should memorize first, so these 13 are what I recommend. There is a lot to know when you are first starting out. Memorize the first five loan documents first. Then add more. Take it bit by bit and don't allow yourself to become overwhelmed. This all becomes routine with practice.

~Carmen

13 LOAN DOCUMENTS I RECOMMEND MEMORIZING FIRST:

- 1) **CLOSING DISCLOSURE (CD):** This is the Closing Disclosure; it contains the terms of your loan and has a complete breakdown of all closing costs.
- 2) **NOTE / PROMISSORY NOTE:** This is the Note; it is your written promise to pay.
- 3) **DEED OF TRUST / MORTGAGE:** This is your Deed of Trust (or Mortgage); it is the security instrument to be recorded with your county land records.
- 4) **FIRST PAYMENT LETTER:** This is the first payment letter; it has a breakdown of your monthly mortgage and shows when your first payment is due and how to pay.
- 5) **NOTICE OF RIGHT TO CANCEL:** This is the Notice of Right to Cancel; It show today's transaction date (*point to it*) and that you have 3 business days to change your mind and cancel the loan by midnight on the 3rd business date (*point to it*). If you did wish to cancel, you would sign where it says, "I WISH TO CANCEL" and follow instructions. However, today what you are signing is at the bottom of the page where you are acknowledging that you have been provided your two copies of Notice of Right to Cancel. Please sign and date all three of the copies. I must leave two of these signed copies with you and return one signed copy with your loan package.
- 6) **UNIFORM RESIDENTIAL LOAN APPLICATION:** This is the uniform residential loan application; it is the final typed version of your loan application.
- 7) **ALTA SETTLEMENT STATEMENT:** This is the American Land and Title Association Settlement Statement; it has a breakdown of fees and payouts.
- 8) **INITIAL AMORTIZATION SCHEDULE:** This is the Initial Amortization Statement; it shows the projected payments, principal, and interest over the life of your loan.
- 9) **INITIAL ESCROW ACCOUNT DISCLOSURE STATEMENT:** This is the Initial Escrow Account Disclosure Statement; it is a projected screenshot of your escrow account for the coming year.
- 10) **BORROWERS CERTIFICATION AND AUTHORIZATION:** This is the Borrowers Certification and Authorization; you are making statements regarding your loan and authorizing the release of information.
- 11) **OCCUPANCY AFFIDAVIT:** This is the Occupancy Affidavit; you are stating your intended to use of the property - whether as your primary residence, second home, or as an investment property.
- 12) **ERROR & OMISSIONS AND COMPLIANCE AGREEMENT:** This is the Errors & Omissions and Compliance agreement; by signing you agree to help make corrections to any typographical or clerical errors.
- 13) **CORRECTION AGREEMENT & LIMITED POWER OF ATTORNEY:** This is a Correction Agreement with Limited Power of Attorney that allows your lender to make corrections to typographical or clerical errors on your behalf.