



1900 South Morrice Road • Owosso • Michigan 48867
(ph.) 989-723-6033

Thank you for your interest in becoming an Independent Closing Professional with MCI! As part of our on-boarding process, Independent Closing Professionals must complete all sections of this application.

MCI uses Snapdocs exclusively for assigning closing opportunities. Be sure all the credentials below are uploaded into your Snapdocs profile. DO NOT email your credentials with your application.

- Completed W-9
- Current Government ID
- Notary Commission Certificate
- E & O Policy-*minimum \$100,000 – required.*
- Current Background Check
- NNA Signing Agent Certification-*required.*
- Title Producers License – if required in your state
- Proof of E-Notary commission status – if applicable.

To ensure a prompt on-boarding process, complete all sections of the Vendor Application. Submit your completed application to: applications@mcinotaries.com.

Allow up to 14 days for our team to process your application and verify credentials. If you meet the minimum required qualifications, we may contact you to schedule an interview and sample closing.

By submitting this application, you understand that you are expected to maintain all renewable credentials and agree to keep your profile up to date. Missing or expired credentials in Snapdocs could prevent you from receiving closing opportunities. Please notify MCI *immediately* of any changes to address or contact information so we can update your billing profile.

Again, thank you for your interest in establishing a relationship with Mortgage Closings, Inc. We are excited to work together in providing professional, quality closings services for our clients. If you have any questions, feel free to contact us, we are glad to assist you.

Best Regards,

MCI Vendor Management Team



INDEPENDENT CLOSING PROFESSIONAL APPLICATION

GENERAL CONTACT INFORMATION:

Notary Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone 1: _____ Cell Home Work

Email: _____

Do you have a Snapdocs profile? YES NO

(You will be required to have a Snapdocs Verified profile before we can offer closing opportunities to you).

NOTARY COMMISSION:

State Commissioned in: _____ Commission Expiration Date: _____

Name as it appears on your Commission: _____

How long have you been a Notary? _____

Are you registered with your state to conduct Electronic and/or Remote Notarizations?

NO YES *If yes, make sure your Snapdocs profile indicates what platforms you are using – this is listed in the language spoken section.*

Which state approved RON/E-Notary platforms are you currently using? List all:

Were you previously commissioned in a different state or under a different name? If so, please list: _____

ERROR & OMISSION (E & O) INFORMATION:

Insurance Company: _____ Coverage Amount: \$ _____

Policy Expiration Date: _____ Policy Number: _____



EXPERIENCE / ADDITIONAL CREDENTIALS:

How long have you been a Closing Professional/Signing Agent? _____

Are you an NNA Certified Signing Agent? _____ What is your expiration date? _____

How did you learn to conduct real estate closings? _____

How many closings have you completed as a Signing Agent? (Do not include closings attended/assisted as a Real Estate Agent Loan Officer) _____

How many **in-office** (Title or Real Estate) Purchase closings have you completed? (Do not include purchase closings in the signer's home) _____

Do you have a notary partner/team that you would transfer assignments to? Yes No

Transactions you have experience closing:

- Refi HELOC Reverse Mortgage Buy Side Purchase Sell Side Purchase
 Full Purchase Cash Sale Commercial

Do you have experience with: Lender Table Funding Purchase copy packages

Check disbursing protocols Property Transfer forms

Are you Bi-lingual? NO YES If yes, please list: _____
_____ (make sure your Snapdocs profile reflects your language abilities)

What are you hours of availability? _____

Can you accept documents Electronically? YES NO

Do you have scanning capabilities? YES NO Mobile Scanner

Do you have a **laser** printer? YES NO

Is your printer dual tray? YES NO

If not, can you print both legal and letter size documents? YES NO



ADDITIONAL EXPERIENCE:

Have you ever been a Title Agency employee? YES NO

If yes, how long and what was your title/position?

Do you have a Resident Producer License? YES NO

Are you an Attorney? YES NO

Please list any related Mortgage / Title experience you feel may be Beneficial:

Share with us how you would be an asset to our team of Closing Professionals:

Applicant Signature: _____ Date: _____

Printed Name: _____