

INSTRUCTIONS FOR SIGNING DOCUMENTS  
FOR THE [ ] SELLER/OWNER OR THE [ ] BUYER/BORROWER  
[Please check appropriate box]

**\*\*\*PLEASE READ COMPLETELY TO AVOID DELAYS IN CLOSING\*\*\***

**PLEASE NOTE: ANY VARIATIONS OR INCOMPLETE EXECUTION/SIGNING COULD CAUSE A DELAY IN YOUR CLOSING.**

**GO INTO THE PRESENCE OF A NOTARY PUBLIC, WITH A SEAL OF OFFICE, BEFORE SIGNING.**

- 1. PLEASE SIGN IN BLUE INK.**
- 2. All documents must be signed, witnessed and notarized as of the date of the closing which is: \_\_\_\_\_.**
- 3. Documents must be returned the day of signing and notarizing in the enclosed Federal Express or UPS package. If after hours, then the package needs to be returned the VERY NEXT DAY.**
- 4. Sign your name(s) EXACTLY as it appears.**
- 5. Have two (2) separate witnesses sign and print their names where necessary. For Florida Recordings, the Notary may be one of the witnesses.**
- 6. Return a copy of your drivers license or passport for each signer. If this is an in-home closing and a photocopier is not available please fill out the enclosed PROOF OF IDENTIFICATION affidavit.**

**NOTARY PUBLIC:**  
**DEFINITION:**

- A. **WITHIN THE UNITED STATES** – A NOTARY PUBLIC DULY LICENSED IN THE STATE WHERE ACKNOWLEDGMENT IS TAKEN. (NOTARY CANNOT BE A RELATIVE)
  - B. **OUTSIDE THE UNITED STATES** – AT THE U.S. EMBASSY OR CONSULATE BY A NOTARY PUBLIC OR SIMILAR AGENT LICENSED BY THE COUNTRY, CITY OF TERRITORY WHERE ACKNOWLEDGEMENT IS TAKEN. (NOTARY CANNOT BE A RELATIVE)
1. INSERT COUNTY AND STATE IN WHICH ACKNOWLEDGEMENT WAS TAKEN.
  2. FILL IN DATE ACKNOWLEDGEMENT WAS TAKEN.
  3. INSERT FORM OF IDENTIFICATION PROVIDED. (ATTACH A COPY OF ID TO THIS DOCUMENT)
  4. FILL IN EXPIRATION OF COMMISSION.
  5. AFFIX NOTARIAL SEAL TO DOCUMENT BEING NOTARIZED.

**THE NOTARY PUBLIC MUST TYPE (OR PRINT CLEARLY) HIS/HER NAME, ADDRESS, AND TELEPHONE NUMBER WHERE HE/SHE MAY BE REACHED DURING NORMAL BUSINESS HOURS:**

**NAME OF NOTARY:** \_\_\_\_\_

**ADDRESS OF NOTARY:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE# OF NOTARY:** \_\_\_\_\_

Please include a **CASHIERS CHECK** made out to **PCS TITLE** in the amount of \_\_\_\_\_ for the above referenced loan.

**PERSONAL CHECKS ARE NOT ACCEPTED.**

**Notary: If you have any questions during the closing, please contact your closer \_\_\_\_\_ at 407-447-9100. If this is an after hours closing, please contact Dave Heine, Branch Manager after normal business hours at 321-231-8926.**

**\*\*THESE INSTRUCTIONS MUST BE RETURNED DIRECTLY TO THE CLOSING AGENT. IT IS IMPORTANT THAT YOU FOLLOW THESE DIRECTIONS EXACTLY\*\***

**PROOF OF IDENTIFICATION**

**IDENTIFICATION INFORMATION  
NOTARY IS TO COMPLETE THIS FORM**

Buyer/Seller Full Name: \_\_\_\_\_

Identification Type: \_\_\_\_\_

Identification Card Number : \_\_\_\_\_

Identification Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Date of Birth : \_\_\_\_\_

*I do hereby acknowledge that the above information is true and accurate to the best of my knowledge.*

\_\_\_\_\_  
Buyer/Seller Signature

Buyer/Seller Full Name: \_\_\_\_\_

Identification Type: \_\_\_\_\_

Identification Card Number: \_\_\_\_\_

Identification Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Date of Birth : \_\_\_\_\_

*I do hereby acknowledge that the above information is true and accurate to the best of my knowledge.*

\_\_\_\_\_  
Buyer/Seller Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by \_\_\_\_\_ who is personally known to me or  who has produced \_\_\_\_\_ as identification.

(seal)

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_