



8449 West Bellfort Houston, Texas 77071

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Mobile Notary Service Add us to your Vendor list I am a traveling Notary Public that can provides your company with the expert and Professional Service of a Bonded State of Texas Notary. Traveling Notary Public & Signing Agent Call us after normal business hours so my friendly Notary staff can accommodate you and get your client to the next step without leaving there homes of place of business.

#### Services Includes:

Manage the entire real estate closing process, including compliance with real estate contracts, lender instructions, title requirements, company requirements and other written instructions

- Understand the escrow process to determine what steps need to be taken to transfer the title of property pursuant to the conditions called for in the real estate contract and lender instructions
- Collaborate with title department to resolve title issues such as legal descriptions, easements, lot splits, vesting, all tax liens, abstracts of judgments, bankruptcies, boundary disputes, encroachments, list pendants, etc.
- Prepare all closing documents necessary to ensure title insurance is issued at closing
- Oversee the issuance of checks, bills and statements, receipts, and any other documents needed to ensure customer satisfaction
- Secure all documents (corrective and others) that may be required for the issuance of title insurance
- Conduct closing with customer, Realtor, lenders, and attorneys
- Assist customers and clients with closing related questions
- Prior to disbursement, confirm all funds are collected, all appropriate documents are checked for accuracy, signatures are collected, and acknowledgments and legal descriptions are correct
- Prior to recording, verify all legal documents for correct acknowledgments, legal, and lien information
- When needed, delegate work to and manage work of escrow assistants in the real estate transaction process
- Manage and develop client relationships to ensure future real estate closing transactions
- Market new business and make calls on current and prospective clients
- Correspond with lenders, builders, real estate agents and attorneys as needed
- Perform other duties as assigned by manager

Travel and conveniences fee will apply. Email: [customerservice@trnotaryoftexas.com](mailto:customerservice@trnotaryoftexas.com) Contact#: 832-881-6700 we are an independent Notary Service we Offer a Net 4 day. WE are not attorneys and do not give legal advice

We specialize in after hour closing and weekend's services. The housing market is back and we would like to earn your trust our schedule is filling up so call us to for additional information. Serving the great state of Texas.

*Tamintris Robinson*

#### Notary Public/ Mobile Signing Agent

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