

1

00:00:01,470 --> 00:00:02,769

If you're watching this video,

2

00:00:02,789 --> 00:00:05,309

it probably means you're ready to complete the

3

00:00:05,309 --> 00:00:08,128

final step in the mortgage assistance process,

4

00:00:08,147 --> 00:00:11,650

signing and notarizing your loan modification agreement.

5

00:00:11,669 --> 00:00:13,289

As this can be confusing,

6

00:00:13,310 --> 00:00:14,769

we're here to help,

7

00:00:14,788 --> 00:00:17,059

signing the documents.

8

00:00:17,079 --> 00:00:17,660

First,

9

00:00:17,679 --> 00:00:19,149

when you receive your agreement,

10

00:00:19,170 --> 00:00:23,670

be sure you read it carefully and understand it.

11

00:00:23,690 --> 00:00:27,089

You'll need to sign your name anywhere you see a sign here sticker.

12

00:00:27,109 --> 00:00:32,130

It'll be on all documents and we'll return a fully executed copy for your records.

13

00:00:32,149 --> 00:00:33,969

And if there's a spot for the date,

14

00:00:33,990 --> 00:00:36,168

please don't forget to complete it.

15

00:00:36,189 --> 00:00:36,649

Also,

16

00:00:36,668 --> 00:00:37,609

please note,

17

00:00:37,630 --> 00:00:41,570

you must sign all documents in black or blue ink.

18

00:00:41,590 --> 00:00:41,969

Second,

19

00:00:41,990 --> 00:00:45,539

you should sign your name exactly as it's printed below each signature line,

20

00:00:45,548 --> 00:00:46,409

and finally,

21

00:00:46,429 --> 00:00:47,450

where indicated,

22

00:00:47,469 --> 00:00:51,329

you must sign in the presence of a notary public.

23

00:00:51,348 --> 00:00:53,560

Notarizing the documents.

24

00:00:53,579 --> 00:00:58,348

A notary public is a person who's authorized to witness the signing of documents.

25

00:00:58,368 --> 00:01:01,389

It's important your notary follow these instructions.

26

00:01:01,408 --> 00:01:02,098

First,

27

00:01:02,118 --> 00:01:04,269

sign their signature legibly.

28

00:01:04,290 --> 00:01:08,709

They must also fill out their form of identification in the notary block,

29

00:01:08,730 --> 00:01:11,868

and they must complete each acknowledgment in its entirety.

30

00:01:11,888 --> 00:01:14,950

And if they need to enter your name as the borrower before them,

31

00:01:14,969 --> 00:01:17,429

or the date the document is being notarized,

32

00:01:17,448 --> 00:01:19,069

they must do so.

33

00:01:19,088 --> 00:01:20,328

And finally,

34

00:01:20,349 --> 00:01:25,060

it must place their notary stamp or seal wherever it's required.

35

00:01:25,079 --> 00:01:28,430

It's also possible your state may require a witness

36

00:01:28,430 --> 00:01:31,409

be present when signing your loan modification agreement.

37

00:01:31,430 --> 00:01:33,530

If there's a spot for a witness to sign,

38

00:01:33,549 --> 00:01:35,248

you'll need a witness present,

39

00:01:35,269 --> 00:01:37,289

returning the documents.

40

00:01:37,308 --> 00:01:40,248

Once your agreement is signed and notarized,

41

00:01:40,269 --> 00:01:43,328

return the original documents and your contribution check,

42

00:01:43,349 --> 00:01:44,438

if applicable,

43

00:01:44,459 --> 00:01:47,170

in the prepaid delivery envelope provided.

44

00:01:47,189 --> 00:01:48,530

If you have any questions,

45

00:01:48,549 --> 00:01:49,769

please call us.

46

00:01:49,790 --> 00:01:50,639

We're here to help.