

## CHAPTER 4 AFTER THE SIGNING

The follow-up procedures to the signing are extremely important. Be consistent in your follow-up procedures to insure that your job is completed properly.

This will be your last opportunity to recheck the documents for missing signatures, initials, dates and proper notarizations.

- ◆ Follow your client's directions for billing.
- ◆ Keep a record of how documents are returned and the tracking numbers. You may get a call several days or weeks later asking, "Where are the Docs"?
- ◆ Send the package out **ASAP**...same day if possible.

The instructions you receive from your client may include:

- ◆ Calling your client to advise them that the signing was completed.
- ◆ Faxing the signed Estimated HUD-1, Deed of Trust, RTC (Right to Cancel) or other documents *before* sending them back to your client.
- ◆ Faxing a confirmation to them with Fed Ex/UPS tracking numbers.
- ◆ Procedures for billing the Escrow/Title/Signing Company.
- ◆ Personal delivery of the documents to the escrow officer.

**HINT:** Keep a supply of Fed Ex and UPS envelopes on hand.

**NOTE:**

**Always follow the directions from your client!  
If you don't, you may not get paid**

