



RON & E-CLOSING REQUIREMENTS

Once again, thank you for trusting TCFT with all your title and closing needs.

Your Eclosing and / or Remote Online Notarization will be simple, secure and can take place in the privacy of your home, office, hospital, assisted living, college or anywhere in the world.

In order to have an electronic and Remote Online Notary closing, please make sure you have the following and follow the very simple steps in the link provided at the end of this document:

- An Electronic device with a camera and microphone.
- A dependable internet connection.
- Each person who is signing MUST have their own email account.
- Current identification: Drivers License, State issued ID, military ID or US Passport.

ONCE YOU HAVE THE ABOVE IN ORDER, THE NEXT STEPS WILL TAKE PLACE ONCE EVERYONE IS READY FOR CLOSING:

- A) EMAIL UNSIGNED document(s) in word or pdf format.
- B) Each signer will need to show identification when on camera.

- C) Each signer will provide FULL legal name, physical address and email.
- D) Contact phone number.

- TCFT will arrange and coordinate PAYMENT & APPOINTMENT CONFIRMATION with RON/EClosing provider.
- ONCE RON/EClosing provider receives the above with all required items, a unique link will be emailed to all signers from docVerify (check your spam) to create your digital signature. It is simple to complete this step.
- REMOTE CAMERA SESSION: Minutes before your remote camera session appointment a unique link will be emailed to all signers from docVerify (check your spam). Follow the link and soon you will be on camera together with other parties in the transaction including RON/EClosing provider.
- Camera software is provided by docVerify who is required by Florida Statute to keep the video of your notarization session for ten years.
- INSTANT RESULTS: Your notarized document(s) is instantly emailed to you after the camera session ends. The electronic stamp looks identical to the in-person rubber stamp and is equally legal.
- FEE: Section 14. Section 117.275, Florida Statutes: “Fees for online notarization, an online notary public may charge a fee, not to exceed \$25, for performing an online notarization. Fees for services other than notarial acts are not governed by this section.”
- WITNESSES. If your document requires witnesses, you must use the providers verified witnesses for an additional fee of \$125.00. They only allow their witnesses because many try using witnesses whom benefit from what they are witnessing, witnesses take excessive time to join the notary process and adversely affect our schedule or witnesses do not have valid identification.

Please let us know if you have any questions.

Sincerely,

The Tri-County Florida Title Team