Document Review Checklists

Have a great quality control system with Triple-Checks.

- **Signers names** are spelled correctly and can identified by ID

- **Document dates** are not pre-dated unless 'okay'-ed by receiving agency

- **Printed Correctly** | All verbiage is printed on the document, no errors and correct sizing (For Processing)

- **Full Signatures & Clear Dates** | Signers have signed full names as they appear and Dated every document requires

- **Full Initials** | Signer has initialed all initials in appropriate spots

- **No Blanks** | Nothing is left blank

- **Correct Notary Wording |** Certificate verbiage is up-to-date and correct in accordance with state requirements

- **Attached Notary Certificates** | Notary has provided notary certificates for incorrect notary wording

- **Documents are attached** after notarization / scanning