



# Attorney & Notary Supply, Inc.

PO Box 2895  
Renton, WA 98056

www.ans-inc.net  
Email: ans@ans-inc.net

Phone: 425-271-6353  
Fax: 425-271-6396

As a Signing Agent you are so much more than “just a notary” and because so Attorney & Notary Supply, Inc. is pleased to offer Signing Agents an insurance policy specifically created for them.

Our Signing Agent Errors & Omissions Insurance Policy is designed to fill in the gaps that are left with traditional Notary Errors & Omissions Insurance, which only provides coverage for the actual notarizations in a loan package.

#### Signing Agent E&O provides coverage for actions such as:

- Innocent errors or omissions related to Signing Agent notarial acts.
- Incorrect or missed dating.
- Missed initials or non-notarized signatures.
- Improper corrections made to documents.
- Failure to complete the signing on time due to the sole negligence of the signing agent.
- Late return of date-sensitive documents.
- Legal defense.

#### It does not cover:

- Rendering advice or opinion on a potential loan as this is the unauthorized practice of law.
- Notarizing without the physical presence of the signer.
- Non-real estate transactions.

#### Limits, Deductibles & Annual Rates:

<u>Per Claim/Aggregate</u>	<u>\$500 deductible</u>	<u>\$1,000 deductible</u>
\$75K/\$150K	\$275	\$220
\$125K/\$250K	\$458	\$366

Begin you claims-made Signing Agent E&O coverage now by completing the application on the next page and returning it to our office today.

# CNA SURETY

## SIGNING AGENTS ERRORS AND OMISSIONS APPLICATION

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please note that this is a claims-made policy**

Amount of Coverage:  \$75,000 Per Claim/\$150,000 Aggregate  
 \$125,000 Per Claim/\$250,000 Aggregate  
Deductible:  \$500  \$1,000

State(s) and Expiration Date(s) of Current Notary Commission(s) \_\_\_\_\_  
Number of Years Experience as a Signing Agent \_\_\_\_\_ Number of Signings Completed \_\_\_\_\_  
Have you taken training and/or been certified to handle signing documents for mortgage lenders, title or escrow companies?  Yes  No  
Date Training Completed \_\_\_\_\_ Course Name \_\_\_\_\_  
Certification Date \_\_\_\_\_ By whom \_\_\_\_\_  
If you carry Notary Errors and Omissions Insurance, what is the limit? \$ \_\_\_\_\_  
Any claims filed against any Notary or Signing Agents Errors and Omissions Insurance or have you been sued for activity in regards to a loan signing?  Yes  No If yes, please explain. \_\_\_\_\_  
Criminal background check done?  Yes  No If yes, when? \_\_\_\_\_  
Notary or Signing Agents organization memberships or affiliations: \_\_\_\_\_  
Do you keep a journal of Notarial acts?  Yes  No  
Do you handle closing funds at signings?  Yes  No

**Notice to Applicant — Please read carefully**

**Warranty:** The applicant warrants that the information contained herein is true as of the date this application is executed and understands that it shall be the basis of the policy of insurance and deemed incorporated herein if the Insurer accepts this application by issuance of a policy.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Your CNA Surety Agent is:			
Attorney & Notary Supply, Inc.			
Address PO Box 2895			
Renton	Street WA	98056	
City	State	Zip	
Agent's Code	4 6	0 0	1 6 9

**Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.**

### CNA SURETY

P.O. Box 5077 Sioux Falls, South Dakota 57117-5077  
1-800-331-6053 FAX 1-605-335-0357  
www.cnasurety.com

# Signing Agent E&O Insurance

## Frequently Asked Questions

Q: What is a Signing Agent?

A: A "Signing Agent" is a notary who is hired as an independent contractor to ensure that all the documents provided regarding a real estate loan are executed (signed, dated & initialed) by the borrower(s).

Q: What does the policy cover?

A: It is designed to cover unintentional errors and omissions while the notary is acting as a Signing Agent. In addition to the notarizations it covers such things as getting all other signatures and initials, correctly dating the documents, completing the signing in the time period specified and promptly returning the signed documents. Defense costs are also covered within the coverage amount.

Q: What does "Claims Made Policy" mean?

A: The basis of the claim (the error) and the filing of the claim must both occur while the policy is in force. Coverage for prior acts is not available.

Q: Is certification required to qualify for a policy?

A: While no Signing Agent certification is required we strongly encourage you to have training and a firm foundation regarding your responsibilities as a Notary Public.

Q: What if I am no longer a Signing Agent but want to continue coverage for anything that might be discovered after my policy ends?

A: We offer optional extended reporting coverage. This coverage only extends the reporting time of a claim, not the coverage time.

Q: What limits are available?

A: We are offering two different policy limits:  
\$75,000 per claim with a yearly aggregate limit of \$150,000 or a  
\$125,000 per claim with a yearly aggregate limit of \$250,000

Q: How do the limits work?

A: The "per claim" limit applies to a single act or multiple acts related to a single event (signing). If the Signing Agent has multiple claims filed for different loan signings done in the same year, the most paid that year is the aggregate amount.

Q: How does the deductible work?

A: The deductible is per claim and only applies to the actual loss amount. The deductible does not apply to the defense costs.

Q: Does a Signing Agent also need Notary E&O?

A: If the notary does other notary work, besides loan signings, they will need to carry both policies because the Signing Agent E&O is limited to just transactions involving real estate loan signing. Notary E&O covers any document a notary would notarize but only the notarial act, not additional signatures, initials and dates within a real estate loan signing.

Q: Does the Signing Agent policy term dates have to match my notary commission date?

A: No, this policy becomes effective when requested and is renewed on a yearly basis.