

# Loan Signing Agent — Fee Schedule

## Professional Fee Schedule & Service Profile — Houston Metro Area

NNA Certified Signing Agent | Texas-Commissioned Notary | E&O Insured + Bonded Background Checked

candacejnotary.com | info@candacejco.com | Humble, TX | Serving Houston Metro @candacejco

Available 7 days including evenings — same-day scheduling available — all fees confirmed before every appointment

### LOAN SIGNING FEE SCHEDULE

<b>Refinance Package</b> <i>Full package — all docs, notarized, returned same day</i>	<b>\$125 – \$150</b>
<b>Buyer / Purchase Package</b> <i>Full purchase closing — larger doc set</i>	<b>\$150 – \$175</b>
<b>Seller Package</b> <i>Deed, affidavits, and seller documents</i>	<b>\$100 – \$125</b>
<b>HELOC / Small Package</b> <i>Home equity or reduced document package</i>	<b>\$100 – \$120</b>
<b>Reverse Mortgage</b> <i>Complex package — extended session required</i>	<b>\$150 – \$200</b>
<b>Loan Modification</b> <i>Reduced document package</i>	<b>\$75 – \$100</b>
<b>Second Mortgage / Piggyback</b> <i>Secondary lien package</i>	<b>\$100 – \$125</b>

### ADD-ON SERVICES

+ Scanbacks — scan & email to title or lender same day	<b>+\$25 – \$40</b>
+ Large Package — 150+ pages	<b>+\$25</b>
+ Same-Day / Rush Scheduling	<b>+\$25 – \$50</b>
+ After-Hours Appointment (after 6 PM)	<b>+\$25</b>
+ Weekend or Holiday Appointment	<b>+\$25</b>
+ Extended Travel — 25 to 40 miles	<b>+\$25 – \$50</b>
+ Second Trip Fee — signer no-show or reschedule	<b>+\$50</b>
+ Witness Fee (if witness provided)	<b>+\$25 per witness</b>

### SCHEDULING & AVAILABILITY

<b>Standard Hours</b> <i>Preferred scheduling window</i>	Monday – Saturday, 9 AM – 7 PM
<b>Evening Appointments</b> <i>Add-on fee applies after 6 PM</i>	Until 9 PM with advance notice
<b>Sunday / Holidays</b> <i>Add-on fee applies</i>	Available with 24-hour notice
<b>Same-Day Scheduling</b> <i>Rush fee applies — contact to confirm</i>	Based on calendar availability
<b>Preferred Lead Time</b> <i>Same-day accepted when available</i>	24 – 48 hours

#### Service Area

- ◆ Harris County — Houston Metro
- ◆ Montgomery County — Humble, Conroe, Woodlands
- ◆ Fort Bend County — Galveston County
- ◆ Extended travel available by request

#### Billing & Payment

- ◆ Individual clients: pay at appointment
- ◆ Signing services: Net-15 or Net-30
- ◆ Accepted: Apple Pay, Venmo, Cash, Check, Card
- ◆ All fees confirmed before every signing