

**NOTARY INSTRUCTIONS**

PLEASE FOLLOW CLOSELY AS THIS DOCUMENT WILL NOT BE ACCEPTABLE FOR RECORDATION UNLESS THE FOLLOWING REQUIREMENTS ARE MET:

1. Name of State and City/County must be inserted in all spaces.
2. Date this document was notarized must be inserted.
3. Date Notary Commission expires must be inserted.
4. LEGIBLY sign name in space provided. (If signature is illegible, please print name under written signature)
5. CLEARLY imprint Notary Seal. The seal must plainly show the words "Notary Public" and City/County and State where commissioned.

Please provide us with the name and day time phone number for your notary just in case we may need to contact them regarding the correct spelling of their name, notary commission expiration date or notary seal.

Thank you for your assistance.

Notary's name: \_\_\_\_\_  
(please print or type)

Daytime phone number for notary: \_\_\_\_\_