



Espinal Notary
Signing Services

BUILDER PARTNERSHIP PROPOSAL

Signing support for Florida builders
and new-home communities



Prepared by Stephanie Espinal

Espinal Notary Signing Services LLC

www.espinalclosings.com

Keep your team focused on the next home.

Closing-day logistics should support your sales process, not consume it.

Fewer people to chase

Instead of locating and coordinating individual notaries for each appointment, work through one ENSS contact for assignments, scheduling updates, and service questions.

Continuity across your community

Build a proposed primary-and-backup notary coverage plan around your community, expected volume, and appointment locations. Consistent instructions help each assigned notary understand your process.

A professional experience for your buyers

Buyers receive appointment confirmation and practical preparation guidance. Spanish-speaking notaries can be requested to support communication at the signing appointment.

A clear path when plans change

Late documents, appointment changes, or signer concerns are escalated to the appropriate contact. Your team knows what needs attention and who is coordinating the next step.

The goal: less coordination work for your staff and a more consistent signing experience for your buyers.

One partner. A repeatable process.

A proposed community coverage model tailored to your closing schedule.

01 Community onboarding

We identify your builder contact, title or settlement contact, appointment locations, projected volume, and document-handling instructions. We agree on communication and escalation expectations before the first assignment.

02 Primary notary + backup coverage plan

ENSS proposes a primary notary and backup for your community, subject to availability and agreed capacity. If coverage changes, we coordinate the replacement and communicate the assignment.

03 Appointment coordination

We coordinate the appointment with the designated parties, confirm signer logistics, and relay preparation instructions provided by your settlement team.

04 Signing and document return

The assigned notary conducts the signing within the notary role, reviews the package for signing completeness, and follows the title team's scanback and return instructions.

ENSS coordinates and compensates its assigned notaries. Billing follows the agreed service arrangement, giving your team a single service contact.

Make the signing table feel organized.

Practical support for buyers, with clear responsibilities for every party.

Convenient appointment options

Community-office and mobile appointments can be arranged according to location and availability. Evening, weekend, and high-volume coverage are confirmed when requested.

Spanish-language communication

Request a Spanish-speaking notary at booking. We confirm availability and any applicable fee before assignment. Questions about legal rights, loan terms, or document meaning go to the designated title, lender, or attorney contact.

Document-handling instructions followed

Printing, scanbacks, and return logistics are coordinated using the authorized settlement team's instructions and approved transmission methods. Special requirements are identified before the appointment.

Remote online notarization, when suitable

RON may be an option when accepted by the parties and appropriate for the transaction. Eligibility, platform requirements, and pricing are confirmed before scheduling.

Clear roles protect the experience

ENSS provides notary signing coordination. Your title or settlement provider retains responsibility for title work, escrow, funds, and settlement decisions. ENSS does not provide legal advice or guarantee funding or a closing date.

Local leadership. Coordinated coverage.

A signing-service relationship built around your community's needs.

An Orlando-based point of contact

Espinal Notary Signing Services LLC is led by Stephanie Espinal and supports real estate signing appointments through a network of independent notaries and loan signing agents.

A builder-focused approach

Our proposed model centers on repeat community assignments, backup planning, clear instructions, and coordination with your existing title or settlement provider.

Flexibility as your pipeline changes

Use ENSS for a selected community, scheduled appointment blocks, or overflow assignments. We confirm capacity before accepting the work so expectations stay clear.

A partnership you can evaluate

A paid pilot lets your team assess responsiveness, appointment coordination, document-return execution, and buyer feedback before considering broader coverage.

Judge the partnership by the work.

Start with a manageable group of appointments. Review the results together. Expand only when the service fits your team and your process.

A PRACTICAL FIRST STEP

Start small. Measure the experience.

Proposed paid pilot: one community and three signing appointments.

Step 1 A complimentary coordination assessment

In a brief introductory call, we discuss your upcoming appointments, existing title relationship, current scheduling challenges, and coverage needs. You receive a proposed service scope and written quote.

Step 2 Confirm the pilot in writing

Agree on three appointments, coverage availability, responsibilities, fees, billing party, cancellation terms, and communication expectations before assignments begin. The pilot creates no automatic recurring commitment.

Step 3 Run the appointments

ENSS coordinates assignments and appointment logistics, communicates changes, and follows the authorized document-return instructions. Your staff shares feedback after each appointment.

Step 4 Review and decide

Together, review appointment confirmation, punctuality, completeness issues, agreed scanback and return timing, responsiveness, and buyer feedback. Decide whether to continue, adjust the service, or expand.

A low-commitment way to see how ENSS fits your community.

Agree on the details before closing day.

A written quote built around your volume, location, and service requirements.

Community service pricing

ENSS proposes flat per-appointment pricing for the agreed scope. Recurring community coverage and scheduled appointment blocks can be quoted after reviewing your pipeline and staffing needs.

Every quote should define

Appointment location and travel; package and printing requirements; signer count; witnesses; Spanish-language support; scanbacks; return delivery; after-hours requests; and any other special handling.

Changes are addressed upfront

Additional services, rescheduling, cancellation, no-shows, repeat trips, and late-document situations are addressed in the written terms. Any applicable additional charge is communicated before the added work is accepted.

One clear billing arrangement

Before service begins, we identify the authorized ordering party, the party responsible for payment, invoice contact, payment deadline, and approved method. ENSS handles compensation of its assigned notaries.

Tell us what your community needs. We will propose the coverage plan and price to match.



Espinal Notary
Signing Services

Thank you for your consideration

Let's support your next community.

REQUEST YOUR ASSESSMENT



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