

# **Video Teleconference Procedures in New York COVID 19 Emergency Procedures**

**716-404-4140 Ext. 1**

**[Buffalo Mobile Notary Services](#)**

## **[Executive Law EO-220.7](#)**

1. Signing/Closing will be conducted by secure video teleconference provide by smart phone app. Signer/Client must have a smart phone or computer with video capability.
2. Documents will be printed by the Signer/Client. If Signer/Client cannot print documents Notary/Signing Agent will print documents and bring two sets to Signing location. Documents will be left on Signer/Client porch or other conspicuous area for Signer/Client to retrieve them without contact with Notary.
3. Pages to be notarized will be separated and be the first pages in the signing package. Notary/Signing Agent shall only be obligated to execute loose leaf acknowledgements and jurats as required to be attached to the documents signed by Signer/Client.
4. Notary/ Signing Agent will conduct signing from Signer's/Client's driveway by video teleconference and it will be recorded if possible.
5. Signer/Client will affirm on video that they are in New York and shall also present valid governmental identification to the Notary/Closing Agent during the Video Teleconference.
6. After signing the Signer/Client will either: A) Put all documents outside the signing location such that the Notary/Closing Agent can easily retrieve them. OR B) Put just the pages to be notarized outside the signing location. In each case it shall be in the unsealed envelopes provided.
7. After the Notary/ Signing Agent has retrieved the documents, they shall be immediately dropped ship using the return label provided or returned to the Signer/Client for them to ship the documents.

- 8. There shall be **NO SCAN** backs under any circumstances.
- 9. Fees for 1 to 10 Document shall be \$\_\_\_\_\_. Refinance or Purchase Bank Packages \$\_\_\_\_\_. Sellers packages \$\_\_\_\_\_. The client shall be responsible for providing any witnesses that may be necessary.
- 10. Signer/Client and Signing Service / Escrow shall sign a hold harmless agreement resolving Notary/Signing Agent of any liability for the unintentional risk of exposure to COVID-19, or other infectious disease. (See Below)

**Hold Harmless Agreement:**

The Client/Borrower/Seller and the Signing Service / Escrow each agree to hold the Notary, The Duffy Agency, Buffalo Notary Services, John P. Dufy, John Alec Duffy and Oakline MC Inc., harmless for any risk of unintentional exposure of Client to COVID-19 or other infectious disease and all parties agree that the Notary has followed best practice relative to conducting this closing in a safe manner with

Client/Signer by following the above specific procedures.

Agreed by and Between the Parties:

Client/Signer 1

\_\_\_\_\_

Sign

\_\_\_\_\_

Print

Client/Signer 2

\_\_\_\_\_

Sign

\_\_\_\_\_

Print

Signing Service / Escrow

\_\_\_\_\_

Sign

\_\_\_\_\_

Print

Notary / Signing Agent

\_\_\_\_\_

Sign

\_\_\_\_\_

Print

Dated: \_\_\_\_\_