

Submitting Your Electronic Signature for Documents


IMPORTANT: Use this form if your operation is already using SoftPro Select and you need to add or update a signature. Our Configuration Team will gather the information necessary to setup signatures for operations who have not yet started using SoftPro Select.

You can submit your wet signature to appear as an electronic signature on SoftPro Select documents.

1. Use a black pen to sign where indicated on the next page (gel pen or fine point felt pen are preferred)
2. Scan the completed request to PDF format
3. Open a [Service Now](#) ticket and upload the completed **Signature Request Form**

After being loaded into SoftPro Select, your electronic signature automatically appears on applicable documents. This means you no longer have to apply your wet signature manually to those documents.

Example:



**CHICAGO TITLE
COMPANY**

675 N. 1st Street, Suite 300
San Jose, CA 95112
Phone: (408)283-3500 / Fax: (408)283-3505

Bob Buyer
30 Demo Lane
Santa Clara, CA 95051

Date: March 14, 2012
Escrow No.: XFWTO-070120448-EE
Property: 30 Demo Lane
Santa Clara, CA 95051


The above referenced escrow has closed as of [April 26, 2012](#). The following item(s) are enclosed for your records:

- Copy of Closing Statement
- [Copy of home warranty](#)

PROPERTY TAXES ARE YOUR RESPONSIBILITY. The law does not require that Property tax statements or notices be mailed, but it places the responsibility for payment entirely upon the owner after the close of escrow. First installment is due and payable November 1st and delinquent December 10th; second installment is due and payable February 1st and delinquent April 10th. If you do not receive a property tax bill one month prior to delinquency, a written request, including the assessors parcel number and legal description, must be made to the County Tax Collector.

Recorded documents to which you are entitled will be mailed to you under separate cover. We trust that this transaction has been handled to your satisfaction and look forward to the opportunity of seeing you again in the near future.

Sincerely,



Abigail Assistant
Escrow Assistant
abigail.assistant@inf.com

Your electronic signature
appears on appropriate
documents.



SIGNATURE REQUEST FORM

Submitting Your Electronic Signature for Documents

Signature Request Form

Operation: _____

IMPORTANT: The signature must remain **within the box without touching the outline** of the box to avoid having to resubmit your signature.

Abigail Assistant

Signature Employee 1

Please sign inside box:

Print full name:

Signature Employee 2

Please sign inside box:

Print full name:

Signature Employee 3

Please sign inside box:

Print full name:

Signature Employee 4

Please sign inside box:

Print full name:
