

Brenda Stone

Freelance Contractor - Independent Field Rep - Inspections - Remote Notary Closing Agent
Mortgage and Commercial Loan Services :: Title Company Services :: Litigation Support :: Courthouse Filings

Phone 877-829-8395 :: Cell 979-739-2690 :: 877-548-2536



Texas Remote Notary Closer & Field Service Rep / Inspector

Courthouse Record Searching :: Courthouse Filings :: Asset Verifications

Hello from the "Heart of Texas!" I cover the county which is home to Texas A&M University - that's the area known as **Bryan & College Station, Texas (Brazos County)**.

Inspection Assignment Work Sample



Health & Commercial Leased Office



My name is Brenda Stone and I am a **full-time** totally **self-employed** person. Let me prove a point that I am the kind of person you will want to work with. Here's why: *I am the sole support of myself so I depend on my business to support me.*

Obviously, if I support myself like this, I don't have that part-time work-at-home mom mentality. I just wanted to clear that up with you so you would not hesitate to call me. I am a top notch field inspector and a very nearly 100% error free notary closer. Only one mistake in 300 signings and 2 years. **I am so dedicated to getting it right the first time, you don't pay me if I don't.**

In my attached package you'll find references, experience, and my W9.

And, remember: My Work is GUARANTEED!

(One final word...The pictures are from my commercial loan inspection assignments. I realize my title and lender contacts may not want to know this about me, I wanted to let you know that I have the capability to do photography if you have clients needing this kind of service.)

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Inspection Assignment Work Sample



Mechanical Room & Roof



Lender Required Repairs / RUSH

Commercial and Retail Leased Asset



**Small Commercial Business Loans
Hospitality Property**



Commercial and Retail Leased Asset

TexNotary.com :: Brenda Stone

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I grew up in this business. *My parents were small developers in Central Texas... in the 1960's and 70's.*

Many long summer days of my childhood were "wasted" in the stuffy office of an old-time Texas Title & Abstract Office. My parents might close on a handful of lots at a time. By the time I was twelve years old, I knew more about "closings" and title policies than some adults ever learn. Back then there were 12%-13% interest rates, and my parents were financing the lots so there was no mortgage company involved. All in all...a closing still goes along just like it did 30 years ago.

Personal Career Focus

Freelance contractor serving the mortgage, title, legal, insurance and property transaction businesses.

Freelance Contractor - Objective Summary

I. Successful self-employment as an independent field services and remote closing services vendor. **II.** Challenging assignments and/or contractual positions of service to the mortgage, legal, title and insurance related industries performing inspections, **III.** Acquiring new clients, contracts, skills and opportunities which compliment my current client base and assignment schedule. **IV.** Also spend time developing marketing techniques and internet search engine skills for my affiliate retail sites. **V.** Article and newsletter publishing on topics relative to self-employment and specifically to my type of work **VI.** Coaching / consulting with peers on starting, marketing a freelance business. **VII.** Ebay and Amazon hobbist

Computer and Technical Skills

Proficient- MS-Excell, MS-Word, MS-Access, MS-Powerpoint, MS-Publisher, MS-Frontpage

Proficient - Utilizing the internet to upload forms to/from Pocket PC, hardware installation, upload/download form submissions and digital images

Proficient - Research utilizing internet sources, qualifying sources. Software for research projects: Os-mosis.

Adequate -HTML Coding, Perl Programming, CGI Programming, Network Administration (*adequate for my purposes*)

Previous Employment Overview & References

Legal transcriptionist / Legal Secretary: Judge Garvin H. Germany and Judge James A. Blackstock 979-849-5711 - I was a legal secretary and/or contractor when I was employed by these gentlemen. 1989-1996

Mortgage Processor: Burnet Savings & Loan - Call Barney Baker 512-793-2811 1981-1984

Economic Development: Office Manager - Researcher - Brazoria County Partnership - Natalie McIntyre - 979-297-9899 1984-1988 & 1996-1998

Additional Services

Courthouse filings, Verification Photos, data mining for leads Records Research, Records Retrieval, Light abstracting Narrative, content writing, fact books-all projects considered

Contact Information

agent@texnotary.com - www.texnotary.com
4303 Pate Road #2a, College Station, Texas 77485

Experience in Self-employed / contract positions

Public records retrieval: current owner searching, UCC search, criminal background records searching. 1995-1998, 2003-2005

Legal: Transcriptionist as needed for law office both in their office and in my office, filling in as legal secretary, judge's office coordinator 1993-1995

Mortgage and Commercial Lender Services: Inspections (including Fannie Mae, Freddie Mac) of commercial and multi-family properties of as many as 900 units. Also, health facilities. Also asset verifications, draw inspections, drive-by and photography required. 2004-2005

Lender/Title - Courthouse, plus Litigation support for filings, sub-agent for private investigator, process service, medical record affidavit services to medical treatment providers. 2004-2005

Lender/Title - Remote Loan Closing Notary-refinance loans, FHA, VA, ARM, Fixed, Reverse Mortgage, Home Improvement, Home Equity, ALSO, in house contract closer as needed 2004-2005

Client References

Inspections: MortgageRamp.com/Horace Bilbo

Verifications: SecureTrak.com / Shannon

Remote Closing Vendor: Alamo Title / Charlotte or Doug, LandAmerica / Meg,

Support, Legal, Process: TeamLegal.net /Erin -

Litigation
PLEASE NOTE: If needed, full contact information can be provided.

Personal Information

DOB: 9/12/1958

TIN#: 20-2398386

Education: Graduate of Angleton High School 1977

(70+ college hours at Brazosport College '77-81, and Blinn College 2000-2003 - working toward BS Psychology)

Background Check

Please feel free to ask for a criminal history background check/drug test. SS# will be provided at that time.

Equipment - Digital Imaging

Camera: DSC-F717 Sony HQ w/ Carl Zeiss Zoom - back up DSC-P10 - both cameras are 5.1 megapixel.

Laptop with wireless Tmobile, **Desktop** with fast cable.

Pocket PC - Toshiba, **Laser Printers:** HP3015 & d Canon

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REFERENCES: Please keep these confidential.

Contracted Services	Contact	Company Information
Notary Signing (Remote Notary Closing)	Anthony Negrete	<u>Negrete's Notary Service</u> 7220 Corte Place Alta Loma, CA 91701 Phone 909-941-9833 Fax 909-495-1300 negretesnotaries@aol.com
Loan Type: Home Improvement Loans		

Contracted Services	Contact	Company Information
Notary Closing Services at End of Month (In House and Remote Notary Closings)	Charlotte Spradley Escrow Officer	<u>Alamo title - Doug McAninch Attorney at Law</u> 4299 San Felipe, Suite 130 Houston, Texas 77027 Phone: 713-247-0000 Fax: 713-960-0018
Loan Type: AMERIQUEST HELOC	Doug McAninch (Attorney at Law)	

Contracted Services	Contact	Company Information
Notary Closing Services (Remote Notary Closing)	King Cole Loan Officer/Lender	<u>Reverse Mortgage of Texas</u> 20208 Auger Cove Spicewood, TX 78669 Phone: (512) 314-5883 Fax: (512) 314-5884 www.reversemortgagetx.com
Loan Type: Reverse Mortgage	Alethes LLC, dba AmeriNET Mortgage	

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Contracted Services	Contact	Company Information
Inspection Types: * Fannie Mae 4257 Inspections * Freddie Mac 506 Inspections * CMBS Annual Site Inspection * RUSH Inspections	Tanner Strobbe Horace Bilbo Chad Rawlings	<u>Salt Lake City</u> 1245 E. Brickyard Road Salt Lake City, UT 84106 1-800-742-2185 801-461-0055 801-461-0533 Fax <u>www.mortgageramp.com</u>
Property Types: * Multifamily * Office Buildings * Retail Malls and Shopping Centers * Industrial Properties * Healthcare Facilities * Hospitality * Storage Facilities		

Contracted Services	Contact	Company Information
Inspection type: Asset Verifications (Tanning Beds - new install. Snap-on tools - new)	Shannon	SecureTrac Inc. 3266 Haviland Court Suite 302 Palm Harbor FL 34684 1.866.283.6771 United States 727.781.7649 International 727.781.8108 Fax <u>www.securetrac.net</u>

Contracted Services	Contact	Company Information
Notary Closing Services (Remote Notary Closing)	King Cole Loan Officer/Lender Alethes LLC, dba AmeriNET Mortgage	<u>Reverse Mortgage of Texas</u> 20208 Auger Cove Spicewood, TX 78669 Phone: (512) 314-5883 Fax: (512) 314-5884 <u>www.reversemortgagetx.com</u>

Loan Type: Reverse Mortgage

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return) BRENDA S STONE	
Business name, if different from above	
Check appropriate box: <input checked="" type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.) 4303 PATE ROAD 2A	Requester's name and address (optional)
City, state, and ZIP code COLLEGE STATION TX 77845	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								

or

Employer identification number								
2	0	2	3	9	8	3	8	6

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here

Signature of U.S. person ▶



03-13-05

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.