



DITTER NOTARY LLC

FEE SCHEDULE

*Note: While notary fees are regulated by the **PA Department of State**, many Notaries assess administrative fees to cover their travel or other expenses such as rent, copies, and record keeping. These fees are appropriate as long as they are indicated as separate from the State fee. If you have questions or concerns about the listed fees, please ask prior to proceeding with the appointment.*

| Pennsylvania Notary Fees <i>(These fees are regulated by the State)</i> | |
|---|--------|
| Acknowledgment (One Name) | \$5.00 |
| Acknowledgment (Each Additional Name) | \$2.00 |
| Affidavits (No matter how many signatures) | \$5.00 |
| Oath Administration (Per individual oath) | \$5.00 |
| Verification/ Signature Witness | \$5.00 |
| Certificates (per certified copy) | \$5.00 |
| Taking Depositions (per page) | \$3.00 |

| Administrative and Travel Charges | | |
|---|-----------------------------|----------------------------------|
| Fee Description | Monday - Friday Rate | Weekend/ After Hours Rate |
| Administrative Fee | \$15.00 | \$25.00 |
| Federal I-9 Form Completion | \$15.00 | \$25.00 |
| Non-Notary Witness Fee <i>(The notary acts as a witness)</i> | \$25.00 | \$40.00 |
| Mobile Notary Fee <i>Indiana County 9AM - 7PM</i> | \$50.00 | \$75.00 |
| Mobile Notary Fee <i>Indiana County 7PM - 9AM</i> | \$100.00 | \$125.00 |
| Mobile Notary Fee <i>Outside Indiana County</i> | \$125.00 | \$150.00 |

| Real Estate Services | | |
|--|-----------------------------|----------------------------------|
| Fee Description | Monday - Friday Rate | Weekend/ After Hours Rate |
| Real Estate Closing - Buyer | \$125.00 | \$150.00 |
| Real Estate Closing - Seller | \$100.00 | \$125.00 |
| Refinance | \$150.00 | \$175.00 |
| HELOC <i>Home Equity Line of Credit</i> | \$100.00 | \$125.00 |
| Reverse Mortgage | \$125.00 | \$150.00 |
| Loan Modification | \$75.00 | \$100.00 |
| Quitclaim Deed/ Warranty Deed/ Other Deed | \$125.00 | \$150.00 |

| Estate Planning Services (POA, Will, Living Will, Healthcare Directive) | | |
|--|-----------------------------|----------------------------------|
| Fee Description | Monday - Friday Rate | Weekend/ After Hours Rate |
| Basic Estate Planning <i>(One document type)</i> | \$100.00 | \$125.00 |
| Mid-level Estate Planning <i>(Two document types)</i> | \$150.00 | \$175.00 |
| Full Estate Planning <i>(Three or more document types)</i> | \$175.00 | \$200.00 |
| Print Fee <i>(I will print documents from a link or email you send)</i> | \$20.00/set of documents | \$20.00/set of documents |

| Notarial services may be refused for the following reasons: |
|--|
| The individual fails to present appropriate identification . |
| The notary determines that a person is not competent to sign . |
| The individual does not understand the document they are signing. |

| Office Services | | |
|----------------------------|--|-------------|
| First Class Envelope | | \$1.00/each |
| Booklet Envelope | | \$2.00/each |
| Manila Clasp Envelope | | \$3.00/each |
| Faxes or Scans | | \$0.75/page |
| Photocopies (Color or B&W) | | \$0.75/page |

| DITTER NOTARY, LLC |
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