

MOUNT WOLF NOTARY POLICY & FEE SCHEDULE

AREAS COVERED

COMMONWEALTH OF PENNSYLVANIA:

YORK, ADAMS, LANCASTER, DAUPHIN, PERRY,
CUMBERLAND & LEBANON COUNTIES

STATE OF MARYLAND:

BALTIMORE, HARFORD & CARROLL COUNTIES

FEES

THE BASE FEE INCLUDES ROUND TRIP
MILEAGE & HOURLY RATE.

ADDITIONAL FEES

FOR E-DOCS ADD \$15.00 TO THE BASE FEE
FOR AN ADDITIONAL COPY FOR THE BORROWERS ADD \$15.00

MOUNT WOLF NOTARY

POLICIES

FEE POLICY

- I am more than willing to negotiate the prices listed in my fee schedule if the circumstances warrant negotiation – especially for repeat clients.
- Return postage is expected to be paid by the client and included in the document package or closing instructions. If return postage is not included, any charges to return signed documents will be invoiced to the client.

CANCELATION POLICY

- If the appointment is canceled at least two (2) hours in advance and before any documents are printed, I charge no fee.
- If the appointment is canceled at least two (2) hours in advance, but after any documents are printed, my e-doc fee will apply (\$15.00).
- If the appointment is canceled less than two (2) hours before the appointment time, my full fee applies.

BORROWER POLICY

- If the signers/borrowers refuse to sign at the table (no matter the reason) or if they rescind, my full fee applies.
- All signers/borrowers must provide a legible copy of an acceptable form of photo identification at the time of closing to include with their return package.
- The title company or loan agent shall advise the signers/borrowers to make a copy of their photo identification and have it ready for me at the time of the closing appointment.
- The following forms of photo identification are acceptable:
 - State Driver's License
 - U.S. Passport
 - Military issued identification
- If the signers/borrowers lack proper identification, my full fee applies.
- Please provide all available phone contact numbers for the signers/borrowers.

PAYMENT POLICY

- Payment of invoices is expected within thirty (30) days of the date of closing/signing.
- Any fees not paid in full within thirty (30) days of signing/closing will be charged a late fee of 1.5% per month until paid in full.
- Checks should be made payable to: “Mount Wolf Notary.”

DOCUMENTS SHOULD BE MAILED TO:

Mount Wolf Notary
70 Maple Street
Mount Wolf, Pennsylvania 17347

PAYMENTS SHOULD BE MAILED TO:

Mount Wolf Notary
P.O. Box 272
Mount Wolf, Pennsylvania 17347

Should you have any questions or wish to discuss any of the information contained herein, please do not hesitate to contact me at (717) 384-8191 or via email to: melinda@mountwolfnotary.com.

We sincerely appreciate your patronage and look forward to a long-standing and productive business relationship.

Sincerely,
Melinda Y. Shellenberger, Owner
Mount Wolf Notary

MOUNT WOLF NOTARY

FEE SCHEDULE

YORK COUNTY, PENNSYLVANIA

| LOCATION | ZIP CODE | ROUND TRIP MILEAGE | BASE PRICE |
|---------------|----------|--------------------|------------|
| Airville | 17302 | 56 | \$104.50 |
| Brodbecks | 17329 | 67 | \$112.75 |
| Brogue | 17309 | 44 | \$95.50 |
| Codorus | 17311 | 48 | \$98.50 |
| Craley | 17312 | 34 | \$75.50 |
| Dallastown | 17313 | 26 | \$69.50 |
| Delta | 17314 | 67 | \$112.75 |
| Dillsburg | 17019 | 64 | \$110.50 |
| Dover | 17315 | 22 | \$66.50 |
| East Prospect | 17317 | 29 | \$71.75 |
| East York | 17402 | 16 | \$62.00 |
| Emigsville | 17318 | 8 | \$56.00 |
| Etters | 17319 | 24 | \$68.00 |
| Fawn Grove | 17321 | 62 | \$109.00 |
| Felton | 17322 | 36 | \$77.00 |
| Franklintown | 17323 | 68 | \$113.50 |
| Glen Rock | 17327 | 49 | \$99.25 |
| Glenville | 17329 | 67 | \$112.75 |
| Hallam | 17406 | 11 | \$58.25 |
| Hanover | 17331 | 63 | \$109.75 |
| Hanover | 17332 | 63 | \$109.75 |
| Hanover | 17333 | 62 | \$109.75 |
| Hellam | 17406 | 11 | \$58.25 |
| Jacobus | 17407 | 31 | \$73.25 |
| Lewisberry | 17339 | 29 | \$71.75 |

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|------------------|-------|------|----------|
| Loganville | 17342 | 34 | \$75.50 |
| Manchester | 17345 | 6 | \$54.50 |
| Menges Mills | 17362 | 40 | \$80.00 |
| Mount Wolf | 17347 | HOME | \$50.00 |
| New Freedom | 17349 | 50 | \$100.00 |
| New Park | 17352 | 60 | \$107.50 |
| Porters Sideling | 17354 | 67 | \$112.75 |
| Railroad | 17355 | 50 | \$100.00 |
| Red Lion | 17356 | 27 | \$70.25 |
| Rossville | 17358 | 39 | \$79.25 |
| Seven Valleys | 17360 | 46 | \$97.00 |
| Shrewsbury | 17361 | 47 | \$97.75 |
| Spring Grove | 17362 | 40 | \$80.00 |
| Stewartstown | 17363 | 56 | \$104.50 |
| Thomasville | 17364 | 36 | \$77.00 |
| Wellsville | 17365 | 42 | \$94.00 |
| West York | 17404 | 18 | \$63.50 |
| Windsor | 17366 | 28 | \$71.00 |
| Wrightsville | 17368 | 34 | \$75.50 |
| Yoe | 17313 | 26 | \$69.50 |
| York | 17315 | 22 | \$66.50 |
| York | 17401 | 17 | \$62.75 |
| York | 17402 | 16 | \$62.00 |
| York | 17403 | 25 | \$68.75 |
| York | 17404 | 18 | \$63.50 |
| York | 17405 | 16 | \$62.00 |
| York | 17406 | 11 | \$58.25 |
| York | 17407 | 31 | \$73.25 |
| York | 17408 | 29 | \$71.75 |
| York | 17415 | 15 | \$61.25 |
| York Haven | 17370 | 18 | \$63.50 |
| York New Salem | 17371 | 31 | \$73.25 |
| Yorkana | 17406 | 11 | \$58.25 |

LANCASTER COUNTY, PENNSYLVANIA

| LOCATION | ZIP CODE | ROUND TRIP MILEAGE | BASE PRICE |
|-----------------|----------|--------------------|------------|
| Akron | 17501 | 72 | \$116.50 |
| Bainbridge | 17502 | 52 | \$101.50 |
| Bausman | 17504 | 54 | \$103.50 |
| Bird In Hand | 17505 | 68 | \$113.50 |
| Brownstown | 17508 | 69 | \$114.25 |
| Brunnerville | 17543 | 66 | \$112.00 |
| Columbia | 17512 | 33 | \$74.75 |
| Conetoga | 17516 | 55 | \$103.75 |
| Drumore | 17518 | 73 | \$117.25 |
| East Lancaster | 17605 | 61 | \$108.25 |
| East Petersburg | 17520 | 53 | \$102.25 |
| Elizabethtown | 17022 | 55 | \$103.75 |
| Elm | 17521 | 72 | \$116.50 |
| Ephrata | 17522 | 80 | \$122.50 |
| Florin | 17552 | 45 | \$96.25 |
| Gordonville | 17529 | 76 | \$119.50 |
| Holtwood | 17532 | 70 | \$115.00 |
| Intercourse | 17534 | 76 | \$119.50 |
| Lampeter | 17537 | 67 | \$112.75 |
| Lancaster | 17573 | 71 | \$115.75 |
| Lancaster | 17601 | 52 | \$101.50 |
| Lancaster | 17602 | 65 | \$111.25 |
| Lancaster | 17603 | 52 | \$101.50 |
| Lancaster | 17604 | 50 | \$100.00 |
| Lancaster | 17605 | 61 | \$108.25 |
| Lancaster | 17606 | 56 | \$104.50 |
| Lancaster | 17607 | 48 | \$98.50 |
| Lancaster | 17608 | 54 | \$103.00 |
| Lancaster | 17611 | 51 | \$100.75 |
| Lancaster | 17699 | 55 | \$103.75 |

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|-----------------|-------|----|----------|
| Landisville | 17538 | 49 | \$99.25 |
| Leola | 17540 | 68 | \$113.50 |
| Lititz | 17543 | 66 | \$112.00 |
| Manheim | 17545 | 61 | \$108.25 |
| Marietta | 17547 | 40 | \$80.00 |
| Maytown | 17550 | 42 | \$94.00 |
| Millersville | 17551 | 56 | \$104.50 |
| Mount Joy | 17552 | 45 | \$96.25 |
| Mountville | 17554 | 41 | \$93.25 |
| Neffsville | 17601 | 52 | \$101.50 |
| Penryn | 17564 | 75 | \$118.75 |
| Pequea | 17565 | 62 | \$109.00 |
| Refton | 17568 | 66 | \$112.00 |
| Rheems | 17570 | 50 | \$100.00 |
| Rohrerstown | 17603 | 52 | \$101.50 |
| Ronks | 17572 | 72 | \$116.50 |
| Salunga | 17528 | 49 | \$99.25 |
| Silver Spring | 17575 | 55 | \$103.75 |
| Smoketown | 17576 | 66 | \$112.00 |
| Soudersburg | 17572 | 72 | \$116.50 |
| Strasburg | 17579 | 76 | \$119.50 |
| Talmage | 17580 | 72 | \$116.50 |
| Washington Boro | 17582 | 42 | \$94.00 |
| West Willow | 17583 | 62 | \$109.00 |
| Willow Street | 17584 | 65 | \$111.25 |
| Witmer | 17585 | 67 | \$112.75 |

DAUPHIN COUNTY, PENNSYLVANIA

| LOCATION | ZIP CODE | ROUND TRIP MILEAGE | BASE PRICE |
|------------|----------|--------------------|------------|
| Bressler | 17113 | 52 | \$101.50 |
| Dauphin | 17018 | 64 | \$110.50 |
| Grantville | 17018 | 64 | \$110.50 |
| Harrisburg | 17101 | 43 | \$94.75 |
| Harrisburg | 17102 | 45 | \$96.25 |
| Harrisburg | 17103 | 46 | \$97.00 |
| Harrisburg | 17104 | 44 | \$95.50 |
| Harrisburg | 17105 | 55 | \$95.50 |
| Harrisburg | 17106 | 52 | \$101.50 |
| Harrisburg | 17107 | 52 | \$101.50 |
| Harrisburg | 17108 | 43 | \$94.75 |
| Harrisburg | 17109 | 56 | \$104.50 |
| Harrisburg | 17110 | 62 | \$109.00 |
| Harrisburg | 17111 | 51 | \$100.75 |
| Harrisburg | 17112 | 65 | \$111.25 |
| Harrisburg | 17113 | 52 | \$101.50 |
| Harrisburg | 17120 | 52 | \$101.50 |
| Harrisburg | 17121 | 52 | \$101.50 |
| Harrisburg | 17122 | 52 | \$101.50 |
| Harrisburg | 17123 | 52 | \$101.50 |
| Harrisburg | 17124 | 52 | \$101.50 |
| Harrisburg | 17125 | 52 | \$101.50 |
| Harrisburg | 17126 | 52 | \$101.50 |
| Harrisburg | 17127 | 52 | \$101.50 |
| Harrisburg | 17128 | 52 | \$101.50 |
| Harrisburg | 17129 | 52 | \$101.50 |
| Harrisburg | 17130 | 52 | \$101.50 |
| Harrisburg | 17140 | 52 | \$101.50 |
| Harrisburg | 17177 | 56 | \$104.50 |
| Hershey | 17033 | 67 | \$112.75 |

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|-----------------|-------|----|----------|
| Highspire | 17034 | 49 | \$99.25 |
| Hummelstown | 17036 | 61 | \$108.25 |
| Linglestown | 17112 | 65 | \$111.25 |
| Lower Paxton | 17109 | 56 | \$104.50 |
| Middletown | 17057 | 54 | \$103.00 |
| Oberlin | 17113 | 53 | \$102.25 |
| Paxtonia | 17112 | 65 | \$111.25 |
| Penbrook | 17103 | 46 | \$97.00 |
| Penbrook | 17109 | 56 | \$104.50 |
| Steelton | 17113 | 53 | \$102.25 |
| Swatara/Paxtang | 17111 | 51 | \$100.75 |

ADAMS COUNTY, PENNSYLVANIA

| LOCATION | ZIP CODE | ROUND TRIP MILEAGE | BASE PRICE |
|---------------|----------|--------------------|------------|
| Abbottstown | 17301 | 47 | \$97.75 |
| East Berlin | 17316 | 52 | \$101.50 |
| Gettysburg | 17325 | 74 | \$118.00 |
| Littlestown | 17340 | 78 | \$121.00 |
| McSherrystown | 17344 | 64 | \$110.50 |
| New Oxford | 17350 | 56 | \$104.50 |
| York Springs | 17372 | 78 | \$121.00 |

CUMBERLAND COUNTY, PENNSYLVANIA

| LOCATION | ZIP CODE | ROUND TRIP MILEAGE | BASE PRICE |
|-----------------|----------|--------------------|------------|
| Boiling Springs | 17007 | 73 | \$117.25 |
| Bowmansdale | 17055 | 51 | \$100.75 |
| Camp Hill | 17001 | 46 | \$97.00 |
| Camp Hill | 17011 | 44 | \$95.50 |
| Camp Hill | 17012 | 46 | \$97.00 |
| Camp Hill | 17089 | 46 | \$97.00 |
| East Pennsboro | 17025 | 54 | \$103.00 |
| Enola | 17025 | 54 | \$103.00 |

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|-----------------|-------|----|----------|
| Grantham | 17027 | 56 | \$104.50 |
| Lemoyne | 17043 | 41 | \$93.25 |
| Mechanicsburg | 17050 | 52 | \$101.50 |
| Mechanicsburg | 17055 | 51 | \$100.75 |
| Messiah College | 17027 | 56 | \$104.50 |
| New Cumberland | 17070 | 36 | \$77.00 |
| New Kingstown | 17072 | 61 | \$108.25 |
| Shiremanstown | 17011 | 44 | \$95.50 |
| Summerdale | 17093 | 51 | \$100.75 |
| Wormleysburg | 17043 | 41 | \$93.25 |

PERRY COUNTY, PENNSYLVANIA

| LOCATION | ZIP CODE | ROUND TRIP MILEAGE | BASE PRICE |
|---------------|----------|--------------------|------------|
| Duncannon | 17020 | 76 | \$119.50 |
| Marysville | 17053 | 62 | \$109.00 |
| Shermans Dale | 17090 | 77 | \$120.25 |

LEBANON COUNTY, PENNSYLVANIA

| LOCATION | ZIP CODE | ROUND TRIP MILEAGE | BASE PRICE |
|--------------|----------|--------------------|------------|
| Campbelltown | 17010 | 72 | \$116.50 |
| Lawn | 17041 | 67 | \$112.75 |
| Mount Gretna | 17064 | 72 | \$116.50 |
| Palmyra | 17078 | 75 | \$118.75 |

BALTIMORE COUNTY, MARYLAND

| LOCATION | ZIP CODE | ROUND TRIP MILEAGE | BASE PRICE |
|----------------|----------|--------------------|------------|
| Maryland Line | 21105 | 49 | \$99.25 |
| Parkton | 21120 | 58 | \$106.00 |
| Freeland | 21053 | 53 | \$102.25 |
| Monkton | 2111 | 69 | \$114.25 |
| Sparks Glencoe | 21152 | 72 | \$116.50 |
| Upperco | 21155 | 75 | \$118.75 |
| Butler | 21023 | 75 | \$118.75 |

CARROLL COUNTY, MARYLAND

| LOCATION | ZIP CODE | ROUND TRIP MILEAGE | BASE PRICE |
|------------|----------|--------------------|------------|
| Manchester | 21102 | 56 | \$104.50 |
| Lineboro | 21088 | 51 | \$100.75 |
| Hampstead | 21074 | 75 | \$118.75 |

HARFORD COUNTY, MARYLAND

| LOCATION | ZIP CODE | ROUND TRIP MILEAGE | BASE PRICE |
|---------------|----------|--------------------|------------|
| Pylesville | 21132 | 59 | \$106.75 |
| White Hall | 21161 | 57 | \$105.25 |
| Jarrettsville | 21084 | 74 | \$118.00 |

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