Morningstar Business Solutions LLC

MBS Loan Signing Agent Checklist

MBS Essential Business Setup



Office Equipment and General Supplies

1. Office Equipment

- [ ] Reliable computer or laptop
- [ ] Dual-tray laser printer - Notary Rotary Page Sorter
- [ ] Laser printer supports letter and legal size paper
- [ ] High-speed scanner
- [ ] Mobile phone
- [ ] Mobile hotspot, if needed
- [ ] GPS or navigation application
- [ ] Paper shredder
- [ ] Mileage App
- [ ] Mobile phone apps Cam Scanner or Simple Scan

2. Office Supplies

- [ ] Blue pens
- [ ] Black pens
- [ ] Highlighters
- [ ] Sticky notes or notepad
- [ ] Page flags
- [ ] Binder clips and paperclips
- [ ] Stapler, staples, and staple remover
- [ ] Rubber bands
- [ ] Document Folders
- [ ] Shipping pouches
- [ ] Scissors
- [ ] Toner
- [ ] Letter and Legal size paper
- [ ] Appointment calendar or planner