

## Motion to Approve Notary Public Fee Schedule

**WHEREAS**, The FHA has paid for several administrative employees to become Massachusetts's notaries public for the purpose of having notaries on site to assist residents and applicants who need such services.

**WHEREAS**, the following fee schedule for Notary services will be applied:

- A. Applicants, Tenants & Voucher Residents for Documents Needed by FHA  
No Fee for either Signature or for Document Administration**
- B. Tenants & Voucher Residents for Non-Related FHA Documents  
\$1.25 Per Signature & Three (3) Dollars for Document Administration**
- C. General Public – All other documents not related to housing applications or certifications.  
\$1.25 Per Signature & Five (5) Dollars for Document Administration**

Charging fees for notary services is meant to ensure that FHA administrative staff are not overly burdened with such tasks in a manner which inhibits such employees' daily tasks, and.

**WHEREAS**, under Massachusetts law the highest amount that Notaries can charge is \$1.25 per signature but they can charge an additional fee for maintaining the notary log books which are mandated by statute, and.

**WHEREAS**, any funds received for notary services would be logged by the Director of Finance and Human Resources and placed in the FHA's petty cash account.

**NOW THEREFORE BE IT RESOLVED**, that this motion shall not abrogate the legal and ethical responsibilities of each individual notary public in the discharge of their duties

**BE IT FURTHER RESOLVED**, management has the discretion of stopping notary services during periods when other administrative tasks must be completed. This is a discretionary service provided to the FHA's customers and the general public.

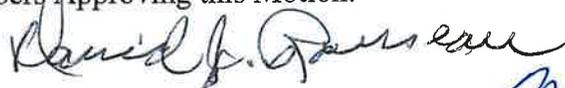
FHA Board Members Present: 5 (3 needed for quorum) FHA Members Absent 0

Votes for Approval 5 Votes Denying Motion 0

Abstentions: 0 Name(s): \_\_\_\_\_ Quorum (Three Members): yes (Yes / No)

Signatures of Fitchburg Housing Authority Members Approving this Motion:

  
Linda E. Byrne, FHA Chair



28 Oct 2021  
Date



  
Douglas M. Bushman

28 Oct 2021  
Date



Douglas M. Bushman  
FHA Executive Director & Board Secretary