



Action Response Plan to COVID-19 (Coronavirus)

We wanted to share what our organization is doing in our offices to combat COVID-19. Our priority is to keep our entire team safe and continue to support our customers.

Some of the preventative measures our offices are implementing to prepare for your closing include but are not limited to:

- Limiting closings to only individuals needed for the transaction.
- Having hand soap and sanitizer available in all closing areas and restrooms.
- Washing our hands before and after each closing transaction.
- Disinfecting all closing areas after each closing interaction.
- Giving each customer a new pen prior to signing.
- Splitting our staff between our three office locations to be in compliance with federal and state regulations.
- Pulling our sales reps off the road and making them available through phone, email, and video conference.
- All pre-signs will be conducted at one of our three office locations to better control the closing environment.

We will continue to monitor the Coronavirus situation and keep you updated as necessary.

Our number one priority is to keep our customers and employees safe, and to provide the same professional service through the closing process.

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