

# SETTLEMENT DAY PROTECTION

Safety is a priority when coming to closing. Here is how we are doing our part to ensure our clients and employees stay safe and healthy.

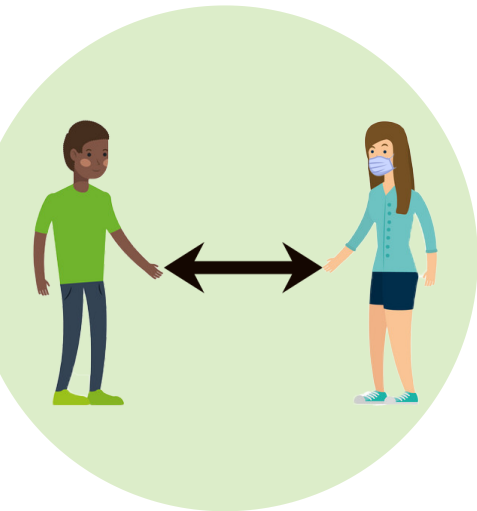


## LOCATION IS KEY

We are still committed to conducting settlements at an office location, borrowers home or suitable out of office locations; where applicable. **We strongly encourage all of our settlements take place at an office location,** where strict adherence to best practices is enforced.

## ESSENTIAL PARTIES ONLY

Only parties that are essential to settlement may be in the dosing room during signing: all other parties will be asked to remain outside of our office or, go back to their vehicles..



## SOCIAL DISTANCING & SANITATION

When conducting settlements in person we have adopted best practices and recommendations. Our staff will be wearing masks and gloves at all times. Buyers and Sellers will be provided with a new pen which will be discarded after signing. We strongly encourage buyers and sellers to coordinate staggered arrival times. Buyers and sellers will sign separately, where available.

## HONESTY IS THE BEST POLICY

We won't let any of our employees attend a closing if they are feeling sick, and we expect the same from our clients. We will find a way to close, but please do not risk yourself or others if you are not feeling well on settlement day. We understand this is a **BIG DAY FOR YOU**, and we couldn't be more happy to be a part of it , but please be honest and tell us if you are not feeling well.

