



To All of our Customers,

We wanted to inform you all as to our procedures in light of the COVID-19 virus. It is our goal to keep everybody as safe as possible while continuing to help people complete their important transactions. Please know our office is currently fully functioning and we will continue with closings until otherwise ordered. We will continue to monitor recommendations and orders from the CDC and other health and government experts and act accordingly.

Below are some changes we want to make you aware of:

- We have increased the frequency and thoroughness of our regular office cleanings.
- We are wiping down tables and chairs after each closing.
- We are handing out single use pens to those who need them. Signers will then keep or discard them after the closing.
- We have signs up all over reminding people (customers and staff) to wash hands before and after closings.
- Customers will not wait in the lobby - the receptionist will escort customers to a clean closing room immediately.
- We will limit the number of people in the closing rooms to just those that need to sign documents. For everybody's safety we do not want realtors, loan officers, etc. to attend closings unless absolutely necessary.
- We are requesting to have closings in controlled environments where we know that sanitary measures are being taken. This would be our office or a location where we have been assured that they are also taking necessary precautions.
- We do not want to close in customers' homes. We do not think they will want us there either but we need to politely refuse these requests at this time.

Thank you for your business and we wish you all the best through these difficult times. If you have any questions or concerns you can contact us at:

414-259-5060 or info@landtitleservices.net