



Dear National Title Group clients, family, and friends,

National Title Group has been deemed an essential business during the coronavirus (COVID-19) outbreak. We will remain open at this time. Our employees, agents, and customer's health and well being are of the utmost importance to us. We are dedicated to protecting everyone and remain diligent in creating a smooth closing transaction for all parties. We will be implementing the following protocols going forward.

- All closings will be by APPOINTMENT ONLY. Please arrive no earlier than 5 minutes before your appointment.
- We request that only necessary parties attend the closing. Loan Officers and Agents do not need to attend.
- We will be utilizing mobile notary services, remote online notary, DocuSign, curbside closings, and Power of Attorneys to ensure the safety and health of all parties involved. Please coordinate with your Escrow Team.
- We will continue to thoroughly sanitize the offices throughout the day and after every closing. Our team will wash their hands before and after each closing.
- We will provide a new pen for each closing. Please take the pen with you when you depart our offices.
- If you and/or your clients would like to wear a mask and gloves please do so.

On behalf of the entire National Title Group Team, thank you for trusting us with your real estate transaction.

**#WEGOTYOURBACK**

Sincerely,

Lathram Pou, President

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