

GUIDELINES FOR EFFECTIVE SOCIAL DISTANCING AT A REAL ESTATE CLOSING

On Your Part:

- **IF YOU ARE SICK OR EXHIBITING SYMPTOMS.** We ask that any individual who is exhibiting any signs or symptoms of sickness reschedule your closing appointment.
- **IF YOU HAVE HAD CONTACT WITH SOMEONE EXHIBITING SYMPTOMS.** Unfortunately, the best advice from the CDC is to proceed in the same manner as if you were sick.
- **WASH YOUR HANDS.** Prior to engaging in *any closing activity* please thoroughly wash and/or sanitize your hands.
- **AVOID PHYSICAL CONTACT WHERE POSSIBLE.** Please accept our apologies for not shaking hands and maintain a distance of at least six feet from other individuals where possible.
- **WEAR A MASK.** This is a county requirement placed on our business.

On Our Part:

- **WE WILL FOLLOW THE SAME PROTOCOLS LISTED ABOVE.**
- **ADDITIONAL STEPS WE WILL TAKE:** Spray and/or wipe conference room tables and chairs between closings and provide you an unused pen to keep after signing.

CLOSINGS AND PHYSICAL LOCATIONS

- **OFFICE HOURS.** Our office will continue to be open for closings and our hours will remain 8:30 to 5:00, but we are closed during 12:30 to 1:30 for lunch.
- **CLOSINGS.** The buyer(s) and/or seller(s) are the only people who should be physically present in our office for those closings or appointments which cannot occur remotely.
- **LENGTH OF CLOSINGS.** Our office prides itself on our attorneys' friendliness and desire to educate buyers about the closing process and to explain all closing documents. At this time and in order to shorten the amount of time of closing (and thus lessen exposure), our attorneys will quickly review all documents at closing and will attempt to have any in person client in and out of the office within 20 minutes. If you would prefer to read your loan package in advance, please contact your paralegal who can email you the package prior to closing. Keep in mind we sometimes don't receive your lender's loan package until shortly before scheduled closing.
- **TIMING.** If it is unavoidable that your closing be rescheduled, please communicate with our office and the other parties as soon as possible. Additionally, if your transaction involves a loan, please consult with your bank regarding the expiration of your interest rate lock.

Thank you for your understanding while we work diligently to ensure that your real estate transactions are not delayed and to do our part in preventing the spread of this problematic virus. Please do not hesitate to contact us with any questions or concerns.