

# Community Escrow & Title Co.

As the Coronavirus (COVID-19) Emergency continues, the safety and health of our team and our customers is a top priority. Our business world is ever adjusting as the pandemic continues, and it is important to keep you updated with any changes to the closing process.

Below are our current procedures to keep customers and our staff safe, all the while continuing to deliver the expertise and exceptional service you have come to expect from us.

## **Our Team:**

- ✓ Are required to stay home if they experience any illness symptoms, especially those associated with Coronavirus (COVID-19).
- ✓ Some staff will work remotely periodically, but are available via email and phone.
- ✓ Will wear masks during closings.

## **Our Office:**

- ✓ Access is restricted to the persons required to sign documents, lender and realtor in order to maintain social distancing. This will change dependent on the current situation.
- ✓ We encourage everyone to wear a mask while in our office to keep everyone safe and allow us to continue to serve you.
- ✓ We continue to accept new orders. You can email contracts and new orders to any of us or to [closing@communityescrow.com](mailto:closing@communityescrow.com) Mail or drop off Earnest Money checks.
- ✓ We frequently clean and disinfect surfaces throughout our office, with special attention given to closing rooms and entry areas.

## **Closings Catered to You:**

To accommodate your needs and wishes, we offer 3 different methods of in-person closings:

### Traditional Sit-down Closing:

We will provide as close to the traditional closing as the COVID-19 emergency will allow. We will use separate closing rooms for Buyers and Sellers. Scheduled times for each party will be staggered to limit the amount of time spent in the closing process. Copies of closing documents will be emailed to the parties after the closing. Closing proceeds and commission checks will be available after the closing is completed.

### Closing "al fresco"

Same procedures as Traditional Sit-down closing, except, the closing will occur on our beautiful front porch in the fresh air.

### Drive-In Closing:

You can choose to remain in your vehicle for the entirety of the closing. Call when you arrive (Try to park in the Driveway off of 7th Ave. or in front of our office on 7th or Lewis) We will bring the closing documents to you. After verifying your identity, our closer will witness the signing of the documents that are to be notarized. You will then complete the signing of non-notarized documents. We will be available to answer any questions about the closing documents. Once completed, please call and we will retrieve the documents from your car. Copies of closing documents will be emailed to the parties after the closing. Closing proceeds and commission checks will be available after the closing is completed.

As always, we can email or overnight documents for parties that would otherwise have to travel to Stillwater for a closing.

If you have questions, please contact us at (405) 780-7196 or [info@communityescrow.com](mailto:info@communityescrow.com)

[www.communityescrow.com](http://www.communityescrow.com)



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