



# THE SECURITY TITLE

GUARANTEE CORPORATION OF BALTIMORE

## Tips For A Safe Settlement

Due to the recent outbreak of COVID19, a safe environment is essential for you, your employees and your customers.

Below are some helpful tips to assist you in achieving a safe settlement environment:

**Limit attendees in the closing room.** Communicate ahead of the closing that only the Buyer/Borrower(s) will be permitted at the closing table. Friends, family, and realtors should refrain from attending. Let them know that this is being done with everyone's best interest in mind.

**Prior to the arrival of the Buyer/Borrower(s) prepare the closing room.** Make sure the room has been cleaned and sanitized with either disinfecting wipes or a bleach solution. Table, chairs and door handles should all be thoroughly cleaned. Remove all pens, paper, moveable objects from the closing table. The only thing that should be on the table is hand sanitizer.

**Prepare the lobby.** Remove all moveable/reusable objects from the office lobby. Magazines, newspapers, coffee station, and coffee mugs, should all be removed. Place an "Out of Order" sign on any water coolers that may be accessible to the public. Wipe down all common surfaces, tables, chairs and door handles with disinfecting wipes.

**Arrival of participants.** Do not shake hands before or after the closing. All parties should do their best to remain 6 ft. apart. If anyone exhibits any sign of illness, immediately escort that party to a private closing room.

**At the table.** Pens should be distributed to all parties that will be required to sign. One pen per person to avoid the sharing of pens. All parties should retain or discard their pen upon completion of the closing.

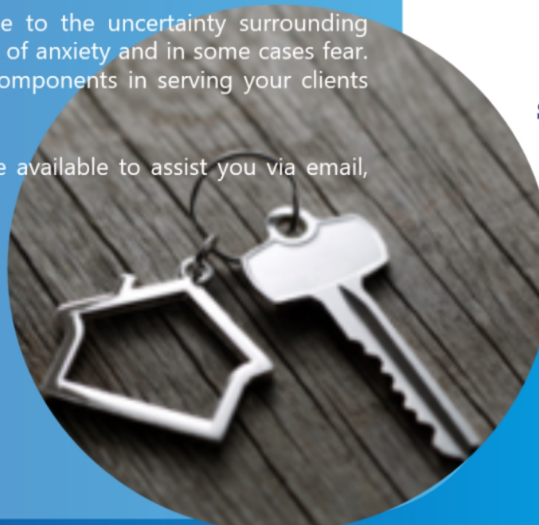
**After the closing.** Upon completion, tables, chairs and door handles should all be cleaned with disinfecting wipes. Any objects such as pens, water bottles, coffee cups left behind should be discarded.

**After hours cleaning.** Companies using an outside cleaning service should ensure that personnel are using appropriate germ killing solutions when cleaning the office.

Settlements are normally joyous occasions but due to the uncertainty surrounding COVID19, people are experiencing heightened levels of anxiety and in some cases fear. Increased patience and understanding are critical components in serving your clients during this difficult time.

Security Title Guarantee and our representatives are available to assist you via email, phone or teleconference.

Be well, stay safe and we will see you soon!



### Corporate Headquarters

6 South Calvert Street  
Baltimore, MD 21202  
Toll Free: 800-669-6063  
Phone: 410-727-4456  
Fax: 410-272-3252

### Alabama Office

Phone: 601-966-3593

### Arkansas Office

Phone: 410-727-4456

### Delaware Office

Phone: 302-278-8133

### District of Columbia Office

Phone: 410-727-4456

### Kentucky Office

Phone: 410-727-4456

### Louisiana Office

Phone: 225-284-0550

### Maine Office

Phone: 410-727-4456

### Maryland Office

Phone: 410-727-4456

### Mississippi Office

Phone: 601-316-9316

### New Jersey Office

Phone: 908-963-2367

### New York Office

Phone: 516-326-8934

### Pennsylvania Office

Phone: 717-481-7788

### South Carolina Office

Phone: 803-413-4023

### Tennessee Office

Phone: 601-966-3593