

The health and safety of our customers and employees are top of mind amid concerns about the spread of the coronavirus disease (COVID-19); therefore, we are taking extra precautions to protect you, our staff, and the communities we serve. **We are restricting access to our offices to those parties who have appointments.** Those parties include buyers, borrowers, and sellers. We prefer that family members, realtors, and loan officers not attend settlement to limit the risk of exposure to our clientele and staff.

We are following the recommended CDC guidelines outlined here <https://www.cdc.gov/> as we take preventative actions to maintain a healthy environment. Per the Governor's Executive Order, anyone entering our building must be wearing a mask.

We also offer full eClosings and hybrid eClosings with Remote On-line Notarization to reduce the need to visit our office in person. Ask us if your transaction is eligible for such services. Some restrictions apply.

If your transaction is negatively affected by the coronavirus situation, please contact us at 540-310-4804. We are dedicated to working with our clients to offer a smooth, safe settlement experience.

We are committed to staying open during this very busy period and ask that you assist us in limiting the risk of exposure to our staff and clientele. We hope that you understand our position in these trying times in uncharted territories.

**Stay safe and healthy.**