



TITLE SERVICES, LLC

9201 North Meridian Street, Suite 100, Indianapolis, IN 46260

Title Services, LLC COVID-19 Preparation & Procedures **Effective 3/16/2020**

Title Services, LLC offices at 9201, Tucker Avon & Tucker East locations will remain open and will be fully staffed during the coming weeks. We have taken high-level precautions to protect staff, agents, and consumers.

At our main office at 9201 Building they include:

- Have sanitary gel in reception area.
- We have temporarily suspended all beverage and snack services.
- We have removed all items from closing room tables.
- Our Closers will be washing their hands before and after each closing.
- Our Closers will bring new closing pens to closing room. The pens will be discarded after each closing or the customers may take them with them.
- After each closing the closing tables and closing chair arms will be cleaned with sanitary wipes.
- We have vinyl gloves that customers may wear if requested
- If buyer and sellers would like separate closing rooms, that can be accommodated in most cases.
- East and Avon locations will be taking similar precautions.

Mobile/Remote Closings: Until further notice, to ensure the health and safety of our staff, branch staff and consumers, **we will not be doing any remote closings.** All closings will be done at the 9201, Tucker Avon & East locations only, beginning Tuesday, March 17th.

- Mobile closings currently scheduled will be rescheduled for the 9201, Avon & East office locations. Our staff will be contacting the agents today if not already notified.

We encourage all customers and agents attending closings to wash their hands before and after each closing.

If any agents or customers have questions or concerns whether a customer should attend or not attend a closing they should contact their doctor for advice. In the event a customer cannot attend a closing a possible alternative may be a power of attorney that we can have prepared for them.

We appreciate your cooperation and support of Title Services and our staff.

Please direct all questions and concerns to Jerry Leugers or Jamy Engebretson at 317 571-6969.