



TITLE SERVICES, LLC

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

COVID-19-Update

3/18/2020

Here at Title Services, LLC we are continuing to monitor the fluid and new information regarding COVID – 19 and its effect on our daily operations and closings. Our goal is to continue to service our customers and business partners by providing a safe and healthy closing environment for our staff and those that our attending closings. In addition to the information we sent out on March 16, 2020 (see attached) we are asking the following:

Attendance at Closings:

- We are asking that only the parties to the transaction who are executing closing documents attend the closing. This will minimize the potential exposure of the virus to your clients, other parties and our staff.
- **Realtors attendance at closings:** IAR released the following information last evening: **“If you are not able or are unwilling to attend closing, communicate with your client, advise of the circumstances, and let them know that you will be available virtually, by phone or some other acceptable means of communication. Document this disclosure with your client.”**
 - Please let our closers know if you are not attending closing and want to attend by phone.
 - Please ask your clients to use their mobile phone to conference you in to the closing. Our closer’s phones will not be used.
 - Please advise the closer if you would like to have your documents and commission check couriered to your office or documents emailed to you.
 - For F.C. Tucker agents closing at our 9201 Office, since we are located near Tucker’s Corporate Office, we will deliver your commission checks to the Tucker Accounting Dept. if you would like. Just inform the closer you would like us to do so. We will deliver the commission checks, once each morning, the following business day after closing.

We appreciate your anticipated cooperation and will continue to update you on any future changes. We thank for your continued support of Title Services LLC and our staff.

If you have any questions or concerns feel free to contact me, Dave Schmitz and Jamy Engebretson at 317 571-6969.

Kindest Regards & Be Safe,

Jerry Leugers