

The rapidly-evolving COVID-19 coronavirus situation has impacted most aspects of day-to-day life around the globe. However, we want to assure you that we're working hard on educating our team members on how to stay safe and reduce their risk of infection while **maintaining business as usual** to ensure your transactions continue normally while utilizing remote business procedures with our team whenever possible.

TitleFact, Inc. will remain open and our team members will practice social distancing methods whenever possible.

Additionally, we have enhanced cleaning procedures in place for our office and are committed to ensuring our team members strictly follow the CDC's preventative guidelines. We have advised employees to follow the appropriate measures to protect you and your clients including



Washing hands with water & soap for at least 20 seconds; sanitize hands between washing.



Avoid crowded spaces and gatherings with 10 or more people.



Sneeze or cough into the back of elbows rather than into hands.

Recordings & County Government Advisories

Local Governments have recently issued limitations on public access to their buildings and, specifically, their Recorders' offices. Fortunately, we employ digital/e-recording to reduce any impact on recordings and funding's.

Remote Online Closing (RON) / e-Closings

If you and/or your clients are practicing social distancing or self-quarantine or are otherwise unable to attend a signing in-person, we offer e-Closings and Remote Online Notary services. Check with your lender to see if they support these services on their platforms.

Social Distancing Resources

Put simply, the idea of social distancing is to maintain a distance between you and other people — in this case, at least six feet. That also means minimizing contact with people. Fortunately, we offer several online resources to help you continue business as usual...

PropertFact www.titlefact.com



PROPERTY PROFILE REQUEST FORM

Parcel Number (if available)

Address of Property (street, city, state, zip) *

Owner Name

Whether it's after hours or you're on the go, **PropertyFact** provides you with 24/7 access to property information whenever you need it.

EMTransfer www.titlefact.com



EMTransfer is a cloud based service that allows Real Estate Agents, Real Estate Buyers and Earnest Money Holders to securely document, collect, & disburse Earnest Money 100%

We are here to help...

We understand that the current situation has increased everyone's vigilance in making sure they avoid infection. If you have any questions or would like to request special accommodations, our team is here to help. Please visit us at 208-733-3821.

You're an integral part of the client experience at our closing tables; should you opt to attend a closing with your clients please follow the [CDC's precautionary guidelines](#) to minimize your risk of exposure or transmission. We will continually monitor the pandemic to make sure you stay safe and healthy while we help you to maintain normalcy in your lives in the weeks ahead.