



March 23, 2020

To our valued clients,

The safety and well-being of our clients, agents and employees is always our top priority. Per the Amended Order issued by Judge Jenkins for Dallas County, all employees working within Dallas County are subject to the amended provisions of the Amended Order effective March 23rd at 11:59 PM through April 3rd. At this time, Texas Premier Title will remain open as “Essential Business Exceptions within the Financial Services Sector” within the Amended Order, and our closing teams will work behind closed doors and virtually to ensure minimal delays to our clients.

To help our clients adhere to the social distancing guidelines, we will be absorbing remote closing fees for Buyers and Sellers through April 03, 2020.

What does this mean?

If you are scheduled to close at one of our branch offices between now and April 03, 2020, you may choose a Mobile Notary or Remote Online Notary (RON) as a closing option. Remote closings give Buyers and Sellers the flexibility to close at a location that is convenient for them (home, office).

What are your closing options?

- Mobile Notary for Real Estate
 - o Texas Premier Title can schedule a mobile notary to meet the buyers and sellers at an agreed upon location and ensure all necessary closing documents are signed and notarized and returned to the title company.
- Remote Online Notary for Buyers and Sellers
 - o This option gives Buyers and Sellers the ability to close on their home without any person-to-person contact. The entire closing process is handled virtually. During a remote online closing, all documents are notarized in an electronic form where the signer uses an electronic signature and appears before the notary using online audiovisual technology, such as a webcam. If there is a lender involved in the transaction, the lender will have to approve the use of e-signatures.



- DocuSign
 - o If the Buyer is paying cash, Texas Premier Title can arrange to have them sign the documents electronically.

For closings that need to take place in person, the attendees should maintain social distancing (each person should remain six feet apart). If possible, each attendee should remain in a different room and signing pens should not be reused or shared.

How should earnest money be handled on a contract?

- All earnest money should be transferred to Texas Premier Title via electronic means. Texas Premier Title is able to receive earnest sums via platforms, such as Zoccam. Information on Zoccam can be found at <https://www.zoccam.com/>.

Our goal is to meet our clients' and agents' needs, while doing our part to take proactive measures to help keep everyone safe. If you have any questions about an upcoming closing and would like to discuss your closing options, please contact your Texas Premier Title Escrow Officer for assistance.

Sincerely,

Martin Ripoll
President
Texas Premier Title