



**COTTON-DUCK
TITLE-COMPANY**

735 West 36th Street · Baltimore, MD 21211
(T) 410.243.DUCK (3825) · (F) 410.243.3393

**COVID-19 SAFETY UPDATE
April 10, 2020**

We have updated our policies and procedures to ensure the safety of our clients and staff. Our goal is to be helpful and to accommodate settlements whenever possible.

Call the main office line 410-243-3825 and leave a message. Someone will get back to you as soon as possible.

Or, for fastest response, email:

Janis@cottontitle.com

Gerri@cottontitle.com

Bart@cottontitle.com

Danharvey@cottontitle.com

Aharvey@cottontitle.com

Liz@cottontitle.com

**for upcoming settlement questions;
for post-closing, recordings, and title policies;
for post-closing and funding questions;
for legal consultations;
for title search requests;
for general questions**

Effective Immediately, the followings safety protocols are in force:

- **HAND SANITIZING REQUIRED.** Everyone who enters the office is required to sanitize their hands, NO EXCEPTIONS. Anyone who feels sick, has a fever, is coughing or sneezing, or has been exposed to COVID-19 is not allowed in the office, including staff. We will refrain from our usual handshakes.
- **MASKS.** Our staff will be wearing masks and we ask that people entering the office wear their own mask.
- **BY APPOINTMENT ONLY.** The office is closed for drop-in visitors. If you need to meet with Dan or schedule a settlement, then call or email and we will arrange it.
- **SETTLEMENT DOCUMENTS SHOULD BE REVIEWED AT HOME.** Whenever possible, we will email settlement documents ahead of closing so that they can be reviewed at home. Call or email with any questions. With issues worked out ahead of time, in-person settlements will be fast and efficient and limited to signing ONLY.
- **2 PERSON LIMIT AT SETTLEMENTS.** Only 2 signors at a time are allowed. Please only attend the settlement if you are signing documents. We request that real estate agents and loan officers speak to their clients ahead of closing and/or may call into the office during the scheduled settlement time. No friends or family members please.
- **SURFACES DISINFECTED:** We will ensure that all surfaces in the meeting room are disinfected between appointments.
- **REMOTE ONLINE NOTARIZATION/E-RECORDING.** We are working to get Remote Online Notarization up and running as soon as possible. We will utilize e-recording whenever possible. Due to delays at recording offices, we require parties to sign an affidavit regarding municipal charges not known at settlement. We will do our best to get all legal documents recorded as quickly as possible after settlement.

We appreciate your patience and flexibility during this time, and most of all, we hope that everyone stays safe and healthy.

THANKS-- Cotton Duck Title Company