

## IMPORTANT NOTICE TO SELLERS OF REAL ESTATE REGARDING YOUR SIGNING OPTIONS

We are at the point where we have to severely limit the number of parties to a transaction in our office. If you are the Seller of real estate, in addition to a traditional settlement, we offer the following signing options, all free of any extra fees from our company. **Please let us know which one you would like to use.**

1. **SKYPE OR GO TO MEETING SETTLEMENTS:** We are able to conduct your portion of the settlement via SKYPE or GO TO MEETING. We will send documents to you in advance, you can sign them from your home or office, via SKYPE or GO TO MEETING. You will then return the documents to our office. Please contact our office for details and instructions.
2. **CURBSIDE SETTLEMENTS:** We can e-mail you the document package in advance of settlement to review and then you can drive by our office and sign, curbside. You do not have to leave your car to sign the documents. You must bring identification and we will take a photograph of the identification and keep it in our files. We will provide the notary, at your car. You will also sign instructions indicating where you want your cash proceeds, if any, wired. You will sign all of the documents while sitting in your car. Our attorney will wait outside your car to answer questions, explain documents and notarize your signature.
3. **IN OFFICE SIGNING (IN PERSON OR VIA SKYPE OR GO TO MEETING):** We are still able to conduct a regular, in office settlement. We have taken many precautions to protect everyone's health and safety. Also, **we can offer you a private conference room and conduct the settlement in our office via SKYPE or GO TO MEETING. WE WILL PROVIDE A VIDEO SYSTEM SO THAT YOUR SETTLEMENT WILL BE HANDLED VIA VIDEO CONNECTION IN OUR CONFERENCE ROOM.** You will sign regular documents with a blue ink pen. Your only minimal interaction with other people will be to come into our office, read the direction board as to your assigned room, leave your ID to be copied and then returned, and then you go straight to your assigned room. No one else will enter the conference room, including our attorney.
4. **POWER OF ATTORNEY:** You can drive by our office in advance of settlement and, while parked in our lot, sign a Power of Attorney naming one of our attorney/owners as your attorney in fact. You do not have to leave your car to sign the document. You must bring identification, which we will take a photograph of and keep it in our files. We will provide the notary and witnesses curbside, at your car. You will also sign instructions indicating where you want your proceeds wired. The attorney in fact will then sign the Seller documents at settlement, but only after you have first reviewed them via e-mail and given your authorization to proceed. The only extra charge will be the Court recording fee of \$20 to record the Power of Attorney.
5. **POWER OF ATTORNEY:** We can e-mail you a Power of Attorney naming one of our attorney/owners as your attorney in fact. You can then sign it before a notary and 2 witnesses and return the original Power of Attorney to our office. We will then follow the same signing steps as Item 4 above. The only extra charge will be the Court recording fee of \$20 to record the Power of Attorney.
6. **E-MAIL DOCUMENTS:** We can e-mail you the Seller document package in advance of settlement and you can find a notary and sign your documents before a Notary. You can then return the original, signed package to our office via hand delivery (you can drop them in our outdoor drop box) or you can send them via overnight delivery service. We must have original, signed and notarized documents for settlement. We do have access to some mobile notaries who can come to your house for signing, but they are overwhelmed with settlements and have limited availability.

Please feel free to contact our office if you have any questions.