

3.30.20 UPDATE

GREEN BRICK TITLE, COVID-19 AND YOU



Open for business.

3/30/20: Green Brick Title has continued to monitor the Shelter in Place Orders throughout North Texas and along with our industry partners and the Texas Land Title Association, we will continue to operate as an essential business. Our highest priority is protecting the health and safety of our team members and loyal customers, while ensuring our continued ability to serve our clients. We will continue to operate in a responsible manner to ensure our staff, clients and the public remain safe. **We have now conducted over 50 drive-thru closings;** we are set up to meet clients outside their cars to limit physical contact during closing. We are also set up for remote closing, if your lender can accommodate the process. We are all in this together.

HOW DOES THIS AFFECT ME?

For those who are scheduled to close in the Green Brick Title Plano office, we wanted to make you aware that we have continued our enhanced office cleaning procedures. Some of the preventative measures our offices are completing to prepare for your closing include but are not limited to:

- Limiting your attendance in closings to only necessary individuals for the transaction: **only those who are signing should attend closings**
- Washing our hands before and after each closing or interaction with a customer
- Disinfecting all closing room tables and chairs after each closing
- Deep cleaning the entire office two times per week

HOW DOES A DRIVE-THRU CLOSING WORK?*

- 1) Arrive at 2805 Dallas Parkway, Plano, Texas 75093
- 2) Stay in your car and call 469-573-6757
- 3) Green Brick Title will ready your closing package and bring it to the curb
- 4) Review and sign your closing package
- 5) Call 469-573-6757 and stay in your car
- 6) A Green Brick Title notary will retrieve your package, inspect the signatures, and ask for you to acknowledge your signatures
- 7) Green Brick Title will send the package for funding
- 8) Green Brick Title will return your copies
- 9) Green Brick Title will instruct on how to retrieve your keys to your home

Our team members have been instructed to stay at home if they are not feeling well or may have been exposed to COVID-19. In addition, if you are not comfortable coming into our office, please talk with our office to understand what options may be available to you. To better serve you, our underwriters have developed guidelines to facilitate closings and policy issuance in light of increasing recording office municipal closures. We appreciate your support through this time.

Should you have specific questions or concerns, please reach out to your local partner at 469-573-6757.

** We request that if you or someone you've been around has been sick, you stay home.*



GREEN BRICK
TITLE