

SEPT 2021 UPDATE

GREEN BRICK TITLE, COVID-19 AND YOU



Open for business and ready to serve.

September 2021: Green Brick Title has continued to monitor the case count 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 remains safe. **We have conducted hundreds of drive thru closings and 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.

HOW DOES THIS AFFECT ME?

- **No in-office “Closing Table” signings are being offered.** We are currently serving customers exclusively with our curbside closing experience.
- Limiting your attendance in closings to only necessary individuals for the transaction: **only individuals who are signing should attend.**
- Realtors and Lenders are welcome to join their signing clients curbside, following all CDC recommendations.

HOW DOES A DRIVE-THRU CLOSING WORK?*

1. Arrive at the correct Green Brick Title location:

Plano Office:

2805 Dallas Parkway Plano, Texas 75093

Dallas Office:

4300 MacArthur (Lemmon Ave Side) Dallas, Texas 75209

2. Please park in or near “Green Brick Title” reserved parking located in the front of the building in the Plano office and the Lemmon Avenue side of the Dallas office.

3. Stay in your car and call 469-573-6757 (Plano office) or 214-623-5751 (Dallas office).

4. Green Brick Title will ready your closing package and bring it to you.

5. Review and sign your closing package.

6. Call the closer (number will be provided to you at closing) with any questions and stay in your car.

7. A Green Brick Title notary will retrieve your package, inspect the signatures and ask for you to acknowledge your signatures.

8. Green Brick Title will send the package for funding.

9. Green Brick Title will return your copies.

10. 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. If you are not comfortable with our curbside service, please speak 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 and municipal office closures. Should you have specific questions or concerns, please reach out to your local partner 469-573-6757 (Plano office) or 214-623-5751 (Dallas office).

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

