



True Title – COVID-19 Update  
(March 18, 2020)

Valued Clients:

As the concern in Maryland heightens, we are addressing the Covid-19 outbreak. True Title will be open for business, but some cautionary measures have been put in place in accordance with the Center for Disease Control's (CDC) recommendations to keep everyone safe during settlements.

In light of the most recent federal guidelines to avoid "public gatherings" of more than 10 people, we are requesting that only necessary individuals are present for closings in order to mitigate exposure at our offices. Please contact us if you have any questions about our request and if closing plans need to change to accommodate your signing of documents.

Everyone should cover coughs and stay home if you are feeling ill. If this interferes with closing schedules, please contact us so we can make an updated plan to proceed with the transaction that is best for the health of everyone involved.

We are asking that all individuals that enter our office immediately wash their hands and/or use the alcohol-based hand-sanitizer that we have available throughout the office. Conference rooms and frequently touched surfaces such as doorknobs, chairs, settlement tables are being cleaned frequently as well as before and after every closing. You are welcome to bring your own pens with you to settlement so long as it is blue ink. Alternatively, we have new pens that have never been used that we will provide to you for your settlement and you are welcome to take the pen with you otherwise it will be disposed of following settlement. Handshaking is not necessary during this time, and it is appreciated if handshaking does not occur in order to keep the spread of germs to a minimum.

We will continue to take reasonable measures to keep everyone safe in our offices and update information or procedures when necessary in the future. Thank you in advance for accommodating our requests and aiding us in keeping everyone safe and as healthy as possible.

Thanks for your patience and understanding during these most unusual times.

Contact us if you have any questions.

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