



STEEL ABSTRACT

TEMPORARY SETTLEMENT PROCEDURES

Steel Abstract is currently investigating ways to conduct closings via web and e-signings. In the meantime, we have set up a standard order of procedure to comply with our governors' orders and take proper precautions to ensure the safety of all parties to the transaction.

Buyer Procedures for Settlement

- Show up to your appointment on time.
- Park in the rear parking lot.
- Upon arrival at our signing facility, stay in your vehicle text your IDs to either 610-739-7096 or email to michelle@steelabstract.com.
- We will let you know when you can enter the building and after we have sanitized everything.
- Bring your own **BLUE** pen, we will not be providing pens.
- After verification, you will be directed to the signing area and the documents will be under a paperweight.
- Upon entering the building follow the signs to the signing table and before you sit down we ask that you sanitize your hands, put on gloves and a mask that will be provided.
- Sign the documents and place them in the provided folder.
- We will be within 8 feet to explain any questions you may have.
- Take your pen with you.
- Electronic copies of the signed documents will be sent to you; please be sure to provide your email address on the appropriate affidavit in the package.
- Only required signers may enter the building; all other parties must remain in the car.
- Tables and chairs in the facility will be sanitized in between appointments.
- If you are experiencing any symptoms, we require that you cancel your appointment and we will work with you to find another method. We simply cannot risk the spread of this disease and need your full cooperation!



Seller Procedures for Settlement

- It is preferred that Sellers execute a deed package prior to closing to limit the amount of people at closing. If that cannot be done, an appointment time will be granted at a different time then the Buyers appointment time.
- Seller's final CD's and ALTA statements will need to be signed and scanned back.

Lenders

- Loan documents must be provided 24-48 hours prior to the day of settlement – NO EXCEPTIONS.
- If loan documents are not provided 24-48 hours in advance, the signing will be postponed.
- Review loan documents with the borrower(s) in advance to assist with any potential questions.
- Have all non-essential documents signed prior to closing. Title agent will only provide notary services for the lender package; all other documents must be completed prior to closing.

Brokers/Realtors

- Deposit money should be overnighted or dropped in our drop box in advance of closing. All escrow over \$5,000 must be wired.
- You may not attend closing. It is essential that we keep contact to the bare minimum.
- We will overnight your check and a copy of the ALTA/HUD to you.
- Please make arrangements in advance regarding the exchange of keys.

Disbursements

- We will disburse after all documents are reviewed and signed/notarized correctly.
- Disbursements will be send via wire or priority overnight UPS.

Office hours/visits

- The office is currently closed and we are working remotely.
- You will not be permitted to enter the office for any reason.

Communication

- Communication is key during this time - our staff is fully available through phone, email, and video conferencing. Please feel free to contact the office with any questions on moving forward with your closing.

We appreciate everyone's efforts and communication during this process to ensure the closing process goes as smoothly as possible. Thank you and we hope everyone is staying safe and healthy!