

COVID 19 IS TEMPORARILY CHANGING OUR BUSINESS PROCEDURES

MARCH 2020

An Important Update From Our Corporate Office Executives

OUR OFFICES WILL BE OPEN BY APPOINTMENT ONLY.

The Safety and well-being our teammates and customers is our highest priority. A partial list and highlights of new procedures are outlined below. We will continually monitor the situation and make additional changes as necessary. Please contact our office for details or questions.

- Our offices are open by appointment only.
- Only the signers permitted to attend. They will be asked to wash their hands prior to signing, and leave the office immediately after completion.
- When possible, we will stagger closings so buyer and seller will not attend together.
- We may need to reschedule the signing if we do not receive the mortgage package in sufficient time to process the paperwork for review.
- We will finalize the transaction and distribute packages and funds post closing.
- We have enhanced the standard sanitizing procedures between each closing.

We are working very hard to continue to be of service and still follow the advice of the experts. Thank you for your patience and cooperation while we continue to monitor the situation and make necessary changes.

PLEASE CONTACT US WITH ANY QUESTIONS OR CONCERNS



The Title Company of Jersey

Tel: 609 641 2200

Email: Northfield@tcjonline.com

www.tcjonline.com