



COVID-19 STATEMENT

Revised as of March 24, 2020

WE ARE OPEN.

The order issued March 23, 2020 by Michelle Lujan Grisham provides that title companies are on the essential services list. Although we are open and fully operational, the doors are locked. We are required to limit access to the building and the number of clients that are allowed in at one time.

Clients, we encourage you to:

- E-sign whenever possible.
- Call (575) 523-8561 or message us through our secure portal.
- Limit guests to essential people only.
- Wait in your vehicles until you are called into your appointment.
- Pens are yours to keep should you be required to sign in person.
- Please stay home if you are ill or presenting with symptoms.

We will do our part too:

- Doors open by appointment only to minimize contact in the lobby.
- Closing rooms are being sanitized after each appointment.
- Employees only beyond the closing rooms/lobby area.
- Limited pick-ups and deliveries to outside offices to once a day.
- Employees are being asked to stay home if they are not feeling well or presenting with symptoms.

Please continue to maintain open communication with and consult your closing officer should you have questions or concerns about your upcoming closing.

Thank you,

Gricel R. Chavez
President
Southwestern Abstract & Title Co.