




Drive Up Closing Procedure

 <p>Step 1: Scheduling Procedure Begins</p>	<ul style="list-style-type: none"> Has Borrower completed Health Questionnaire? (See Below) <ol style="list-style-type: none"> If Borrower answers YES to any questions – closing is rescheduled & Lender is notified If Borrower answers NO to all questions – proceed to #2
 <p>Step 2: Res/Title Offers Signing Options</p>	<p>Res/Title's Signing Options:</p> <ul style="list-style-type: none"> Standard Closing @ Home Standard Closing @ Preferred Location Drive Up Closing Scenario A (See Below) <ol style="list-style-type: none"> If Borrower chooses either Standard Closing option – procedure as usual If Borrower chooses Drive Up Closing Scenario A – proceed to #3
 <p>Step 3: Res/Title Confirms Connectivity with Borrower</p>	<ul style="list-style-type: none"> Do you have a working computer at home with internet access to receive documents and review them online? <p>Yes: Proceed to next</p> <p>No: <u>Full Document Delivery</u> - Res/Title will need to reach out to Lender to determine if we can have documents overnighted in advance of the closing date</p> <ul style="list-style-type: none"> If Yes, proceed to Drive Up Closing Scenario A If No, file cannot close under Drive Up Closing Scenario A Do you have the ability to print at your home from an emailed document package of approximately 20 pages? <p>Yes: Proceed with Drive Up Closing Scenario A</p> <p>No: Proceed with <u>Full Document Delivery</u> steps listed above. Borrower can then proceed with Drive Up Closing Scenario A following document delivery confirmation.</p>

Drive Up Closing Scenario A (Best Case Scenario – Cleared Health & Connectivity)

- Closings Documents will be emailed to the Borrower in two parts – the ‘Full Closing Package’ and the ‘Signature Package’
- A member of the Res/Title in-house team will call the Borrower and conduct the ‘closing’ where they will review the entirety of the closing package with the Borrower
- The Borrower will then print out only the ‘Signature Package’ and apply their signature to **ALL** signature pages
- Res/Title notary arrives at scheduled time to accept Borrower’s acknowledgement and collect the executed ‘Signature Package’
- The exchange will be minimized to less than 10 minutes and all social distancing guidelines are met

Health Questionnaire

Have you returned from international travel within the last 14 days?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you or household family members had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, sore throat, respiratory illness, difficulting breathing)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Questions?



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