



CORONAVIRUS SAFETY PROCEDURES

As we navigate the coronavirus pandemic Roper & Associates is dedicated to providing a sanitary office environment for the safety of our clients and team members. The following safety procedures have been implemented effective March 26th, 2020 and will be updated as additional recommendations are provided by the CDC and local authorities.

ATTENDANCE AT CLOSING

Buyers are the only party permitted to physically attend closing. The closing/presentation of loan docs and signing will be conducted either outside buyer's car or beside their car. Sellers, agents, loan officers, and third party vendors are not allowed to be present for the signing of closing documents. Additional family members who are dependents of the buyer are permitted to attend closing.

CURBSIDE CLOSINGS

Our firm is implementing a "Drive-Thru" closing policy. Upon buyer(s) arrival, buyer(s) should call our office to check in (919-847-1228) and someone will come out to copy photo ID. Ideally the buyer would email in advance, a picture of their government issued identification (Driver's License or Passport) to laurie@roperlaw.net. Buyer(s) will be notified when a team member is ready to come out to their vehicle and assist with the signing of documents. Sellers are welcome to sign documents in their vehicle outside of the office but will need to call ahead and schedule a time with a team member.

CASH CLOSINGS

Buyers for cash closings should plan to sign remotely and scan all documents back to the paralegal for their file. Please call ahead and coordinate this with your paralegal.

PICKING UP

Checks, documents, and keys will no longer be available for pickup in our office. You will need to call and make arrangements for those items to be mailed.

DROPPING OFF

We are no longer accepting in person drop off of earnest money deposits or documents. Earnest money should either be mailed to our office or wired to the firms trust account. All documents should be mailed unless a team member confirms an electronic copy would suffice.

OFFICE SAFETY PRECAUTIONS:

In an effort to keep our office as sanitary and virus free as possible we have implemented the following safety procedures:

- Our office is now a handshake free zone.
- Team members are required to frequently wash their hands.
- Door handles, office equipment, and hard surfaces are frequently being disinfected throughout the day.
- Hand sanitizer is available for general use.

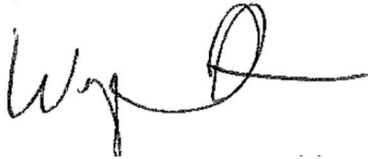
THINGS YOU CAN DO TO HELP

This is a critical time for the country and our community has an opportunity to prevent the spread of the coronavirus. If you are experiencing any of the following symptoms please stay at home and wait until you are well so that we can safely assist you:

- Persistent cough.
- Fever/Chills.
- Cold or Flu-like symptoms.

Thank you for supporting our firm during these difficult times. We pledge to continue to monitor the situation and update our safety measures as needed to keep you and our team safe during this crisis.

Sincerely,

A handwritten signature in black ink, appearing to be 'W. J. D.', written in a cursive style.