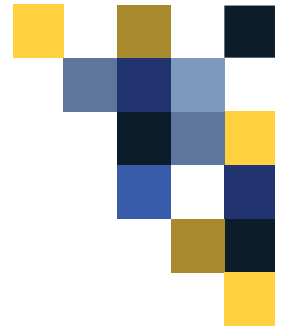




Fidelity National Title



March 23, 2020

To Our Valued Customers,

Indiana Governor, Eric Holcomb issued a Stay at Home order for Indiana residents. This order will go into effect Wednesday, March 25, 2020. Under this order, Fidelity National Title is deemed Essential Business and Operations. Our operations will remain open to schedule and close transactions; however, given the order we will adopt an appointment only policy for all other essential business.

In light of the current situation, please refer to our suggested closing procedures below:

IN-OFFICE TRANSACTIONS

- **OUR OFFICES REMAIN OPEN** - and ready to accommodate all parties - for refinance and purchase closings.
- We continue to take all possible precautions by regularly sanitizing spaces/furniture.
- After each closing, we discard pens if left behind.
- We have removed other unnecessary items from closing rooms.
- When possible we utilize separate rooms for multi-party transactions.

REMOTE SIGNING PROCEDURES

- Certain closing documents must be notarized. Remote Online Notarization (RON) is not currently in effect in the State of Indiana. Fidelity National Title is working with the appropriate departments to deploy RON prior to the July 1, 2020 effective date.
- One of our remote notary professionals can accommodate your signing outside of our offices OR notarization can take place by any active Indiana certified notary and delivered back to our office.
- UPS/Fedex labels will be provided to any party that needs to send us documents or checks, including the original deed (if applicable), and proceeds/funds will be distributed via wire transfer or UPS/Fedex.

REMOTE BUYER SIGNING PROCEDURES FOR A CASH TRANSACTION

- Documents are available to be executed electronically through the online DocuSign system .
- Documents can be emailed directly to the signing party to be printed, executed and emailed back.

ADDITIONAL PROCEDURES

- Only the parties required to sign documents should attend the closing.
- Appropriate parties will be notified once the transaction has been funded.
- Any transactions involving a lender, approval from the lender must be obtained in order to accept digital signatures.

As the COVID-19 situation continues to unfold, we will keep you up to date on any revisions or other details involving our procedures. In the meantime, if you have questions or need clarification on the items listed in this bulleting, please reach out to me, or any one of our escrow professionals.

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