



**Dear Clients:**

Per the Governor's Executive Order issued 3/23/20 for the State of Michigan, **Superior Title & Settlement Agency** is classified as an Essential Business under financial services. Many of our employees have shifted to another office or will work from home during our regular business hours from 8:00 a.m. to 5:00 p.m. During this time our Escrow Officers will be at each office to perform closings under the following specific directives below:

\*All closings will be held at the Superior Title & Settlement Agency offices, no mobile closings at this time.

\*Buyer and Sellers will be kept in separate closing rooms when signing or given the opportunity to sign in their own car

\*We request at this time that only essential parties required to sign attend the closing-Buyers/Sellers/Borrowers. Please no agents, lenders or children.

\*Please call our office upon arrival at the phones numbers below. We will instruct our customers to remain in their car until our staff calls them into the facility. This will insure that our closings will NOT overlap each other, the room has been sanitized accordingly and to ensure social distancing.

Midland office: 989-631-0500

Bay City office: 989-686-0600

Gladwin office: 989-426-9937

Clare office: 989-424-6356

We appreciate your understanding and flexibility at this difficult time for all of us. Our goal is to meet our customers' needs while doing our part to keep everyone safe and be in compliance with the Governors' Order. Thank you!