

Preferred Title Agency of Ann Arbor has a long-standing tradition of taking special care of clients as they move through the often stressful process of closing a real estate transaction. Our hearts are with all of you taking that journey at this difficult point in time. In an effort to keep our staff healthy and able to continue to process and facilitate closings Preferred Title Agency of Ann Arbor will not be hosting “in person” closings or signing appointments until it is safe to do so. Beginning Monday, November 30th, our offices will be closed to the public. If you need to drop something off or pick something up, please call Preferred Title Agency to make arrangements to do so.

We will continue to close transactions using the following remote and/or electronic options for the signing parties:

- **Remote Ink Notarization (RIN):** The parties sign the documents during a virtual meeting with the guidance of one of Preferred Title Agency’s closers in the comfort and safety of their home. A signing appointment is made with Preferred Title Agency. The documents are delivered to the signing party(ies) via UPS delivery service prior to the signing appointment. At the time of the appointment, the signing parties sign into a virtual meeting with one of Preferred Title Agency’s notaries using either “Zoom” or “Teams” (requires access to an electronic device with internet capabilities and a camera) There is no additional fee for this service.
- **Mobile Notary:** Preferred Title Agency will schedule an appointment for the signing parties with a mobile notary service. The notary takes the documents to the parties for signature where they sign in the comfort and safety of their own home. No electronic equipment or internet access is required. There is a fee for this service ranging from \$125.00 to \$150.00 and the normal and customary COVID preventative protocols must be followed.
- **Electronic Notary:** Preferred Title Agency will schedule an appointment with NotaryCam, a company specializing in electronic notarization and one of 4 approved by the State of Michigan. This process puts the seller(s) in contact with an electronic notary via a secure portal. The signor is required to have video and sound capabilities. The cost for this is \$150. This option is currently available to sellers only.
- **Email:** The documents are emailed directly to the seller together with a pre-paid UPS label for their return. The seller must print the documents and contact a bank notary or other Michigan notary for signing. The documents are returned to Preferred Title Agency using the pre-paid UPS label. This option is available to sellers only.
- **Curbside:** The parties will schedule an appointment with Preferred Title Agency for signing. Preferred Title Agency will send all documents **not** requiring notarization to the parties prior to their scheduled closing date. The parties will sign those documents prior to arriving at Preferred Title Agency’s office and bring those previously signed documents to their closing appointment. The parties will arrive at Preferred Title Agency’s parking lot for their closing appointment and remain in their car. A Preferred Title Agency closing agent will bring the documents to them that need notarization, verify their identity, and complete the required notarization. The closing agent will collect the documents sent prior to the closing appointment. All copies will be

forwarded to the parties immediately following the signing via email or USPS. There are a small number of staff members working on site and curbside appointments will be taken only for extreme circumstances and entirely at the discretion of the management of Preferred Title Agency.