

BROWN, BROWN & BROWN, P.L.L.C.

ATTORNEYS AT LAW

ALBEMARLE, NORTH CAROLINA 28002

JAMES M. BROWN (1851-1923)
R. LANE BROWN, SR. (1887-1938)
RICHARD L. BROWN, JR. (1910-1998)

TELEPHONE (704) 982-2141
TELECOPIER (704) 982-0902

MAILING ADDRESS
P.O. BOX 400
ALBEMARLE, NORTH CAROLINA 28002

CHARLES P. BROWN
CONNIE E. JOSEY
JAMES L. SENTER

STREET ADDRESS
101 SOUTH SECOND STREET
ALBEMARLE, NORTH CAROLINA 28001

Memorandum to Real Estate Sellers Regarding COVID 19 Safety Precautions

For your safety and the safety of our staff and our families, please continue to follow these procedures for real estate closings in our office until further notice:

- Our office is closed except by appointment. If you need to pick up or drop off a check or paperwork, please call in advance and we will schedule a time to meet you.
- We are not allowing buyers and sellers to attend closing at the same time. We ask that sellers close by mail if possible. If that is not possible, we will schedule a separate time for the sellers to sign, in advance of closing.
- We ask that sellers accept a check via mail (no charge) or FedEx (\$35.00 fee). Due to concerns about wire fraud, we will require written instructions and a signed and notarized direction to wire funds delivered to our office with the sellers' closing documents if you wish us to send a wire. All wires will incur a \$50.00 fee. If you want to pick up your check at our office, we will schedule a time for you to do so.
- We are electronically recording, and we will try to let all parties and/or realtors know when we are on record. We ask that the parties exchange keys outside our office after we have confirmed recording.

Thank you for your cooperation in following these safety measures. If you have any questions, do not hesitate to give us a call. We appreciate you and your business!

Sincerely,

BROWN, BROWN & BROWN, P.L.L.C.


CONNIE E. JOSEY