

Sunrise Abstracting & Title Services, Inc.  
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P.O. Box 426 (If mailing through the Post Office)  
Sunrise Beach, MO 65079  
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Email: [closings@ronduggan.com](mailto:closings@ronduggan.com)

March 30, 2020

Dear Sunrise Title customers,

We are working to maintain normal business operations and will continue to offer closings as long as we are allowed, but in light of the increased concern around COVID-19 and in accordance with the latest health and safety recommendations, we wanted to update you on some of the measures we are taking to protect our customers and employees.

In an effort to limit in-person contact we are asking customers to please mail all earnest money to PO Box 426 Sunrise Beach MO 65079. Sales Contracts can also be mailed to this address or emailed to [closings@ronduggan.com](mailto:closings@ronduggan.com). In addition, all commission checks will be mailed or funds wired to our agents.

We have expanded cleaning and sanitation efforts in our offices, which includes cleaning closing rooms after each use.

We are limiting the number of people who attend closings to only those required to sign documents and loan officers attending to close loan documents. We will continue to offer to close loan documents in accordance with our existing fee schedule in the event our loan officers are unable to attend closing. We are also discouraging handshakes and providing individual pens for each signor.

We are staggering closing times for buyers and sellers to allow us to perform our cleaning protocol in between the parties use of our closing room and to reduce the number of people in our offices at one time.

The court houses are operating on limited services also. Consequently, all recording documents will be electronically recorded starting immediately. We will charge an additional \$12 Recording Service Fee in addition to the normal recording charges.

We invite you to continue to schedule your closings at our Camdenton, Lake Ozark and Sunrise Beach locations with the assurance that we are taking necessary precautions to ensure the safety of our customers and employees.

As always, if you are not feeling well, please contact your Closer to explore your options regarding your closing.

Please feel free to reach out to us with any questions or concerns you may have as we navigate through these challenging times together.

Best,

Sunrise Abstracting and Title Services, Inc.

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