TITLE GUARANTY HAWAII

DRIVE-UP EXPERIENCE

To ensure the safety of our clients and staff, TG will be offering a "drive-up" signing experience. Here's what you can expect:

BEFORE SIGNING:

• We will make every effort to have most documents pre-signed via DocuSign when possible and review forms over the phone to answer any questions prior to your signing.

• In order to expedite the process, TG will request the make and model of the client's car ahead of time. We will also instruct clients where to park.

• Have clients call or text upon arrival. TG staff will meet clients at their car in the designated parking area (TG will post a sign in the reserved stall/area).

• We will have all documents ready for signing in a manila envelope for transport.

DURING SIGNING:

• TG staff will maintain a 6 ft. distance when possible.

• TG staff will ask clients to roll down their windows partially—review and sign all pages in their car, while our TG staff waits nearby to answer questions and witness any required signatures for notary.

• We can capture other necessary information from the window of the car, such as the client's ID (kindly ask clients to hold up these items while we obtain the information).

AFTER SIGNING:

• Once signing is completed, we will ask the client to place all items back in the manila envelope to hand back to the TG employee.

• Clients will be asked to keep items (such as pens) used during the signing .

• TG employee will take the documents and set up closing.