



**Douglas P. Matheson**  
**Attorney at Law**  
9013 Perimeter Woods Dr.  
Suite I  
Charlotte NC 28216  
Tel. 704-439-1350  
Fax 866-571-6390  
[douglas@mathesonattys.com](mailto:douglas@mathesonattys.com)  
[www.mathesonattys.com](http://www.mathesonattys.com)

March 20, 2020

Coronavirus (COVID-19) Response:

We continue to monitor the evolving situation of closures and restrictions associated with the spread of the virus. Fortunately, almost all tasks associated with a closing can be accomplished electronically. There is, however, the need to have personal contact for notarizing documents. We are incorporating procedures to make the closing process as safe as possible.

At the signing, we will have only essential persons present. The closing appointment will take place at the designated location with the buyer and seller signing separately. The agent and loan officer should refrain from being in the room with the attorney and the buyer or seller. The table will be disinfected before and after each party signs. New pens will be provided by the attorney and are not to be returned. The attorney will maintain a distance of at least six (6) feet from the parties. The closing documents will be placed on the table, and the buyer/seller will go through the closing documents with the attorney witnessing the signature and guiding them from afar.

We care for the health and welfare of our team. While the office remains open, please avoid coming to the office. Where possible, please wire earnest money. If an office visit is necessary, please knock on the door to get our attention, and place the delivery by the door. Kindly step away from the door so it may be retrieved.

If any party to the transaction exhibits any COVID-19 symptoms or other flu-like symptoms (fever, cough, shortness of breath or difficulty breathing) please remain at home and we will reschedule the closing.

This continues to be a fluid situation. As long as the banks and counties within our closing radius continue to operate, we will continue to close transactions. If counties or banks cease to facilitate transactions, or if rescheduling is necessary, the parties ought to negotiate contract extensions and pre-closing possession agreements. We will reschedule as soon as we can.

Please continue to practice recommended hygiene and social distancing. Hopefully we shall return to some normalcy soon.

Wishing you continued good health.  
Matheson Law Firm, P.A.  
Douglas P Matheson