

Federated Appraisal and Closing Services

1301 Grandview Ave.

Suite 100

Pittsburgh, PA 15211

(412) 481-1000



Valued Business Partner,

The COVID-19 outbreak has required each of us to act to do our part to promote public health. Federated Appraisal and Closing Services is taking action to do our part while continuing to honor our commitment to provide the highest level of service to our clients and partners. It is in this spirit that we are taking the following actions in compliance with guidelines issued by the Center for Disease Control:

1. Most of our workforce is working remotely and minimal staff is physically present in the office.
2. We ask that no one travels to our office by public transit. Parking is available.
3. We ask all guests visiting the office to call with a cell phone upon arrival. An employee will open all doors for that visitor and will maintain a distance of 6 feet at all times.
4. Anyone entering the office must sanitize their hands upon arrival. Hand sanitizer is available.
5. Disposable gloves will be made available to visitors upon arrival. We kindly ask that all visitors use the gloves to avoid direct contact with any surface or object.
6. All surfaces will be sanitized before and after each guest enters the office.
7. A new pen will be provided to each guest for signing documents.
8. We will respectfully wave to each guest in place of a traditional handshake.
9. We will make every effort to maintain a 6 foot distance between all persons at all times.
10. We have reconfigured our conference room with floor indicators to assist guests with maintaining a 6 foot distance.
11. If any document is to be signed by more than one party, separate copies for signing will be provided to each party.
12. If you are uncomfortable with his procedure, we will work with you directly to make special accommodations. Your safety is our top priority.

We understand that these measures may seem extreme but we hope that you will join us in our commitment to doing our part to preserve public health and the safety of our employees and partners. We thank you for your business and your partnership and look forward to serving you for many years to come.

Respectfully,

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