

# **SOUTHERN ARIZONA TITLE INSURANCE AGENCY**

14 Esplendor Drive  
Rio Rico, AZ. 85648

**SCHEDULE OF ESCROW RATES  
SCHEDULE OF ESCROW SERVICES  
AND  
MANUAL OF CLASSIFICATIONS**

**SANTA CRUZ COUNTY, ARIZONA**

Revised 7/2003, 12/12

**BASIC ESCROW RATE SCHEDULE:**

Up to \$25,000	\$325
\$25,001- \$1,000,000	add \$5. per \$5,000
over \$1,000,000.	add \$3.50 per \$5,000

**A. DEFINITION OF ESCROW**

Escrow means any transaction wherein any property, money, written instrument or evidence of title or possession to real or personal property or other thing of value is delivered to a grantee, grantor, promisee, promisor, obligee, obligor, bailee, bailor or a designated agent or employee of any of them. Delivery may be with or without transfer of legal or equitable title, or both, and irrespective of whether a debtor/creditor relationship is created. The transfer to a person not otherwise having any right, title or interest therein in connection with the sale, transfer, encumbrance or lease of real or personal property shall occur upon the delivery or redelivery to that person upon the contingent happening or non-happening of a specified event or performance or non-performance of a prescribed act, pursuant to mutually agreeable instructions to a neutral third party.

**B. ESCROW FEES**

The escrow fee schedule incorporated herein is applicable to all escrow, and is the ESCROW RATE used for computing when escrow services are performed, subject to the provisions of the following paragraphs herein.

**C. COMPUTATION FROM BASIC RATE**

1. Basic rate for Sections 801 through 804, inclusive, shall refer to the rate schedule in effect at the time the escrow is opened or closed whichever is less.
2. The rates shall always be applied on fair value (rounded up to the next nearest \$5,000 increment) as defined in "D" below, except for any rate set forth as a specified dollar amount.
3. Whenever percentages of the basic escrow rate are used herein, the charge arrived at from the use of the percentage shall be rounded up to the nearest dollar.

**D. EMPLOYEE RATES**

The charge of \$50 shall be charged to employees of the Company, its subsidiary or affiliated companies, including employees on approved retirement, for escrow services in connection with the financing, refinancing, sale or purchase of the employee's bonafide primary home property. Waiver of such charges is authorized only in connection with those costs which the employee would be obligated to pay, by established custom, as a party to the transaction.

E. **FAIR VALUE**

The fair value shall be construed as the full value of the property, including the encumbrances. Where a sale is not involved, the fair value shall be determined from all available information, i.e., amount of encumbrances, assessed value, etc. In no event shall it be less than the sum of the unpaid principal balances of the mortgages and/or contracts to which the property is subject.

F. **MINIMUM CHARGES AND SPECIAL RATES**

The charges set forth herein are minimum charges. Additional charges will be made when unusual conditions are encountered in the escrow. See Below Section: Special Services.

G. **RATES AND CHARGES IN EFFECT PRIOR TO FILING**

All rates contained herein become effective when approved The State Banking Department or by operation of law.

H. **SEPARATE SALE OR EXCHANGES (DIFFERENT OWNERS)**

Basic charge applicable (Section 801) on each separate sale, seller or exchanger involved.

I. **TRANSFER OF UNDIVIDED INTEREST (WHEN SOLD SEPARATELY FROM REMAINING INTEREST)**

Basic charge applicable (Section 801) based upon the purchase price of the fair value thereof, whichever is the higher, for the interest transferred.

J. **SPECIAL SERVICES**

Additional charges will be made when unusual conditions are encountered or when special services are required in the escrow.

Escrow services may be required in some instances and under certain conditions for which no rating structure has been specifically provided.

The charges for special services shall not exceed twice the Basic Escrow Rate and will be charged at \$100 per hour.

K. **GOVERNMENTAL CONTRACTS**

The Company may enter into separate contracts with federal, state, or local governmental agencies or their contractors for escrow services. Rates and fees will be based upon the volume of transactions and responsibilities and duties to be performed. Fees may range from the Basic Rate to 80% of the Basic Rate. Minimum: \$225.00

- L. Where all discounts and rates apply, the minimum escrow fee shall not be less than \$225.00.

M. **CHURCHES**

A 30% of the basic rate will be charged to any qualified church, provided however, said church is duly recognized as such by the United States Department of Treasury, Internal Revenue Service, and satisfactory evidence of such recognition is submitted to and accepted by the Company. Minimum fees: \$225.00

The reduction of fees shall be limited to those improved parcels which are utilized as church buildings affiliated with the church.

This fee shall not apply to VACANT LAND, unless concurrent construction is planned which is consistent with the normal activities of the church, nor is this rate available for any property and/or parcels granted to any church as a gift or to be held for investment or re-sale purposes.

Any such reduction in fees shall be limited to those fees that would ordinarily be paid by such church, and shall NOT be made available to any party, either grantor or grantee, lender or borrower, who does not qualify as a recognized church as described hereinabove, even if they are a party to such transaction.

## EXPLANATION OF CHARGES

### 801 BASIC CHARGE (SALE)

#### 801 Summary Account

1. The charge of 100% of the Basic Escrow Rate shall be based upon the fair value of the property in escrow. If additional charges are applicable, all such additional charges shall be added to the basic rate applicable.
2. When an interest-bearing escrow account is request, pursuant to A.R.S. 6-834-D, a charge of \$25.00 will be made in addition to the Basic Escrow Rate.

### 802 BASIC CHARGE (LOAN)

#### 802 Summary Account

1. If no transfer of title is involved:  
100% of the Basic Escrow Rate
2. If concurrent with sale escrow for the full value of the land and improvement, no code required, charge included in Code 801:  
\$50.00 additional
3. The following charges are for construction loans where the Lender requests additional services such as obtaining lien waivers, architectural approval:  
One half of 1% of amount of loan (disbursed pursuant to such additional request for services)
4. A charge of \$100.00 may be made in the event of a VA refinance transaction wherein the lender is required to pay the escrow fee.

### 803 BASIC CHARGE (LEASEHOLD)

#### 803 Summary Account

1. The Leasehold Escrow Rate shall be 100% of the Basic Escrow Rate based upon the fair value of the property leased or the total amount of the lease payments, whichever is less.
2. When an interest bearing escrow account is request, pursuant to A.R.S. 6-834-D, a charge of \$25.00 will be made in addition to the Basic Escrow Rate

**804 BASIC CHARGE (SUBDIVIDER, BUILDER, DEVELOPER, COMMERCIAL AND INVESTOR)**

The provisions of this Section are applicable to escrows handled in connection with the development, sale or resale of residential units, apartments, office complexes, industrial and commercial sites, townhouses, condominiums, condominium conversions, planned unit developments and retirement homes.

- A. A builder or developer shall be defined as a person, partnership, L.L.C., corporation, whose occupation and endeavor is building or purchasing residential units, either single or multiple, for sale, resale or lease.
- B. A subdivider shall be defined as a person, partnership, L.L.C., corporation who causes land to be subdivided into a subdivision by filing a plat in accordance with statutes pertaining thereto, or who acquires unimproved lots or tracts of a filed subdivision for the purpose of resale or lease.
- C. These rates shall apply to escrow transactions handled in connection with the sale of the builders, subdividers, developers or investors personal residence or to escrows handled in connection with the resale of trade-in properties.

RATES:

<u>Amount of Liability</u>	<u>Rate</u>
\$0 to \$1,500,000	70%
\$1,500,001 to \$3,000,000	65%
\$3,000,001 to \$7,500,000	60%
\$7,500,001 to \$10,000,000	55%
\$10,000,001 and over	50%

Minimum: \$225.00.

NO CREDIT WILL BE GIVEN FOR ESCROW FEES PAID ON ANY SUBSEQUENT TRANSACTION REGARDLESS OF THE TYPE, NATURE OR TIME SPAN TO THE NEXT ESCROW.

**805 CORPORATE EMPLOYEE RELOCATION RATE**

805 Summary Account

1. Rates under this section shall apply to transactions insuring the purchase and resale of a home or an employee transferred by a corporation or a government entity from one area to another.

The escrow fee shall be 70% of the Basic Escrow Rate.  
Minimum: \$225.00.

**806 SUB-ESCROW SERVICE**

This type of escrow service includes, but is not limited to, such services as (1) the receipt of funds and written instructions from a primary holder of an escrow and from a lender whose loan is to be insured, (2) the disbursement of such funds for the elimination of matters affecting title, and (3) accommodation signings, but only to the extent authorized under such instructions. The above list, although not exhaustive, is illustrative of such factors needed in determining the service to be provided and the charges therein. The maximum escrow fee for sub-escrow services shall not exceed 75% of the basic escrow rate as determined by the amount involved in the sub-escrow transaction.

The minimum escrow fee shall be \$100.00.  
The maximum under this Section is \$225.00 per order.

**807 LOAN ESCROW FEE (Refinance Rate)**

This service is available for the purpose of refinancing a loan or placing a new loan where the borrower and the property are the same as those under a previous loan. This rate is applicable to residential properties only \$500,000.00 or less.

The escrow fee shall be \$230.00.

**808 SPECIAL MAIL FEE**

In the absence of an exact billing at the time of closing, the following Special Mail Fee shall apply:

Overnight letter                      \$20.00



**809 REPLACEMENT OR LOST CHECK**

Any check, which must be reissued by Escrow Agent as a replacement for a lost or stale dated check, will be subject to a fee of \$15.00.

**810 DORMANT ACCOUNTS**

The Company reserves the right to charge monthly maintenance charges for closed/dormant escrow accounts that have remaining balances that cannot be disbursed because of the unwillingness of the parties to the closed/dormant escrow to provide acceptable joint instructions as to the disposition of such funds. The Company also reserves the right to charge for the re-issue of a stale-dated check, stop payment/handling fee in addition to any charges imposed by the banking institution for this service.

**A NON-SUFFICIENT FUNDS/UNCOLLECTED FUNDS HANDLING FEE SHALL BE \$25.00** plus any charge assessed by the financial institution as a result of the dishonored check

THE Annual fee shall be \$50.

**811 TRACKING SERVICE CHARGE**

A fee of \$50.00 will be charged for each item tracked but not reflected by Section 812 below.

**812 RELEASE/RECONVEYANCE CHARGE**

The Trustee's fees charged for the issuance of a Deed of Release and Reconveyance shall be as follows:

Deed of Full Release and Reconveyance	\$ 75.00
Deed of Partial Release and Reconveyance	\$100.00

**813 DELETED**

**814 DELETED**

Revised 7/2003, 12/12

## 815 MISCELLANEOUS

### 815 Summary Account

1. This rate applies to bulk and any other escrow not specifically set forth herein, because of the wide variation of services required and liabilities assumed, it is impractical to establish other than the Basic Rate and there may be a charge above the Basic Escrow Rate commensurate with the services provided and liabilities assumed.
2. This rate applies as an additional charge in transactions wherein escrow is required to establish a construction draw account.
3. An inspection and/or draw fee of \$50.00 per draw request shall be charged.  
The minimum escrow fee shall be \$25.00 over Basic Rate.  
The maximum: \$500.00.
4. Courier Fee:  
A fee of \$20.00 will be charged for outside couriering of documents and reports.
5. Recording Service Fee:  
A record-processing fee of \$50 shall be charged for items recorded and processed for residential recording. This charge should cover fees incurred for the actual recording, miscellaneous indexing, and the mailing of documents electronically recorded and shall be the charge for recording all documents recorded in the particular transaction.
6. Copy Fee:  
A fee of \$10.00 will be charged for making extra copies of documents for the buyer or seller.
7. Faxing of Documents:  
The Company will charge a one-time fee of \$10.00 per file for the faxing of documents when required by the Customer.
8. The Company will charge a fee of \$15.00 or more for Cashiering any check. Such fee will be deducted from the funds being cashiered unless the party brings in a Cashier's Check or certified funds to close a transaction or to make a payment due.

**816 ESCROW WITH SELLER CARRYBACK**

When combining a sale and owner carryback loan escrow covering identical property the fee for the escrow services will be the sale escrow rate PLUS \$50.00. (Deed of Trust Prep Fee)

**817 SENIOR CITIZEN'S RATE**

A 10% reduction in charges shall be given to all senior citizens (62 years of age or older), if requested, for escrow services in connection with the financing, refinancing, sale or purchase of their bonafide primary home property. Reduction of such charges is authorized only in connection with those costs, which the senior citizen would be obligated to pay, by established custom, as a party to the transaction. Only one such reduction shall apply to each transaction.

**818 RIGHT TO DECLINE TO HANDLE**

The Company specifically reserves the right to decline to handle any escrow transaction that, in the sole opinion of the Company, it is either unable or unwilling to undertake.

**819 LEASEHOLD ESCROW RATES**

The leasehold escrow rate shall be 100% of the BASIC ESCROW RATE based upon the fair market value of the property leased or the total amount of the lease payments, whichever is less.

**SOUTHERN ARIZONA TITLE INSURANCE AGENCY  
ACCOUNT SERVICING FEE SCHEDULE**

**820 ACCOUNT SERVICING CHARGES**

Account Summary

The following charges are the rates applicable for account and other services rendered in connection with an escrow pursuant to the instructions of the parties thereto.

1.	Acceptance/Set Up – Account arising from an in-house escrow.	\$ 50.00
2.	Acceptance/Set-Up – Account with impounds arising from an in-house escrow.	\$100.00
3.	Account requiring additional set-up in association with main account. (Per each additional account, i.e., two notes/ one escrow)	\$ 40.00
4.	Acceptance/Set Up – Account arising form an outside escrow.	\$150.00
5.	Monthly payments – Annual fee One payor/one payee per month	\$ 78.00 \$ 6.50
6.	Additional payee – Monthly Account Annual Fee Additional payee per month	\$ 36.00 \$ 3.00
7.	Impound Account – Monthly Account Annual Fee One payor/one payee per month	\$102.00 \$ 8.50
8.	Set Up Impound Account for existing accounts	\$ 75.00
9.	Special Handling – Monthly Accounts Annual Fee Each month – One payor/one payee	\$108.00 \$ 9.00
10.	Quarterly, Semi-Annual, Annual Accounts Per year Quarterly – each payment Semi-Annual – each payment Annual – each payment	\$ 60.00 \$ 15.00 \$ 30.00 \$ 60.00

Revised 7/2003, 12/12

**ACCOUNT SERVICING CHARGES (Continued...)**

11.	Each Additional Payee - Quarterly, Semi-Annual, Annual Accounts – per year	\$ 36.00
	Quarterly – each payment	\$ 9.00
	Semi-Annual – each payment	\$ 18.00
	Annual – each payment	\$ 36.00
12.	Special handling - Quarterly, Semi-Annual, Annual Accounts – per year	\$ 64.00
	Quarterly – each payment	\$ 16.00
	Semi-Annual – each payment	\$ 32.00
	Annual – each payment	\$ 64.00
13.	Payment reminder notice – Manually typed, each	\$ 10.00
14.	Payment reminder notice – Automatic – Annual Per month (in addition to monthly service fee)	\$ 12.00 \$ 1.00
15.	Late Charge billing – Manually typed, each	\$ 10.00
16.	Verification of Account	\$ 20.00
17.	Transaction History – per year	\$ 15.00
18.	N. S. F. Check Charge	\$ 25.00*
	*Plus any charge assessed by the financial institution as a result of the dishonored check	
19.	Manual Check Charge – including wires	\$ 25.00
20.	Check Replacement – lost, stale-dated, etc.	\$ 15.00
21.	Cashiering Funds	\$ 15.00
22.	Posting outside payment adjustment	\$ 10.00
23.	Amortization Schedule	\$ 10.00
24.	Copies of documents – each	\$ 1.00
25.	Computer generated copies – each sheet	\$ 1.00
26.	Non-correcting Review & Audit of Account Minimum:	\$25.00

**820 ACCOUNT SERVICING CHARGES (Continued...)**

27.	Change of Insurance Policy	\$ 10.00
28.	Payoff or Assumption/Assignment/Status Information	\$ 75.00
29.	Assumption – Change of Records	\$ 50.00
30.	Money Assignment	\$ 60.00
31.	Assignment of Beneficial Interest	\$ 70.00
32.	Close-Out Fees	\$ 50.00
33.	Partial Release and Reconveyance	\$100.00
34.	Full Release and Reconveyance	\$ 75.00
35.	Strict Performance Notice/Demand Letter	\$100.00
36.	Notice of Forfeiture – plus \$10 for each additional party requiring notice. (Title Report required – cost additional)	\$200.00
37.	Voluntary Forfeiture – Deed in Lieu (Title Report required – cost additional)	\$200.00
38.	Completion of Forfeiture	\$ 75.00
39.	Add and Demand	\$100.00
40.	Withdrawal of Account	\$ 75.00
41.	Estate Probate distribution order for Beneficiary(ies) Change with single/multiple payee(s)	\$ 75.00
42.	Lost or duplicate 1099	\$ 10.00
43.	Annual dormant account maintenance fee	\$ 50.00

When circumstances require extraordinary work and time, additional charges will be made. Fees for services not included in this schedule will be charged at the rate of \$100.00 per employee hour.

**SOUTHERN ARIZONA TITLE INSURANCE AGENCY  
SUBDIVISION TRUST FEES**

**821 SUBDIVISION TRUST FEES**

ADDITIONAL SERVICES:

Assignment/Transfer Fee (in addition to statement fee)	\$ 70.00
Statement: Status, Assumption, Payoff	\$ 75.00
Statement Update after sixty days	\$ 25.00
Closing of Account	\$ 50.00
Withdrawal of Account	\$ 75.00
Partial Release of Property (Plus Recording and Reconveyance fees)	\$100.00
Modification of Agreement	\$ 75.00
Assignment of Funds	\$ 60.00
Name Change	\$ 40.00
Cashiering Funds	\$ 15.00
Payors Check Returned by Bank (N.S.F.)	\$ 25.00
Verification of Account (Buyer's signature required)	\$ 15.00
Check Replacement Fee (may be deducted form reissue)	\$ 20.00
Accounting Entries requested by parties to account	\$ 25.00
Amortization Schedule (straight)	\$ 10.00
Copy of Cancelled Check (front & back), per check	\$ 10.00
Photo Copies, per copy	\$ .25
Reconveyance Fee – Full	\$ 75.00
Reconveyance Fee – Partial	\$100.00
Extra work charge, billed at \$40.00 per hour, minimum of one hour.	

FORFEITURE FEES:

Notice requiring Strict Performance	\$100.00
Notice of Election to Forfeit	\$200.00
Affidavit of Completion of Forfeiture (a fee of \$10.00 per party will be charged on each notice in excess of one, PLUS title, recording and mailing fees)	\$ 75.00
Voluntary Forfeiture (PLUS title and recording fees)	\$200.00

NOTE: All fees are minimums. The Company reserves the right to make additional charges for unusual circumstances and additional work.

Revised 7/2003, 12/12

**821 SUBDIVISION TRUST FEES (Continued...)**

OPTION TO PURCHASE:	
Acceptance	\$100.00
Exercising	\$ 75.00
FORFEITURE FEES:	
Default	\$ 75.00
Forfeiture	\$ 50.00
Completion	\$ 50.00
Additional Notices (each)	\$ 10.00
Reinstatement	\$100.00
(PLUS Title fees, mailing fees, etc.)	
MISCELLANEOUS DOCUMENT EXECUTION (per document)	\$ 25.00
PROPERTY ADDITION – per parcel	\$ 50.00
(PLUS Title report costs)	
DEED FEE	\$ 10.00
Excess of one lot (each)	\$ 2.00
Execution of Deed when Escrow not handled by	\$100.00
CLOSING FEE	
Single	\$100.00
Double	\$200.00
CANCELLATION	\$ 75.00
RELEASES (Collateral Assignments, etc.)	\$ 35.00
CASHIERING FUNDS	\$ 15.00
MISCELLANEOUS FEES/per hour	\$ 100.00
COURT APPEARANCES (Maximum per day, PLUS costs)	\$200.00



**821 SUBDIVISION TRUST FEES (Continued...)**

SUBDIVISION TRUST CHARGES (TRUST ACCOUNTING)

The rates for collection services for transactions creating a deferred obligation payable to a trustee of a subdivision trust wherein the subject property of said transaction is an unimproved lot or parcel, as defined in A.R.S. §32-2101, are as follows:

SERVICE:	ANNUAL FEE:
Set Up Fee (one-time charge per account	\$ 75.00
Minimum Service Fee	\$ 78.00
Fee for each additional payee	\$ 36.00
Impound Accounts (one parcel)	\$102.00
Impound Account – additional parcel (each)	\$ 75.00
Fee to Administer LATE CHARGE PROVISIONS	\$ 10.00
Fee to Administer DEFICIT INTEREST PROVISIONS	\$ 10.00

**822 UCC SEARCH FEES**

Per name searched:

Secretary of State	\$25.00 + Costs
Santa Cruz County	\$25.00 + Costs
Outside Santa Cruz County	\$25.00 + Costs
Document fee per page	\$1.00

Note: Spouses name included at no additional charge.