

CLEAR TITLE AGENCY OF ARIZONA dba  
FIRST ARIZONA TITLE AGENCY



**FIRST ARIZONA**  
TITLE AGENCY

**ESCROW FEES AND CHARGES**  
**OF**

**FIRST ARIZONA TITLE AGENCY**

This schedule of Fees and Charges shall supersede and replace all Schedules of Fees and Charges which have heretofore been displayed in our offices and filed with the Department of Financial Institutions pursuant to ARS Section 6-846 et seq on behalf of First Arizona Title Agency

**Effective September 18, 2023**



**FIRST ARIZONA TITLE AGENCY  
 ESCROW RATE SCHEDULE Effective  
 December 1, 2022**

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## **PREFACE**

**An Escrow Fee is the amount charged for the acceptance of an escrow transaction and performance of the escrow duties by an Escrow Agent. The fee for a particular escrow transaction is based either on the “Fair Value” of the property or on a set flat charge, each of which are determinable at the sole discretion of the Escrow Agent.**

**When the fee is based on the “Fair Value” of the property, the appropriate fee is calculated from schedules of charges where fee amounts are listed coinciding with the “Fair Value” amounts in increments of \$50,000.00.**

**There are various sub-categories of these fees based on the terms and conditions specific to each escrow transaction. The appropriate way to calculate a fee for each escrow transaction is the subject of this Schedule and General Rules. Relative thereto, a thorough understanding of the escrow transaction, this Schedule and the General Rules herein is required in order to charge correctly.**

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**FIRST ARIZONA TITLE AGENCY**  
**ESCROW**  
**SECTION I – GENERAL RULES**

**101. DEFINITIONS:**

“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 with or without transfer of legal or equitable title, or both, and respective of whether a debtor/creditor relationship is created 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, to be delivered or redelivered by that person upon the contingent happening or non-happening of a specified event or performance of non-performance of a prescribed act, when it is then to be delivered by such person to a grantee, grantor, promisee, promisor, obligee, obligor, bailee, bailor, or a designated agent of employee or any of them. (A.R.S. 6-801)

“Escrow Agent” means any person engaged in the business of accepting escrow. (A.R.S. 6-801)

Unless otherwise specified herein, whenever there is a reference “Escrow Agent”, Escrow Agent shall mean First Arizona Title Agency.

“Escrow Business” means a commercial activity characterized by the regular and continuous carrying on of escrow transactions. (A.R.S. 6-801)

**“Fair Value”**

1. When a sale is involved, the “Fair Value” means the full amount of the consideration paid to the Seller, including any encumbrances being assumed by the Buyer and/or, the “Fair Value” shall be determined from all available information, i.e., amount of encumbrances, assessed value, comparable sale date, etc. and this optional selection for determining the “Fair Value” is at the sole discretion of the Escrow Agent.
2. When a sale is not involved, the “Fair Value” shall be the principal amount of the loan.



## **102. COMPUTATION OF THE BASIC ESCROW FEE:**

1. The Basic Escrow Fee is based on the “Fair Value” of the property as defined above. The minimum escrow fee for amounts up to \$100,000.00 is \$840.00. Thereafter, the Basic Escrow Fee is calculated in increments of \$50,000.00.
2. Whenever any fractional percentage of the “Fair Value” is used, the fee arrived at will be rounded up to the next higher fee increment. For example, if the “Fair Value” is \$189,010.00, the Escrow Service Fee will be based on \$200,000.00.
3. Whenever any fractional percentage of the “Escrow Fee” is calculated, the fee arrived at will be rounded up to the next higher even dollar amount. For example, if the calculated “Escrow Fee” is \$539.50, it will be rounded up to \$540.00.

## **103. ACQUISITIONS OF UNDIVIDED INTERESTS:**

The basic escrow fee for a single escrow transaction that involves the same purchaser purchasing the undivided interest(s) in a specific or multiple properties, shall be based on the amount of the interest conveyed, the consideration paid to the Seller or the “Fair Value” thereof, whichever is greater.

## **104. MULTIPLE SALES OR EXCHANGES:**

The basic escrow fee is calculated on the “Fair Value” of each property being conveyed, even though there may be common parties involved in these multiple or single escrow transactions and/or concurrent recordings.

## **105. MINIMUM FEES, CHARGES AND SPECIAL RISKS:**

The fees herein are minimum charges. Additional charges will be made when unusual conditions are encountered or when special services are provided as deemed necessary by reason of terms and conditions set forth in the escrow transaction.

In the event such charges are made, the deposit of final funds and the signing of final documents or the acceptance of the work performed will constitute approval of the charges. In all other situations, acceptance by the customer of the work performed shall constitute approval of the charges made.

## **106. RATES, FEES AND CHARGES IN EFFECT PRIOR TO FILING:**

All rates and fees contained herein become effective when approved by the Superintendent of Financial Institutions or by operation of law.



### **107. RESIDENTIAL TRANSACTION DEFINED (11/08)**

Whenever the term “Residential Transaction” is used herein, it shall mean a transaction relating to property improved with a 1-to-4 family residential dwelling or residential condominium unit.

### **108. COMMERCIAL TRANSACTION DEFINED (11/08)**

Whenever the term “Commercial Transaction” is used herein it shall mean a transaction relating to property other than that improved with a 1-to-4 family residential dwelling or a residential condominium unit.

## **SECTION II – SCHEDULE OF ESCROW FEES**

### **201. BASIC ESCROW FEE (SALE):**

The minimum charge of 100% of the Basic Escrow Fee shall be based upon the “Fair Value” of the property being conveyed in the escrow transaction and shall include the Document and Funds Delivery Fee (403) and Tracking Fee (404). If additional charges are applicable, all such additional charges shall be added to the Basic Escrow Rate applicable.

**NOTE:** The Escrow Fee and Mobile Notary Fee (409) may be aggregated and set forth on the escrow fee line of the Settlement Statement as a bundled rate.

### **202. BASIC ESCROW FEE (LOAN):**

If no transfer of title is involved, the minimum charge of 100% of the Basic Escrow Fee shall be charged and based upon the principal amount of the new loan(s).

### **203. BASIC ESCROW FEE (SALE AND LOAN):**

When conducting a sale and loan escrow simultaneously, including seller carryback, covering identical property, the fee for escrow will be 100% of the Basic Escrow Fee plus \$200.00 for each loan.



#### **204. BASIC ESCROW FEE (LEASEHOLD):**

1. The minimum charge on the sale of the Leasehold Interest (excepting there from Oil, Gas or Mineral Leases) shall be 100% of the Basic Escrow Fee computed upon the “Fair Value” of the property leased.
2. The Basic Escrow Fee on an escrow transaction involving the sale of a Oil, Gas or Mineral Lease Estate, shall be as negotiated, based on services rendered.

### **SECTION III-SPECIAL RATES**

#### **301. CONTRACTURAL RATE:**

Separate contracts may be entered into under specific conditions for which no compensatory escrow service charge has been provided for in this Rate Manuel. In any such event, an escrow charge shall be made as may be “contractually” agreed upon by and between the Company and the parties to the escrow. The minimum escrow charge under this Section shall be \$100.00.

#### **302. EMPLOYEE RATE:**

This rate is available to all employees of this company, its subsidiaries and agents for escrow handled by the Company in connection with the financing, refinancing, sale or purchase or property, as follows:

1. There shall be no charge to the employee if the escrow transaction involves the employee’s primary residence.
2. For all other transactions involving an employee, the charge will be 50% of the basic escrow fee:

These rates are only applicable in connection with those costs which the employee would normally pay by established custom, as a party to the transaction.





### **303. GOVERNMENTAL RATES:**

Separate contracts may be entered into with governmental, state or municipal agencies for the performing of escrow services, for such charges as may be agreed upon by and between the Company and the agency.

### **304. INVESTOR/REALTOR/LENDER RATE:**

This rate is available upon request to a person who in the ordinary course of their business invests money in real estate so that it may produce a revenue, income or profit from its employment. The rate shall also be available to real estate brokers, real estate agents and mortgage lenders licensed by the State of Arizona.

The escrow fee to an investor shall be 70% of the applicable rate.

### **305. RELOCATION RATE:**

The Relocation 'Rate is available to "individual relocatees" who, by the terms and conditions of his/her employment, is forced to relocate within to, or from Arizona and is acquiring or disposing of a single family residential unit used as their primary residence.

The escrow fee for an "individual relocatee", as describe herein, shall be 70% of the applicable escrow rate.

This rate is only applicable in connection with those costs, which the "relocatee" would normally pay by established custom as a party to the transaction.

### **306. REFINANCE RATE – RESIDENTIAL : (11/08)**

The Refinance rate shall be a "Flat Fee" of \$415.00, which shall include two (2) demands and the issuance of up to ten (10) checks. Any transaction requiring the issuance of more than ten (10) checks may be subject to an additional fee of \$10.00 per check and \$25.00 for each demand over two (2).

There will be an additional charge made of \$100.00 for each loan over one (1).

**NOTE:** The "Flat Fee" includes the Loan Escrow Fee, Tracking Fee, Document and Funds delivery Fee. A Mobile Notary Fee, if requested, may be aggregated and set forth on the escrow fee line of the Settlement Statement as a bundle rate.



### **307. REFINANCE RATE – COMMERCIAL: (11/08)**

The escrow fee for an escrow involving a commercial mortgage loan transaction is:

1. \$300 for loans \$0 – \$5,000,000.
2. \$500 for loans \$5,000,001 and over.

### **308. REO (REAL ESTATE OWNED) (11/08)**

**(Special Note:** To qualify for rates under this section, Sellers must provide current title report service during course of escrow, including issuance of owner's title insurance policy to buyer at closing. Otherwise the Basic Escrow Rates set forth in this manual will apply.)

- |    |                                |            |
|----|--------------------------------|------------|
| 1. | *BASIC ESCROW SERVICE          | \$1,000.00 |
| 2. | **PREMIUM ESCROW SERVICE       | \$1,250.00 |
| 3. | ***Premium PLUS ESCROW SERVICE | \$1,400.00 |

**\*Does Not Include:**

Document and Funds delivery fees, Recording fees, Mobile Notary fees, Reconveyance, Tracking or any other such charges filed separately in this escrow rate manual are NOT INCLUDED.

**\*\*Includes:**

Document and Funds delivery fees, Express mail, Notary fees. Any other such charges filed separately in this escrow rate manual.

**\*\*\*Includes:**

All Document and Funds delivery fees, All Express Mail fees, Notary Services, All Reconveyance fees, All Tracking Fees, and any Document Preparation Services.



**309. SUBDIVIDERS AND BUILDERS RATES RELATING TO SALE TO A CONSUMER HOME BUYER OR LOT PURCHASER:**

These rates are available to a builder, contractor, developer or subdivider, hereinafter referred to as builder/developer, customarily engaged in such a business and shall apply only when the transaction involves the sale to a consumer home buyer or lot purchaser.

These rates are applicable only to the Basic Escrow Fees (Sale, Loan, Sale and Loan and Leasehold), set forth above.

The amount of the adjustment to the basic escrow fee is dependent upon the number of units being developed in recorded subdivisions and the number of proposed units in additional parcels, all of which are owned by the builder/ developer.

The ultimate rate charged the builder/developer is calculated as follows:

1 – 15 units	70% of Basic Rate
16 – 30 units	60% of Basic Rate
31 – 70 units	50% of Basic Rate
71 – 200 units	40% of Basic Rate
201 – 300 units	30% of Basic Rate
301 – or more units	25% of Basic Rate
Minimum Rate - \$50.00	

**310. HIGH VOLUME USER RATE:**

These rates are available to Lenders, Builders, Developer and Investors engaged in such business and at a significant volume of transactions with Escrow Agent.

These rates are applicable to basic Escrow fees, Refinance rate, Document and Funds delivery fee, Tracking fees, and Mobile Notary fees. This charge is 65% of the applicable rate.

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### **311. SUBDIVIDERS AND BUILDERS RATES NOT RELATING TO SALE TO A CONSUMER HOME BUYER OR LOT PURCHASER:**

These rates are available to a builder, contractor, developer or subdivider, hereinafter referred to as builder/developer, customarily engaged in such a business when the transaction is other than a sale to a consumer home buyer or lot purchaser.

This rate is applicable only to the Basic Escrow Fee (Sale, Loan, Sale and Loan Fee and Leasehold), set forth above.

The amount of the adjustment to the basic escrow fee is dependent upon the dollar amount of the transaction. The ultimate rate charged the builder/developer is calculated as follows:

\$0.00 to \$1 million transaction	65% of Basic Escrow Rate
\$1 million to \$2.5 million transaction	60% of Basic Escrow Rate
Over \$2.5 million transaction	Based on quotation – Minimum \$1,500.

### **312. SUB-ESCROW SERVICE**

If sub-escrow service is required, it will be provided in support of a primary escrow holder for a charge of \$75.00 per escrow. Services available under this section are restricted to:

1. The receipt of funds and written instructions from the escrow holder and from a lender whose loan will be insured.
2. The disbursement of such funds for the elimination of matters affecting title, but only to the extent authorized under such instructions.

**NOTE:** This sub-escrow service does not include procuring demands or disbursements of funds to persons other than the escrow holder for purposes except elimination of matters affecting title to the land to be insured.



**313. ABBREVIATED ESCROW:**

An abbreviated escrow will be provided if a transaction involves the following escrow duties for a charge of \$100.

1. Receipt and disbursement of funds and/or
2. Acceptance and Recordation of documents

A \$75 charge will be assessed for taking signatures. If this task is combined with the duties as shown directly above, the combined charge will be \$125.

A \$25.00 charge will be assessed for ordering payoffs. If combined with those services shown above in paragraph A, the combined charge will be \$150.

**314. SPECIAL ESCROW REQUIREMENTS:**

Escrow service may be required in some cases and under conditions for which no rating structure has been specifically provided. In any such event, a charge shall be made which, in the opinion of the Company, appears to be consistent with its general pricing procedures, as set forth herein.

In certain instances, due to unusual requirements, with respect to the acquisition, selling, financing or development of a major project or the acquisition, selling or refinancing of several properties, it may be necessary to enter into agreements or contracts as to the various services to be rendered and the charges made thereon. Such financing/re-financing, or developments are many times put out for bidding at rates to give the consumer savings whenever possible and to allow the Company to maintain a reasonable profit from such transactions.

Minimum Rate:       \$50.00  
Maximum Rate:       100% of Basic Rate

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### **315. AFFINITY GROUPS & DEFINED BENEFIT GROUPS**

This rate is available to groups that offer packaged, bulk or bundled real estate services to specified groups of buyers and/or sellers.

Minimum Rate:       \$75.00  
Maximum Rate:       80% of Basic Rate

### **316. FIRST RESPONDER, MILITARY, AND TEACHER RATE**

This rate is available to all teachers, firefighter's, police officer's, military, EMT, or civil defense organization wherever situated. Evidence of employment must be provided and retained in the escrow file.

The escrow fee shall be 70% of the applicable rate.

### **317. SENIOR CITIZENS RATE**

This rate is available upon request to persons 65 years of age or older on or before the close of escrow. Any person requesting this rate must present proof of age, which will be retained in the file.

The escrow fee shall be 70% of the applicable rate.

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## **SECTION IV – MISCELLANEOUS CHARGES**

### **401. ESCHEAT SERVICING FEE PURSUANT TO A.R.S. 44-317 AND ESCROW ACCOUNTING FEE:**

All opened accounts with balances which contain dormant funds, as evidenced by stale-dated checks (6 months or older), outstanding checks, inactive escrow accounts, and builder services accounts will be maintained at a charge of \$50.00 per month, beginning no less than six months from the date the initial check was disbursed or the date funds became available for disbursement. Maintenance service will include one or any combination of the following: one written letter within 90 days before implementation of this charge, three telephone calls (local or long distance) not to exceed a \$5.00 expense, and a general index name search. Any additional service(s) shall be charged at the rate of \$75 per hour (half hour minimum), plus pass-through charges i.e., research, skip/trace and private investigators up to such time as any remaining funds are property escheat, by law to the State of Arizona.

### **402. RECONVEYANCE FEE**

The charge for reconveyance services will be \$85.

### **403. DOCUMENT AND FUNDS DELIVERY CHARGE:**

This charge, on a per file basis, includes Federal Express, Airborne, UPS, Express Mail, special couriers, E- Doc fees and wire transfer fees, shall be as follows:

Residential Transaction	\$125.00
Commercial Transaction	\$160.00

### **404. TRACKING FEE**

This charge shall be made where the Company does not have at close of escrow necessary satisfactions or releases of encumbrances, i.e., Deeds of Trust or Mortgages, and assumes responsibility for securing said releases, including, if necessary, the processing and recording of statutory releases. This fee is non-refundable. Charge: \$85.00 per encumbrance.



**405. MOBILE HOMES: (11/08)**

An additional fee of \$250 shall be charged in escrows involving Residential Transactions with a mobile home where no Affidavit of Affixture has been recorded for the mobile home involved.

**406. PURCHASE CONTACT:**

A fee of \$100 shall be charged for a sale/purchase escrow in which the parties have not deposited into escrow a written purchase contract with complete instructions to escrow agent.

**407. RECORDING SERVICES:**

The rate for recording documents for Residential purchase and re-finance with the applicable County Recorder shall be the actual charge by the Recorder's Office.

The rates for recording documents for Commercial transactions are as follows:

Sales Transaction - \$150.00  
Refinance Transaction - \$100.00

**408. INSPECTION FEE:**

When an inspection of the subject property is required, the fee for said inspection shall be \$75 per inspection.

**409. Mobile Notary Fee:**

At the request of the customer the company may employ an outside signing service to obtain document signatures. If requested this service is outside the normal scope of services provided. Each service will be charged at a rate of \$200.00 per signing. This Fee will not be discounted at any time.

**410. Courtesy Escrow Signing Service:**

Escrow signing services (document signatures/notarization) onsite or offsite may be available after normal business hours, close of business days, holidays or due to other time constraints. The rate shall be \$150.00 per transaction package.





**411. STOP PAYMENT AND CHECK RE-ISSUE FEE: (11/08)**

If, at the request of a party to a transaction, it is necessary to place a Stop Payment order on any check previously issued and re-issue the check, a Stop Payment charge of \$20.00 will be assessed to the requesting party.

**412. ESCROW HOLDBACK FEE:**

If, at close of escrow on a Residential transaction, Escrow Agent is required to withhold funds pending a future occurrence, then a Holdback Fee may be assessed as follows:

- \$50.00 if the holdback totals \$2,500 or less;
- \$150.00 if the holdback totals \$2,500.01 to \$50,000.00;
- \$300.00 if the holdback exceeds \$50,000.00.

**413. REMOTE ONLINE NOTARY (RON)-(SALE/RESALE/PURCHASE AND LOAN TRANSACTIONS)**

Any transaction requiring the use of RON shall be charged a fee of \$50.00.

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**414. SHORT SALE ESCROW FEE**

This rate will be charged to a buyer and/or seller and will be available on all residential short sale transactions.

<u>Purchase Price</u>	<u>Escrow Fee</u>
Up to \$200,000	\$1,190.00
\$200,001 to \$500,000	\$1,540.00
\$500,001 to \$750,000	\$1,840.00
\$750,001 to \$1,000,000	\$2,090.00
Over \$1,000,000	Call For Quote

The following costs are included in this rate and will be unlimited:

- Document and Funds Delivery Fees
- Reconveyance Tracking

When this rate is utilized, additional charges for the above items may not be charged separately.

**415. SHORT SALE TRANSACTION COORDINATOR ESCROW FEE**

Upon request First Arizona Title Agency will provide escrow services for processing short sale transactions. These services will include the following:

- Coordination of documentation provided by seller for submission to short sale lender and loss mitigation specialists.
- Ongoing follow up between negotiation specialist and seller.
- Facilitate communication between lenders and realtors.
- Review and process lenders acceptance of sale and coordination of forwarding approval to all parties.
- Preparation of pre-audit closing statements for each offer submitted by realtor.

The fee for this service will be \$850.00 and will be added to our “basic escrow rate”.

The following costs are included in this rate and will be unlimited:

- Document and Funds Delivery Fees
- Reconveyance Tracking

When this rate is utilized, additional charges for the above items may not be charged separately.



**416. Additional Escrow Services Fee**

When additional services are required or requested for completion of the escrow transaction, they will be provided at the following rate:

Minimum rate..... \$50.00  
Maximum rate..... Invoiced rate for the services.

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**FIRST ARIZONA TITLE AGENCY**

**ESCROW FEE SCHEDULE  
(Effective Jan. 4, 2016)**

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<b>Amount</b>	<b>Escrow Services Fees</b>
<b>Up to \$100,000</b>	<b>\$840.00</b>
<b>100,001 – 150,000</b>	<b>\$890.00</b>
<b>150,001 – 200,000</b>	<b>\$950.00</b>
<b>200,001 – 250,000</b>	<b>\$1,000.00</b>
<b>250,001 – 300,000</b>	<b>\$1,040.00</b>
<b>300,001 – 350,000</b>	<b>\$1,100.00</b>
<b>350,001 – 400,000</b>	<b>\$1,140.00</b>
<b>400,001 – 450,000</b>	<b>\$1,200.00</b>
<b>450,001 – 500,000</b>	<b>\$1,240.00</b>
<b>500,001 – 550,000</b>	<b>\$1,300.00</b>
<b>550,001 – 600,000</b>	<b>\$1,340.00</b>
<b>600,001 – 650,000</b>	<b>\$1,400.00</b>
<b>650,001 – 700,000</b>	<b>\$1,440.00</b>
<b>700,001 – 750,000</b>	<b>\$1,500.00</b>
<b>750,001 – 800,000</b>	<b>\$1,540.00</b>
<b>800,001 – 850,000</b>	<b>\$1,600.00</b>
<b>850,001 – 900,000</b>	<b>\$1,640.00</b>
<b>900,001 – 950,000</b>	<b>\$1,700.00</b>
<b>950,001 – 1,000,000</b>	<b>\$1,740.00</b>
<b>1,000,001 – 2,500,000</b>	<b>\$1,740 plus \$35/50K</b>
<b>Over \$2,500,000 – Escrow Services Based on Quotation</b>	<b>Minimum \$1,740.00</b>