



# NAVI TITLE AGENCY

## **ESCROW FEES AND CHARGES FOR THE STATE OF ARIZONA**

This Schedule of fees and Charges shall supersede all Schedules of Fees and Charges which have heretofore been displayed in our offices and filed with the Arizona Department of Financial Institution pursuant to A.R.S. §6-846 et. Seq. On behalf of Navi Title Agency, PLLC and its subsidiary companies in the State of Arizona.

**EFFECTIVE:** April 4, 2022  
Unless otherwise indicated.

## Table of Contents

Section I – General Provisions .....	3
A. Definition of Escrow .....	3
B. FAIR VALUE.....	3
C. Computation from Basic Escrow Rate.....	3
D. Separate Sales or Exchanges (Different Owners) .....	4
E. Transfer of Undivided Interest (Sold separately from remaining interest) .....	4
F. Minimum Charges for Special Services .....	4
G. Employee Rate .....	4
H. Effective Date.....	4
I. Minimum Escrow Rate .....	5
J. Escrow Fee Split .....	5
K. Residential Escrow Transactions Defined .....	5
L. Commercial Escrow Transactions Defined.....	5
Section II - Escrow – Residential, Subdivision and Commercial Rates.....	6
A. Escrow Fee – Cash Sale Bundle .....	6
B. Escrow Fee – Sale w/ Concurrent Loan Bundle .....	6
C. Escrow Fee – Refinance .....	6
D. Escrow Fee – Constructions Loans.....	6
E. Escrow Fee – Out of State and/or Escrow Only .....	7
F. REO Escrow Rate .....	7
G. Short Sale Escrow Rate .....	7
H. Commercial Escrow Rate .....	8
I. Subdividers, Builders, and Commercial Developers .....	8
Section III – Special Rates .....	9
J. Competitor Rate.....	9
K. Negotiated Rate .....	9
L. Educator Rate.....	9
M. First Responder / Veteran / Military Rate.....	9
N. Investor Rate .....	9

O. Senior Citizen Rate ..... 10

Section IV – Additional Fees and Charges ..... 10

A. Additional Work Charge ..... 10

B. Direct Transaction Fee ..... 10

C. Direct Escrow Documents ..... 10

D. Reconveyance Tracking ..... 11

E. Courier Fee/ Overnight Delivery Fee ..... 11

F. Recording Service Fee ..... 11

G. Signing Services ..... 11

H. File Maintenance and Dormant Funds ..... 12

I. Inspection Fees ..... 12

J. Manufactured Homes/Mobile Homes/Affixture Processing Fees ..... 12

K. Second Equity Loan Transaction Rate ..... 12

L. Escheat Servicing Fee Pursuant to A.R.S. 44-317 and Escrow Account Fee ..... 12

M. Holdback Processing Fee ..... 13

N. Excess Check Writing Fee ..... 13

O. Septic Transfer (ADEQ) ..... 13

P. FIRPTA Processing Fee ..... 13

## Section I – General Provisions

### **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 with or without transfer of legal or equitable title, or both, and irrespective of whether a debtor/creditor relationship is created, to a person not otherwise having any rights, 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 or 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 or employee or any of them. Escrow includes subdivision trust (A.R.S. §6-801, as amended).

### **B. FAIR VALUE**

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 data, etc. In no event shall the "Fair Value" be less than the sum of the unpaid principal balances of the mortgages, deed of trust and/or contracts to which the property is subject and is at the sole discretion of the Escrow Agent. When a sale is not involved, the "Fair Value" shall be the principal amount of the loan.

### **C. Computation from Basic Escrow Rate**

- 1) The Basic Escrow Rate will always be applied on the fair value as defined herein in increments of \$10,000 including any fraction thereof.
- 2) Whenever percentages are used to calculate an escrow fee, the fee charged will be rounded up to the next highest dollar.
- 3) Other rates, such as special escrow rates or rates applicable to specific types of transactions as set forth in this manual will be extended at the discretion of the Escrow Agent or upon request and submission of sufficient documentation of qualifications.
- 4) Certain projects may require services for which a pricing schedule is not provided for in this schedule of fees (i.e. non-typical projects). The company reserves the right to enter into contracts or agreements in writing outlining negotiated rates to be charged. Any such contract or agreement shall be approved by company management and maintained outside of this rate manual.

- 5) Escrow Agent reserves the right to match escrow quotes received from a competing Escrow Agency and/or Title Insurer provided the rate is obtained in writing and is a filed and approved rate by the Department of Financial Institutions
- 6) Any special rate shall be applied only to that portion of the fees the qualifying party is customarily charged and is expected to pay in the transaction and as provided for in this filing.

#### **D. Separate Sales or Exchanges (Different Owners)**

Basic charge is applicable per the Basic Escrow Rate on each separate sale in which any seller/exchanger is involved.

The applicable charge applies on the amount of each individual sale or exchange even though there may be one common purchaser, and the sales or exchanges are handled concurrently, and one or more separate escrows is/are involved

#### **E. Transfer of Undivided Interest (Sold separately from remaining interest)**

Basic Charge is applicable based upon the interest conveyed, the purchase price or the fair value thereof, whichever is the higher.

#### **F. Minimum Charges for Special Services**

- a) 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.
- b) In the event such charges are incurred, the deposit of final funds and the signing of final documents or the acceptance of the work performed will constitute.

#### **G. Employee Rate**

Employees, officer and Directors of Navi Title Agency PLLC shall receive complimentary escrow service (for those charges which they would customarily be expected to pay) in connection with a purchase, sale and refinance of their **primary residence**. The complimentary escrow service noted above (purchase, sale and refinance) is **limited to one** purchase, and one sale, and one refinance transaction during a twelve month period.

#### **H. Effective Date**

All rates set forth herein become effective when approved by the Arizona Department of Financial Institution or by operation of law.

**I. Minimum Escrow Rate**

Unless otherwise set forth within a specific rate herein, the total minimum charge for any escrow transaction shall be:

Transaction Type	Residential	Commercial
i. Sale	\$ 800.00	\$ 800.00
ii. New Loan or Refinance	\$ 200.00	\$ 225.00
iii. Subdivision / Builder	\$ 250.00	\$ 250.00
iv. Special Rates	\$ 250.00	\$ 250.00
v. Misc Escrows	\$ 800.00	\$ 800.00

**J. Escrow Fee Split**

Unless otherwise instructed in writing by the parties, the escrow fees and recording/filing fees to be charged one-half (1/2) to Buyer and one-half (1/2) to Seller as applicable. Unless otherwise instructed in writing by the parties, any charges incurred for miscellaneous or additional services provided or requested by the parties will be charged to the person who requested such services(s) or who will benefit by such service(s).

**K. Residential Escrow Transactions Defined**

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

**L. Commercial Escrow Transactions Defined**

- a) Whenever the term "Commercial Escrow" is used herein, it shall mean a transaction relating to all real property not categorized as improved with a 1 to 4 family residential dwelling or residential condominium units

## Section II - Escrow – Residential, Subdivision and Commercial Rates

### **A. Escrow Fee – Cash Sale Bundle**

The minimum charge of 100% of the Basic Escrow Rate shall be based upon the amount of insurance issued, purchase price, or fair value of the property subject to the escrow (includes Overnight Delivery Fees, Courier Fees, Payoff Tracking and Processing Fee.) If additional charges are applicable, all such additional charges shall be added to the Basic Escrow Rate as applicable.

100% of the Basic Escrow Rate + \$325

### **B. Escrow Fee – Sale w/ Concurrent Loan Bundle**

The minimum charge of 100% of the Basic Escrow Rate shall be based upon the amount of insurance issued, purchase price, or fair value of the property subject to the escrow (includes Overnight Delivery Fees, Courier Fees, Loan Tie-In Fee, Payoff Tracking). If additional charges are applicable, all such additional charges shall be added to the Basic Escrow Rate as applicable.

100% of the Basic Escrow Rate + \$475.00

### **C. Escrow Fee – Refinance**

- a) A Loan escrow which does not involve the transfer of title, in which a new loan will be replacing or revamping an existing loan.
- b) A Loan escrow which does not involve the transfer of title, in which there are no existing liens or encumbrances

Bundled Rate = \$350 + \$125 per additional loan

**Note:** This rate includes courier/delivery services/reconveyance tracking/Wire

### **D. Escrow Fee – Constructions Loans**

- a) If there are no existing liens or encumbrances: Bundled Rate = \$350.00
- b) If loan is used to payoff an existing lien or encumbrance in addition to construction costs:  
Bundled Rate = \$350.00

**E. Escrow Fee – Out of State and/or Escrow Only**

- a) The escrow fee for an escrow involving a transfer or encumbrance of real property, manufactured home, mobile home or factory-built building designed for use as a residential dwelling in which no title insurance is to be issued or title insurance is being issued by a company that is not located in the state of Arizona.

150% of the Basic Escrow Rate

Note: Escrow Agent, at their discretion, may combine the above rate with any applicable special rates described herein.

**F. REO Escrow Rate**

- a) This rate shall be applied to an escrow transaction involving an REO resale (bank owned property)

Escrow Agent is issuing Title Ins.	Escrow Agent is NOT issuing Title Ins.
i. 120% of the Basic Rate	ii. 150% of the Basic Rate

This rate shall be the sale escrow rate applicable to this type of transaction and unless otherwise instructed in writing by the Seller (bank owning the property) and will be charged one-half (1/2) to buyer and one-half (1/2) to seller.

**G. Short Sale Escrow Rate**

- a) When the transaction results in one or more existing lenders accepting less than the actual amount owed under its encumbrance ("Short-payoff" or "Short Sale")

Sales Price	Bundled Rate
i. Up to \$100,000	\$1200
ii. \$100,001 - \$250,000	\$1400
iii. \$250,001 - \$500,000	\$1600
iv. \$500,001 - \$750,000	\$1800
v. \$750,001 - \$1,000,000	\$2000
vi. Over \$1,000,000	100% of the Basic Escrow Rate + \$1000

Note: This rate includes Courier fees, Overnight Delivery Fees, Reconveyance Tracking Fees, Wire Fees



**H. Commercial Escrow Rate**

Escrow services performed in conjunction with title services shall be charged based upon the dollar amount of the transaction, at the following rates for properties defined herein as Commercial

Sales Price	Rate
a) Up to \$3 million	70% of the Basic Escrow Rate
b) Over \$3 million - \$10 million	60% of the Basic Escrow Rate
c) Over \$10 million - \$20 million	50% of the Basic Escrow Rate
d) Over \$20 million	40% of the Basic Escrow Rate

**I. Subdividers, Builders, and Commercial Developers**

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 to 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 - \$100.00	

## Section III – Special Rates

### **J. Competitor Rate**

The Company may choose to match written escrow quotes received from a competing escrow and/or title company, providing:

- Competitor rate must be filed with and approved by Arizona Department of Financial Institutions.
- Copy of quote must be retained in file
- Recording Fees and Additional Work Charges, if applicable, are in addition to the above Basic Charge.
- If additional charges are applicable, all such additional charges shall be added to the Basic Charge
- Rate may not be combined with any other discounted or special rate

### **K. Negotiated Rate**

Under certain circumstances Navi Title Agency PLLC reserves the right to negotiate fees. Any such negotiated rate agreement must be approved in writing by management and signed by all pertinent parties. A copy of said agreement is to be placed in each escrow file for which the rate applies.

### **L. Educator Rate**

This rate is available to any Educator employed as a teacher for an accredited educational institute either public or private. Benefiting party must provide proof of employment

70% of Basic Escrow Rate

### **M. First Responder / Veteran / Military Rate**

This rate is available to any First Responder/Veteran/or Military person party to an Escrow. A First Responder includes police officers, firefighters, emergency personnel, active or retired military, National Guard and Red Cross employees. Benefiting party must present proof of employment or active-duty status

70% of Basic Escrow Rate

### **N. Investor Rate**

This rate is available to licensed real estate agents or brokers, licensed mortgage brokers, loan officers or other individuals, groups of individuals or entities customarily engaged in real estate investments for the production of income and profit, wherein they are the buyer, borrower or seller. This rate is applicable only to the escrow fees which are being paid by the investor

70% of the Basic Escrow Rate

## **O. Senior Citizen Rate**

This rate is available to all persons of the age of 65 years or older on or before the close of escrow date. The person requesting this rate must present proof of age.

70% of the Basic Escrow Rate

## **Section IV – Additional Fees and Charges**

### **A. Additional Work Charge**

An hourly work charge will be made when special services or additional work is requested or required that is over and above the normal services provided in type of escrow to be closed. The customer will be notified of the charges before they are incurred. In the even 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.

\$125.00 per hour

### **B. Direct Transaction Fee**

A fee per document created and provided by escrow agent will be charged to the benefiting party. This does not include the standard documents used to close escrow or documents required to issue title insurance

\$125.00 per additional document

### **C. Direct Escrow Documents**

When Escrow Agent is required to prepare escrow instruction in lieu of a contract or lenders instructions, Escrow Agent will impose an additional charge to the applicable Rate:

\$150.00 Lender Escrow Instructions and/or Contract Escrow Instructions

#### **D. Reconveyance Tracking**

When any existing encumbrance is paid through Escrow, on a residential transaction and the release is not available at the time of recordation, a fee per encumbrance will be charged for the adherence of following A.R.S. §33-707E. Note this fee does not insure that a release will be filed and recorded. This charge shall not apply to commercial transactions or transactions where there is no encumbrance with an original principal balance less than the maximum amount specified has been paid in escrow pursuant to A.R.S. §33-707E. Said fee shall only be charged when not included in a bundled rate

\$100.00 per payoff

#### **E. Courier Fee/ Overnight Delivery Fee**

There will be a fee charged on all transactions for costs incurred by Navi Title Agency PLLC for the delivery / courier / overnight services used to deliver documents and/or funds to and from Escrow Agent. Said fee shall only be charged when not included in a bundled rate

\$25.00 per delivery

#### **F. Recording Service Fee**

a) Fee to record all documents with the applicable county recorder electronically or otherwise. This fee also includes the delivery of said recorded original documents to the benefiting party and will be charged one-half (1/2) to buyer and one-half (1/2) to seller

\$75.00 per File for Refinance

\$125.00 per File for Residential Sale

\$150.00 per File for Commercial Sale

b) If an institutional lender requires that the recording fee itemized, Escrow Agent will comply with those written instructions, and the recording fees will be charged in accordance with the actual county recorder pursuant to A.R.S. §11-475.

- i. Buyer/Borrower will be charged for documents relating to the transfer of title, deeds, as well as any security instruments (i.e. Deeds of Trust, Mortgages).
- ii. Seller will be charged for any documents recorded for Seller's benefit or required by Escrow Agent, in addition to the Affidavit of Property Value

#### **G. Signing Services**

Escrow Agent may employ vendors to perform outside signing services to accommodate a customer request. This service, if requested, will be charged to the benefiting party to escrow. If signatures are taken by an outside signing service and obtained at any location of the Escrow Agent, there will be no charge. If signatures are obtained outside

of Escrow Agent's place of business, the fee will be determined by the vendor. Employees of Escrow Agent do not charge signing or notary fees

#### **H. File Maintenance and Dormant Funds**

Pursuant to A.R.S. §44-317, Escrow Agent will charge a service fee for the processing and administration coincidental with any unclaimed funds. This onetime charge will be earned by the Escrow Agent after the Escrow Agent has made a diligent effort to locate the party which includes written notice

\$75.00 per check

#### **I. Inspection Fees**

When an inspection of the subject property is required as a condition for the issuance of title insurance or other matters relative to the consummation of a transaction, the fee for said inspection shall be

\$150.00 per request

#### **J. Manufactured Homes/Mobile Homes/Affixture Processing Fees**

For purposes of this section, the term UNIT shall mean a single manufactured dwelling, trailer or other modular or manufactured structure used for residential purposes and whether or not comprised of one or more sections, which requires the processing of Manufacturer's Certificate(s) of Origin, Certificate(s) of Title and/or Affidavit(s) of Affixture. The applicable processing fee set forth below shall be in addition to the escrow rate charged for closing the transaction and is considered earned income at close of escrow and shall be non-refundable. Any and all fees due any local State Motor Vehicle Department or a third party vendor processing the vehicle title.

\$200.00 per title transfer

#### **K. Second Equity Loan Transaction Rate**

This fee will be used on all second position equity loans and 2<sup>nd</sup> loans wherein the lender does not require title insurance.

\$275.00 per Transaction

#### **L. Escheat Servicing Fee Pursuant to A.R.S. 44-317 and Escrow Account Fee**

A \$25.00 service fee will be charged for the processing and administration coincidental with any unclaimed escrow funds. This one-time \$25.00 charge will be earned by the Company after the Company has made a diligent effort to locate the party. This fee will be charged at the time the funds are transferred to the Escheat Account

**M. Holdback Processing Fee**

Amount	Rate
a) \$0 - \$10,000	No Charge
b) \$10,001 - \$50,000	\$150.00
c) \$50,001 and up	\$250.00

A Holdback Fee will be charged at the time of closing when funds are held back to ensure completion of specific items.

**N. Excess Check Writing Fee**

When the company is asked to disburse funds from a refinance escrow for the purpose of paying credit cards or other non-real estate debts as required of the borrower by the new lender, the fee will be \$30 per check. This fee shall also be used when the company is asked to disburse real estate commissions among multiple agents within the same brokerage.

**O. Septic Transfer (ADEQ)**

Transactions which require the transfer of a septic system pursuant to ADEQ requirements. Charge: \$50.00 per transfer

**P. FIRPTA Processing Fee**

This fee is for processing FIRPTA documents as required by the Internal Revenue Service relating to the sale of real property by foreign sellers.

\$200.00 Charge to Seller