

PropChain Title Agency, Inc.

ESCROW RATE MANUAL

FOR THE  
STATE OF ARIZONA

April 2021

1846 E. Innovation Park Dr. Suite 100

Oro Valley, AZ 85755

## TABLE OF CONTENTS

General Escrow Rules	4
Definition of Escrow	4
Computation from Basic Escrow Rate	4
Company	4
Fair Value	4
Minimum Charges	4
Rates and Charges in Effect Prior to Filing	4
Commercial or Commercial Property	4
Investor	5
Residential or Residential Property	5
Basic Escrow Rate – Sale	6
Basic Charge – Loan	6
Basic Charge – Leasehold	6
Basic Charge – Subdivision	6-7
Basic Charge – Broker and Investor	7
Basic Charge – Sub – Escrow	7
Miscellaneous Fees and Charges	8
Bulk Sale, Pledge Escrow, Miscellaneous Transactions	8
Relocation Rate	8
Resale Bundled Service Fee	8
Refinance Rate	8
Reconveyance Tracking Fee	9
File Maintenance Fee	9
Direct Transaction Fee	9
Recording Processing Fee	9
Courier Service Fee	9
Wire Funds Fee	9
Interest Bearing Account Fee	10

Overnight Delivery Charge	10
Special Services (Hourly Work Fee)	10
Telecommunication Loan Package and Closing Documents	10
Second Equity Loan Transaction	10
Processing Service Fee	10
Escheat Servicing Fee	11
Mobile Notary Fee	11
Holdback Processing Fee	11
Special Rates, Credits and Discounts	12
Contractual Rate (Federal, State or Municipal Agencies)	12
Employee Rate	12
Transfer of Existing Escrow Files from Other Licensed Escrow Agents	12
Inspection Fee	12
Manufactured Units / Affixture Processing Fee	12
Septic Transfer	13
Holdback	13
Negotiated Rate	13
Competitor Rate	13
FIRPTA Processing Fee	13
Escrow Rates Table	14-15

## **PROPCHAIN TITLE AGENCY, INC. ESCROW RATE MANUAL**

### **GENERAL ESCROW RULES**

#### **A. DEFINITION OF ESCROW**

“Escrow means any transaction in which any property is delivered with or without transfer of legal or equitable title, or other, and irrespective 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 contingent happening or non-happening of a specific event or performance or non-performance of a prescribed act, when it is then to be delivered by such person to a grantee, grantor, promise, promisor, obligee, obligor, bailee, bailor, or any designated agent or employee of any of them. (A.R.S. 6-801, as amended)

#### **B. COMPUTATION FROM BASIC RATE**

The rates will always be applied on fair value as defined in D. below in multiples of \$1,000.00 including any fraction thereof.

Whenever percentages of the Basic Escrow Rate are used herein, the charged arrived at from use of the percentage will be rounded off to the nearest dollar.

#### **C. COMPANY**

The “Company” shall mean PropChain.

#### **D. FAIR VALUE**

The fair value shall be computed based upon the “Fair Value” of the property being sold or leased or the amount of the loan being closed as follows: The fair value of any parcel shall be construed to be the sales price or full fair market value of any parcel(s), including the encumbrances, whichever is greater. In those situations where a sale is not involved, the fair market value shall be based on available information, but in no event, less than the sum of all the monetary encumbrances to which the title is subject. In the context of a lease, fair value shall be based upon the fair value of the property as if the transaction was a sale, or the total amount of the lease payments, whichever is less. In the context of a loan escrow, fair value shall be the amount of the loan being closed.

#### **E. MINIMUM CHARGES AND SPECIAL RISKS**

The charges set forth herein are minimum charges. Any additional charges will be made when unusual conditions are encountered in the escrow, or when special risks are assumed, or when special services are provided.

#### **F. RATE AND CHARGES IN EFFECT PRIOR TO FILING**

All rates contained herein become effective when approved by the Superintendent of Banks or by operation of law.

#### **G. COMMERCIAL OR COMMERCIAL PROPERTY**

“Commercial” or “Commercial Property” refers to any real property which is not a Residential Property.

## PROPCHAIN TITLE AGENCY, INC. ESCROW RATE MANUAL

### H. INVESTOR

An “Investor” is an individual, a group of individuals or an entity which is in the business of buying and selling real estate for profit. The term does not apply to a property which has been occupied by or is being acquired with the intent for the Investor to occupy it as a residence.

### I. RESIDENTIAL OR RESIDENTIAL PROPERTY

“Residential or “residential Property” refers to a parcel of real property which is improved with a one-to-four family residential structure including a mobile or modular home; a single residential condominium or cooperative unit or unimproved property that is intended for use as a residential property.

## **PROPCHAIN TITLE AGENCY, INC. ESCROW RATE MANUAL**

### **1. BASIC ESCROW RATE**

The minimum charge of 100% of the Basic Escrow Rate will be based upon the fair value of the property in the escrow. If additional charges are applicable, all such charges will be added to the Basic Escrow Rate. If discounts are applied the escrow rate will not be lower than our minimum charge. The minimum charged fee will be (\$790)

### **2. BASIC CHARGE – LOAN**

Summary Account:

- A. Where there is no transfer of title involved, the charge will be 100% of the Basic Escrow Rate.
- B. Loan Concurrent with Sale Escrow – When a loan is handled simultaneously with a sale escrow covering identical property, add (\$175) to the Basic Escrow Rate. The additional fee will be charged to the buyer. This fee will be charged in addition to all other applicable fees.
- C. For construction loans where the lender requests additional services such as obtaining lien waiver, architectural approval, etc. a fee of one-half of one percent (0.5%) of the loan amount will be charged in addition to all other applicable fees.

### **3. BASIC CHARGE (LEASEHOLD)**

Summary Account:

- A. The leasehold Escrow Rate (other than Oil, Gas, or Mineral Leases) will 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.
- B. Escrows on Oil, Gas or Mineral Lease Estate, as negotiated, based on the services rendered

### **4. BASIC CHARGE (SUBDIVISION) – BUILDER, CONTRACTOR, DEVELOPER AND SUBDIVIDER**

Summary Account:

This rate is available to a builder, contractor, developer or subdivider customarily engaged in such business. This rate will be applicable only to those rates available under Sections 1, 2A and 2B.

## PROPCHAIN TITLE AGENCY, INC. ESCROW RATE MANUAL

<u># of Units</u>	<u>% of Basic Escrow Rate</u>
1 to 50 units	70%
51 to 100 units	60%
101 to 200 units	50%
201 to 500 units	40%
501 or more units	30%

Note: Minimum Rate = \$150 per unit

### 5. **BASIC CHARGE – BROKER AND INVESTOR**

Any licensed real estate broker or salesperson, mortgage broker, or any other individual, group of individuals or entities customarily involved in real estate investments will be charged seventy percent (70%) of the Basic Escrow Rate. Minimum (\$790)

### 6. **BASIC CHARGE – (SUB-ESCROW)**

Summary Account:

#### A. Sub-Escrow Service

Sub-Escrow Service will be provided in support of primary escrow holder for a minimum charge of \$100.00 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

#### B. Sub-Escrow Service – Volume Discount

The rate for this service is available to an institutional lender utilizing more than 250 Sub-escrows per year. The charge is \$200.00 per escrow.

Note 1: This sub-escrow service does not include procuring demands nor disbursements of funds to persons other than the escrow holder for purposes except elimination of matters affecting title to the land to be insured.

Note 2: If a lenders instructions authorized disbursement to persons other than the escrow holder, the escrow holder must approve the lenders instructions in writing and supplement then with its own written instructions for disbursement of any loan funds which remain for disposition by the escrow holder for any party to the escrow.

Note 3: This sub-escrow service includes all recording fees and messenger fees, if any.

## PROPCHAIN TITLE AGENCY, INC. ESCROW RATE MANUAL

### 7. MISCELLANEOUS FEES AND CHARGES

Summary Account:

There are a variety of services and/or products that may be necessary or required to service escrows. The rates included in this section will be charged if and as those services and/or products are provided. These rates will be charged in addition to any other applicable rates as may be charged.

#### A. BULK SALE, PLEDGE ESCROWS, MISCELLANEOUS ESCROW TRANSACTIONS

This rate applies to bulk sale escrows, pledge holder escrows and other escrows not specifically set forth here. Because of the wide variation of services required and liabilities assumed, it is impractical to establish other than the minimum Basic Escrow rate per Section 801, the minimum commensurate with the service rate and liability assumed.

#### B. RELOCATION RATE

If an employee is participating in a Company sponsored relocation plan, the rate charged for escrow services performed in connection with the sale or purchase of an employee's bona fide home property will be seventy percent (70%) of the applicable Basic Escrow Rate. Such rates are authorized only in connection with those costs which the employee would be obligated to pay by established custom as a party to the transaction, and may be charged through escrow to employee, employer or relocation company acting on behalf of the parties.

#### C. RESALE BUNDLED SERVICE (LOAN) FEE **\$300.00**

The Resale Bundled Service Fee is a standalone fee when a lender loan package is required. This amount includes all courier/overnight mail delivery fees, wire fees and e-doc fee. If the Resale Bundle Service Fee is not used then the standard rate for each courier/overnight mail delivery fee, each wire fee and e-doc fee will apply.

There will not be a Processing Fee (Section Q) charged when using this rate.

#### D. REFINANCE RATE **\$300.00**

1. Basic Escrow Fee – The escrow fee will \$300.00 for handling a loan escrow involving residential real property where the purpose of said loan is to refinance the existing encumbrance(s) on the subject property. The Refinance Rate will include one (1) wire fee, one (1) courier fee, and one (1) overnight delivery fee.

Note: The Processing Fee and the Reconveyance Tracking fee will not apply.

2. An additional \$150.00 Escrow Fee will be charged for handling a 2<sup>nd</sup> loan escrow concurrent with a loan to refinance the existing encumbrance on the subject property.



## **PROPCHAIN TITLE AGENCY, INC. ESCROW RATE MANUAL**

- E. RECONVEYANCE TRACKING FEE **\$75.00****  
This fee will be charged when handling the payoff of a loan when the release is not furnished at close of escrow. This charge covers the additional record keeping expense of monitoring the follow through with the paid lender and record keeping for a delayed reconveyance, and the charges that may be incurred by employing a third-party vendor to provide this service to the Company. The reconveyance tracking fee, which is \$75.00 per loan payoff, is non-refundable once the real estate transaction to which it is attached is closed and recorded and is earned concurrent with issuing the payoff check at closing.
- F. FILE MAINTENANCE FEE **\$25.00 PER MONTH****  
This fee will be charged when funds retained or remaining in escrow 30 days after closing (i.e. held for repairs, checks not cashed, checks returned because of address change, etc.) require escrow personnel to review the escrow file to determine who to contact and who to disburse money to. This fee will be charged at the rate of \$25.00 per month and effective at the time files are pulled for review and checks reissued and disbursed.
- G. DIRECT TRANSACTION FEE **\$500.00 plus 100% of BASIC ESCROW RATE****  
In the absence of a written Residential Purchase Contract, as currently in use by the Arizona Board of Realtors, there will be a \$500.00 work charge in addition to the Basic Escrow Rate and all other applicable charges
- H. RECORDING PROCESSING SERVICE FEE **\$75.00****  
The recording service fee includes all costs incurred by the company for items processed for recording and miscellaneous indexing. This fee does not include actual recording charges and/or the mailing of documents electronically recorded. This fee will be charged on all escrow transactions involving the recordation of electronically processed documents for escrow.
- I. COURIER SERVICE FEE **\$25.00 per Pick-Up****  
This fee will be charged when courier services must be employed to retrieve or send documents either to or from parties to the escrow in excess of the three (3) allowed under the processing fee. Courier services will be provided to high volume accounts at rates agreed upon by and between the Company and such account(s); such fees will not be less than zero nor more than 200% of the applicable rate.
- J. STOP PAYMENT FEE **\$25.00 per Check****  
This fee will be charged when a stop payment must be placed on a check written from an escrow. Management discretion may be used to not charge this fee depending on the circumstances.
- K. WIRE FUNDS FEE **\$25.00 per Disbursement****  
This fee will be charged when wiring funds to or on behalf of a party to an escrow

## PROPCHAIN TITLE AGENCY, INC. ESCROW RATE MANUAL

transaction in excess of (5) wires as allowed per Processing Fee.

**L. INTEREST BEARING ACCOUNT FEE \$50.00 per Account**

This fee will be charged when requested to establish a separate interest-bearing account for either the buyer, borrower or seller of a transaction.

**M. OVERNIGHT DELIVERY CHARGE \$25.00 per Package**

The applicable fee(s) will be charged when overnight delivery service is required on any document or package in excess of the allowable amount per Processing Fee. The charge will be a non-refundable fee regardless of the zone or the weight involved. This fee is not contingent upon the actual closing of the transaction. Overnight delivery services may be provided to high volume accounts at rates agreed upon by and between the Company and such account(s); such fees will not be less than zero no more than 200% of the applicable rate.

**N. SPECIAL SERVICES/HOURLY WORK FEE \$200.00 per Hour**

A fee of \$200.00 per hour, or fraction thereof, starting with a minimum increment of one quarter hour, will be charged when special services are requested and/or required. Signing final documents will constitute approval of this fee for special services rendered.

**O. TELECOMMUNICATION LOAN PACKAGE AND CLOSING DOCUMENTS \$40.00**

A fee of \$40.00 will be charged for servicing and processing each loan package and/or other documents that are sent via email, facsimile transmission or any other form of electronic transmission.

**P. SECOND EQUITY LOAN TRANSACTION RATE \$275.00 per Transaction**

This fee will be used on all second position equity loans wherein the lender does not require title insurance and is requesting a limited title report for processing and closing as escrow transaction.

**Q. PROCESSING SERVICE FEE \$200.00 per Transaction**

The following charges are the rates applicable for services rendered in connection with regular services provided by the Company for processing an escrow file. The following fees will be included and considered earned income and non-refundable: three (1) Courier services,

## **PROPCHAIN TITLE AGENCY, INC. ESCROW RATE MANUAL**

three (1) Receipt and Printing of E-Mail documents (i.e. 1 loan package), five (1) Express Mail fees at \$25.00 each or (1) FedEx Pack. Should services rendered exceed the quantity as listed herein, those services will be charged in accordance with filed rates in addition to the Processing Service Fee.

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

A \$25.00 service fee will be charged for the processing and administration coincidental with any unclaimed escrow funds. This onetime \$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

### **S. MOBILE NOTARY FEE**

The following rates may be charged when an outside Vendor is employed to perform Signings on behalf of the Company:

1. Fee for residential purchases or refinance loans when the signing is conducted in Maricopa County, Arizona: **\$150.00**
2. Fee for residential purchases or refinance loans when the signing is conducted outside of Maricopa County, Arizona: **\$250.00**
3. Fee for residential purchases or refinance loans when the signing is conducted outside of Arizona: **\$250.00**
4. Fee for commercial purchases and refinance loans when the signing is conducted in the State of Arizona: **\$250.00 + \$50.00 after 1 hour**
5. Travel fee, if the party cancels during signing: **\$50.00**
6. Cancellation fee, if cancelled after signing: **\$250.00**
7. Redraw or Resigning Fee: **\$125.00 + \$50.00 after 1 hour**
8. If the vendor is required to print the closing documents, the following additional rate may be charged: **\$30.00**

### **T. HOLDBACK PROCESSING FEE** **\$150.00**

A minimum Holdback Fee of \$150.00 will be charged at the time of closing when funds are held back to ensure completion of specific items. Additional charges may apply.

**PROPCHAIN TITLE AGENCY, INC. ESCROW RATE MANUAL**

**8. SPECIAL RATES, CREDITS AND DISCOUNTS**

**A. CONTRACTUAL RATE – FEDERAL, STATE OR MUNICIPAL AGENCIES**

Separate contracts may be entered into with Federal, State or Municipal agencies for performing Escrow services for such charges as may be agreed upon by and between the Company and the governmental agency. Such charges will not be less than fifty percent (50%) nor more than two hundred percent (200%) of the applicable rate. A fixed price may also be bid on those types of contracts.

**B. EMPLOYEE RATES**

Twenty-five percent (25%) of the applicable Escrow Rate will be charged to an employee of any title insurer, or any title insurance agent (including Employee on approved retirement), for Escrow services performed in connection with the financing, sale or purchase of the employee's bona fide home property. Such rates are authorized only in connection with those costs, which the employee would be obligated. These rates will not apply to any other family member.

**C. TRANSFER OF EXISTING ESCROW FILES FROM OTHER LICENSED ESCROW AGENTS**

The rate for existing escrows with other licensed Escrow Agents transferred to PropChain at the clients' request, may be negotiated on a case-by-case basis depending upon the work involved.

**D. INSPECTION FEE **\$100.00****

When an inspection of the subject property is required for the issuance of any title insurance product, there will be an inspection fee charged per inspection.

**9. MANUFACTURED UNIT(S)/AFFIXTURE PROCESSING FEE**

The term "unit" shall mean a single manufactured dwelling, trailer, or other modular or manufactured structure used for residential or commercial purposes which requires the processing of Manufacturer's Certificate(s) of Origin, Certificate(s) of Title and/or Affidavit(s) of Affixture.

Said processing fee shall be in addition to the escrow rate charged for closing the transaction.

Charge:           \$200.00 per unit (Transfer of Title/Affidavit of Affixture)

Note:             Extra work charges may apply



**PROPCHAIN TITLE AGENCY, INC. ESCROW RATE MANUAL**

<b>BASIC ESCROW RATE</b>					
<b>Maricopa County</b>					
<b>TRANSACTION AMOUNT Up to and Including</b>	<b>RATE \$</b>	<b>TRANSACTION AMOUNT Up to and Including</b>	<b>RATE \$</b>	<b>TRANSACTION AMOUNT Up to and Including</b>	<b>RATE \$</b>
0 – 50,000	790	440,000	1,180	830,000	1,570
55,000	795	445,000	1,185	835,000	1,575
60,000	800	450,000	1,190	840,000	1,580
65,000	805	455,000	1,195	845,000	1,585
70,000	810	460,000	1,200	850,000	1,590
75,000	815	465,000	1,205	855,000	1,595
80,000	820	470,000	1,210	860,000	1,600
85,000	825	475,000	1,215	865,000	1,605
90,000	830	480,000	1,220	870,000	1,610
95,000	835	485,000	1,225	875,000	1,615
100,000	840	490,000	1,230	880,000	1,620
105,000	845	495,000	1,235	885,000	1,625
110,000	850	500,000	1,240	890,000	1,630
115,000	855	505,000	1,245	895,000	1,635
120,000	860	510,000	1,250	900,000	1,640
125,000	865	515,000	1,255	905,000	1,645
130,000	870	520,000	1,260	910,000	1,650
135,000	875	525,000	1,265	915,000	1,655
140,000	880	530,000	1,270	920,000	1,660
145,000	885	535,000	1,275	925,000	1,665
150,000	890	540,000	1,280	930,000	1,670
155,000	895	545,000	1,285	935,000	1,675
160,000	900	550,000	1,290	940,000	1,680
165,000	905	555,000	1,295	945,000	1,685
170,000	910	560,000	1,300	950,000	1,690
175,000	915	565,000	1,305	955,000	1,695
180,000	920	570,000	1,310	960,000	1,700
185,000	925	575,000	1,315	965,000	1,705
190,000	930	580,000	1,320	970,000	1,710
195,000	935	585,000	1,325	975,000	1,715
200,000	940	590,000	1,330	980,000	1,720
205,000	945	595,000	1,335	985,000	1,725
210,000	950	600,000	1,340	990,000	1,730
215,000	955	605,000	1,345	995,000	1,735
220,000	960	610,000	1,350	1,000,000	1,740
225,000	965	615,000	1,355		
230,000	970	620,000	1,360		

**PROPCHAIN TITLE AGENCY, INC. ESCROW RATE MANUAL**

235,000	975	625,000	1,365
240,000	980	630,000	1,370
245,000	985	635,000	1,375
250,000	990	640,000	1,380
255,000	995	645,000	1,385
260,000	1,000	650,000	1,390
265,000	1,005	655,000	1,395
270,000	1,010	660,000	1,400
275,000	1,015	665,000	1,405
280,000	1,020	670,000	1,410
285,000	1,025	675,000	1,415
290,000	1,030	680,000	1,420
295,000	1,035	685,000	1,425
300,000	1,040	690,000	1,430
305,000	1,045	695,000	1,435
310,000	1,050	700,000	1,440
315,000	1,055	705,000	1,445
320,000	1,060	710,000	1,450
325,000	1,065	715,000	1,455
330,000	1,070	720,000	1,460
335,000	1,075	725,000	1,465
340,000	1,080	730,000	1,470
345,000	1,085	735,000	1,475
350,000	1,090	740,000	1,480
355,000	1,095	745,000	1,485
360,000	1,100	750,000	1,490
365,000	1,105	755,000	1,495
370,000	1,110	760,000	1,500
375,000	1,115	765,000	1,505
380,000	1,120	770,000	1,510
385,000	1,125	775,000	1,515
390,000	1,130	780,000	1,520
395,000	1,135	785,000	1,525
400,000	1,140	790,000	1,530
405,000	1,145	795,000	1,535
410,000	1,150	800,000	1,540
415,000	1,155	805,000	1,545
420,000	1,160	810,000	1,550
425,000	1,165	815,000	1,555
430,000	1,175	820,000	1,560
435,000	1,180	825,000	1,565

**\$1,000,001 to \$2,500,000 add \$3.50 per \$5000 of Transaction Amount;  
Over \$2,500,000, Escrow Rate Based on Quotation, minimum \$1,500.000**