

SOUTHWEST SETTLEMENT SERVICES, LLC



**SCHEDULE OF ESCROW AND SERVICE CHARGES FOR THE STATE
OF ARIZONA**

EFFECTIVE March 1, 2023

Table of Contents

Section One - General Definitions:

Definition of Escrow.....	1.1
Escrow Fees.....	1.2
Computation of Fees.....	1.3
Fair Value	1.4
Escrow Fees Not Scheduled Herein	1.5
Additional Charges.....	1.6
Separate Sale or Exchanges	1.7
Payment of Escrow Charges.....	1.8

Section Two – Basic Charges:

Basic Charge.....	2.1
Basic Charge Loan	2.2
Basic Charge Sale Sub Escrow and Signing Service.....	2.3
Special Escrow Requirements	2.4
Basic Charge-Leasehold	2.5

Section Three - Special Rates for Transaction Types:

Churches or Charitable Non-Profit Organizations Escrow Charge.....	3.1
Employee Rate	3.2
Government Contracts.....	3.3
Qualified Individuals.....	3.4
Investors Escrow Charge	3.5
Commercial, Industrial- Developer Escrow Charges	3.6
Limited Builders Rate - Escrow Charges	3.7
Loan Escrow Services – with sale of Subdivided Residential Properties	3.8
Relocation Escrow Charge.....	3.9
Negotiated Rate	3.10
Competitor Rate.....	3.11

Section Four - Miscellaneous Charges:

Direct Transactions	4.1
Expanded Short Sale Services	4.2
Home Equity Loan Escrow Services	4.3
Manufactured Unit(s)- Affixture Processing Fee	4.4
Interest Bearing Accounts.....	4.5

Property Inspections	4.6
Delivery and Express Mail Charge.....	4.7
Electronic Documents (“eDocs”).....	4.8
Network Service Fee	4.9
Recording Service Fee- All except Commercial	4.10
Recording Service Fee- Commercial	4.11
Reconveyance Fee	4.12
Tracking Fee	4.13
Wire Tracking Fee	4.14
Bundled Escrow Services- Residential	4.15
Abbreviated Escrow Transactions	4.16
Process Service Fee	4.17
Reverse Mortgages	4.18
Stop Payment and Check Re-Issue Fee	4.19

Section Five - Basic Escrow Rate:

Basic Escrow Rate	5.0
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Section 1: General Definitions

1.1 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 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 or nonperformance of a prescribed act, when it is then to be delivered by such person to a grantee, grantor, promisee, promiser, obligee, obligor, bailee, bailor, or a designated agent or employee or any of them. Escrow includes subdivision trusts. (A.R.S. §6-801, as Amended)

1.2 Escrow Fees:

A. Unless otherwise designated herein the Basic Escrow Rate schedule incorporated herein in Section Five is applicable and will be used for computing charges when escrow services are performed, subject to the provisions herein.

1.3 Computation of Fees:

A. Whenever percentages of the Basic Escrow Rate are used herein, the charge arrived at from use of the percentage shall be rounded up to the highest dollar.

B. Except as otherwise designated herein escrow rates shall always be applied on a per unit basis in multiples of \$5,000, including any fraction thereof, in accordance with the division of such units as set forth in Section Five.

1.4 Fair Value:

The fair value of any parcel being escrowed 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 determined from all available sources of information, i.e., the number of encumbrances, assessed value, etc. When the subject property is a leasehold estate the fair value may be the full fair market value of the property leased or the total amount of the lease payments, whichever is less. In no event, shall the fair market value be less than the sum of the unpaid principal balances of the mortgages, deeds of trust and/or contracts to which the property is subject.

1.5 Escrow Fees Not Scheduled Herein:

Escrow services may be required in some cases and under conditions for which no charge has been provided in this Schedule. In those instances, the charge shall be computed based on

\$125.00 per employee hour, together with any and all charges made by outside vendors. An estimate of all such charges will be given at the time the services are requested, and the actual charges will be shown on a final settlement sheet or billing statement when the work is completed.

1.6 Additional Charges:

The fees and charges as set forth in Sections Two through Five herein are MINIMUM RATES additional charges will be added when warranted.

The Company shall make additional charges when the parties to the escrow, including their agents and/or representatives, make demands that cause the escrow holder to perform additional duties or to spend an inordinate amount of time processing the escrow on the basis of \$125.00 per each employee hour or fraction thereof.

These charges shall be quoted by the Company and disclosed on the "FINAL SETTLEMENT STATEMENT" and/or billing statement.

1.7 Separate Sales or Exchanges:

A separate charge, based upon the fair value, will be applicable on each separate sale or property involved, even though there may be one common purchaser and the sales are handled concurrently, if the ownership of the properties and/or parcels are not common, i.e., owned by the same seller.

1.8 Payment of Escrow Charges:

Unless otherwise instructed in writing by the parties, the escrow charges and recording/filing fees shall be paid one-half by Buyer and one-half by Seller.

Unless otherwise instructed in writing by all parties, any charges incurred for miscellaneous or additional services provided or requested by the parties shall be charged to the person who requested such service(s) or who will benefit by such service(s).

Section 2: Basic Escrow Charges:

2.1 Basic Charge- Sale:

The charge of 100% of the Basic Escrow Rate applicable for the County in which the escrow is handled shall be based upon the fair value of the property in the escrow. If additional charges are applicable, all such additional charges shall be added to the applicable Escrow Rate.

Charge: \$585.00 Minimum charge.

2.2 Basic Charge– Loan:

If transfer of title is involved in conjunction with the purchase of a title insurance policy: 100% of the Basic Escrow Rate.

If transfer of title or sale does not include the purchase of a title insurance policy (Must obtain management approval): 200% of Basic Escrow Rate.

If concurrently with sale for the fair value of the land and improvements: \$175.00 per loan.

If the owner or borrower is replacing, refinancing an existing loan, or adding a new loan or adding construction loan: See– Section 4.16 Bundled Escrow Service Fee- Residential

Commercial properties if the owner or borrower is replacing, refinancing an existing loan, or adding a new loan*:

- \$650.00 charge for loan amount up to \$1,000,000.
- \$900.00 charge for loan amount \$1,000,001 to \$5,000,000.
- \$1,200.00 charge for loan amount \$5,000,001 and over.

*This commercial rate includes unlimited incoming and outgoing wire transfers. Unlimited payoff tracking fees, electronic document fee and courier and overnight delivery fees.

2.3 Basic Charge- Sub Escrow and Signing Service:

Sub-escrow service may be provided in support of a primary escrow holder for a minimum charge of \$150.00 per escrow, plus actual costs incurred by Company in the closing transaction. Services available under this section are restricted to:

- a. The receipt of funds and written instructions from the primary escrow holder and from a lender whose loan will be insured under the primary escrow.
- b. The disbursement of such funds for the elimination of matters affecting title, but only to the extent authorized under such instructions.
- c. The preparation of a transaction closing statement for the parties.

This sub-escrow service does not include procuring demands or disbursement of funds to persons other than as instructed by the primary escrow holder. The duties of the escrow agent shall be only the taking of signatures on documents provided by the customer and the coordination and recordation of those documents. Fees charged by the County Recorder are a separate charge not included herein.

2.4 Special Escrow Requirements:

Escrow services 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 refinancing of several properties, or more, or selling or purchasing of REO Properties (Real Estate Owned) it may be necessary to enter into agreements or contracts as to the various services to be rendered and the charges made thereon.

Fee: Based upon Written Agreement:

Minimum: \$50.00

Maximum: 100% of Basic Escrow Rate

2.5 Basic Charge- Leasehold:

A. Leasehold Escrow Rate for items other than oil, gas or mineral Leases
Charge: 100% of the Basic Escrow Rate

NOTE: Rate is based upon the fair value of the property leased or the total amount of the lease payments, whichever is less.

B. Leasehold Escrow Rate on oil, gas or mineral lease estates, state land and grazing leases Charge:
150% of the escrow basic rate – (Minimum \$500.00)

Section 3: Special Rates for Transaction Types:

3.1 Churches or Charitable Non-Profit Organizations Escrow Charge:

When the Company has entered into an agreement to provide escrow services to a church, charitable or like eleemosynary non-profit organization holding tax-exempt status from the Internal Revenue Service the charge shall be sixty-five percent (65%) of the otherwise applicable escrow rate, with a minimum fee of \$300.00.

Only transactions that involve improved land or vacant land (on which concurrent improvements are planned) that currently are or will be utilized as church buildings, church affiliated schools or for activities directly related to the purposes for which the non-profit organization was formed are eligible to be the subject of the agreement. All other transactions, including but not limited to, transactions involving properties that are donated, purchased, or sold with the intent of generating revenue are not permitted to be included within the scope of an agreement. Furthermore, the charges contemplated under any such agreement can only pertain to that portion of the escrow fee that the church or non-profit organization is obligated to pay.

3.2 Employee Rate:

No charge shall be made to employees of the Long Companies, its subsidiaries or affiliated companies, including employees on approved retirement, for escrow services in connection

with the financing, refinancing, sale or purchase of the employee's bona fide primary home property. Waiver of such charges is authorized only in connection with those costs that the employee would be obligated to pay, as a party to the transaction.

3.3 Governmental Contracts:

When the Company has entered into an agreement with a governmental agency, quasi-governmental agency, public utility company or other governmental sponsored or funded organization for the furnishing of escrow services the sale or financing of real property, the charge shall be sixty-five percent (65%) of the otherwise applicable escrow rate.

3.4 Qualified Individuals:

The following Qualified Individuals "QI" are eligible to obtain Company supplied escrow services in connection with the sale or purchase of their principal residence at seventy-percent (70%) of the Basic Escrow Rate when the Company has been informed in writing that a QI is a party to the transaction. Each reduction is deemed to be exclusive and therefore may not be combined, including when a party to the escrow is comprised of more than one QI, or with any other rate reduction. The discount in settlement service fees is authorized only in connection with those costs that the QI would ordinarily be obligated to pay by custom as a party to the transaction.

A QI is: (1) - First responders to include law enforcement, firefighters, and healthcare workers currently employed in Arizona; (2) an active or inactive member of the United States Armed Forces, (3) persons of at least sixty-five (65) years of age at the date of the closing of the subject escrow, 4) teachers and 5) low-income down payment assistance buyers

3.5 Investors Escrow Charge:

A charge of seventy percent (70%) of the Basic Escrow Rate shall apply for Company supplied escrow services when the Company has been informed that the seller or buyer is a "Real Estate Investor". A Real Estate Investor is defined as an individual, a group of individuals or an entity whose primary business is the investment in real estate for profit. The Investors Escrow Charge shall also apply to real estate licensees who are selling or buying their primary residence. However, this rate pertains only to that portion of the escrow fee paid by the real estate investor or real estate licensee. Minimum charges apply.

3.6 Commercial, Industrial and Developer Escrow Charges:

The charges below shall be applicable to escrows handled in connection with the sale or resale of commercial and industrial subdivisions or projects.

Said charges shall also apply to escrow transactions for the sale of the personal residence of the developer, builder or subdivider and to escrow transactions handled in connection with the resale of properties that have been acquired by a developer, builder or subdivider as a trade-in. A developer or builder is defined as an individual, a group of individuals or an entity whose occupation or purpose is the acquisition and/or development of real property for sale or lease.

The occupation or purpose of a subdivider is defined as one who causes land to be subdivided into a subdivision by filing a plat in accordance with statutes pertaining thereto, or who acquires lots or tracts in a filed subdivision, for the purpose of sale or lease.

The basic charge is computed on a per-unit basis at the following percentage figures based upon the full sales price, loan amount or unit value under a lease of each separate unit according to the number of units within a given project:

1 - 100 units:	65% of Basic Escrow Rate Minimum
\$150.00 per unit	101 or more units: 60% of Basic Escrow
Rate Minimum	\$150.00 per unit

3.7 Limited Builders Rate - Escrow Charges

In escrows handled in connection with the sale, resale or lease of subdivided residential properties including improved and unimproved lots, condominiums or other residential developments, except for timeshare projects, where individual units are offered for sale, the seller's one-half portion of the escrow fee allocated to the builder/developer, per unit, shall be computed at twenty-five percent (25%) of the amount of the Basic Escrow Rate otherwise applicable to the seller's portion.

3.8 Loan Escrow Service - With the Sale of Subdivided Residential Properties

In an escrow where the charges described in Paragraph 3.2 above apply and which requires loan escrow services for the processing of a concurrently made purchase loan; an additional charge of \$225.00 shall be added to the Basic Escrow Rate otherwise apportioned to the buyer.

For each concurrently made loan over one, the additional charge shall be \$125.00 per loan.

3.9 Relocation Escrow Charge:

The escrow fees charged to a relocation company shall be sixty-five percent 65% of the fees applicable for the type of service requested.

3.10 Negotiated Rate:

Under certain circumstances, the Company reserves the right to negotiate fees. Any such negotiated rate agreement must be in writing, signed by the parties to the agreement, and approved by Company management. A copy of the agreement shall be maintained outside of the filed escrow rates.

3.11 Competitor Rate:

The Company may choose to match escrow fees quoted to a customer from a competing escrow and/or title company, provided:

- Issuance of this rate requires management approval and a copy of quote must be retained in file.
- If additional charges are applicable, all such additional charges shall be added to the Basic Escrow Charge.
- Rate may not be combined with any other discounted or special rate.

Section 4: Miscellaneous Charges:

4.1 Basic Charge - Direct Transaction

The basic charge of \$200.00 shall apply, in addition to the applicable Escrow Charge in Section Two herein, for each escrow accepted for processing by the Company which originates directly from a seller/buyer for a "for sale by owner" transaction or a borrower/lender for a private money financing transaction.

4.2 Basic Charge - Expanded Short Sale Services

A charge of \$300.00 shall apply when by specific request the Company agrees to provide its expanded package of short sale services in support of a proposed short sale transaction wherein one or more creditors must consent to release their security interest in the subject property without the full payment of the obligations secured. This charge, unless otherwise directed by the principals to the transaction will be added to the seller's portion of the escrow fee.

4.3 Basic- Charge- Home Equity Loans Escrow Services

A home equity loan is a type of loan in which the homeowner uses the equity of the homeowner's home as collateral. The following services are included with a home equity loan transaction up to a maximum of \$500,000.00 loan amount:

- Ordering demands and making payoffs
- Disburse balance of proceeds by either check or wire transfer
- Flat fee of \$150.00

4.4 Basic Charge-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: \$150.00 per unit (Transfer of Title/Affidavit of Affixture)

NOTE: Extra work charges may apply.

4.5 Basic Charge - Interest Bearing Accounts

The basic charge for the opening, servicing, and closing of an interest-bearing account for funds deposited into an escrow is \$50.00 per account.

4.6 Basic Charge – Property Inspections

When the Company is required to obtain a property inspection in connection with the issuance of the type of policy required by the instructions of a prospective purchaser and/or lender, the fee for said inspection shall be:

- A. When the inspection is made by a third-party service provider - the actual charge made by the service provider; or
- B. When the inspection is made by an employee of the Company - the basic charge of \$100.00.

4.7 Delivery and Express Mail Charge:

When the Company is required to use express delivery services, there will be a charge for this special handling. Services will include, but not be limited to, Federal Express, Airborne, UPS, Express Mail, and local and special couriers.

Charge: \$20.00 includes 3 deliveries per transaction for local courier service

Charge: \$25.00 per domestic overnight delivery

Charge: \$30.00 per international overnight delivery

4.8 Electronic Documents (“eDocs”):

Electronic documents received by the Company when accommodating the electronic transmission requires the Company to undertake additional work, including printing, potential reformatting or editing.

Charge: \$30.00 per transaction

4.9 Network Service Fee:

There shall be a charge of \$20.00 per file when transmitting documents and/or conversations through secured portals or emails to protect nonpublic and private information.

4.10 Recording Service Fee – All Transactions Except Commercial:

There shall be a service fee of \$20.00 per file which requires electronically or manually delivered documents to the applicable County Recorder’s Office for recordation. This charge includes processing and mailing fees.

4.11 Recording Service Fee – All Transactions Commercial

Charge: \$75.00 for Sales and Refinance transactions

This Recording Service charge is a minimum charge for recording documents with the applicable County Recorder. If the actual charge required by the Recorder's Office exceeds the charge for the respective type of transaction, the charge collected by the Company shall be in multiples of \$25.00, rounded up from the actual charge collected by the Recorder's Office. This rate shall apply to escrows handled by the Company in any state or county.

This charge includes e-recording service fees charged by outside vendors, or manual delivery of recording documents to the applicable County Recorder's Office and processing and mailing fees incurred by the Company.

Any excess recording fees collected shall be considered fees earned by the Company and non-refundable.

4.12 Reconveyance Fee

The charge for reconveyance services will be \$100.00 per reconveyance.

4.13 Tracking Fee

This fee may be charged when handling the payoff of a loan when the release is not furnished at close of escrow. This charge covers the additional expense of monitoring the follow through with the paid lender, the additional record keeping expense of a delayed reconveyance, and charges which may be incurred by the employment of a third-party vendor to provide this service to Southwest Settlement Services. The above charge includes the recording fee for one release. This fee is non-refundable.

Charge: \$100.00 includes up to three lien releases.

4.14 Wire Transfer Fee:

Charge: \$20.00 Per Domestic and International outgoing wire transfer

Charge: \$20.00 Per Domestic and International incoming wire transfer

4.15 Bundled Escrow Service Fee- Residential- Applies to refinance, replacing an existing loan, adding a new loan or adding a construction loan:

A. The escrow rate shall be the amount of \$220.00 for the first loan; this rate is inclusive of the following services:

- 1) Branch Office Signing Services
- 2) Electronic Doc Charges.
- 3) Local Delivery Service (Includes up to 3).
- 4) Overnight Delivery Service (Includes up to 2).
- 5) Reconveyance Tracking Service (Includes up to 3) and
- 6) Wire Service (Includes up to 3)
- 6) Up to 5 checks for installment/creditor payments
- 7) Network Service Fee

B. Additional service charges may apply as follows:

Charge: Actual recording fees plus fees - Recording Service Fee \$20.00 per file.

Charge: \$20.00 per local courier service over three.

Charge: \$25.00 per overnight delivery service over two.

Charge: \$20.00 per wire transfer fee over three.

Charge: \$100.00 Bundled Escrow Service Fee for each additional new loan.

Charge: \$50.00 document preparation such as deeds; subordination agreement and releases necessary to facilitate the transaction.

Charge: \$50.00 to \$150.00 for special signing services. The Bundled Escrow Service Fee in this Section does not include charges by outside/independent signing services.

Charge: \$10.00 per check for payment of installment/creditor payments beginning with the sixth check.

4.16 Abbreviated Escrow- Transactions:

An abbreviated escrow service is an escrow function which provides only the following services by the escrow agent:

1. Write for loan payoff statements and disburse loan proceeds in order to eliminate matters of record.
2. Prepare a transaction closing statement for the parties.
3. Issue up to five (5) checks. Additional checks in excess of five (5) would be charged at the rate of \$10.00 per check.
4. Coordination and recordation of documents. Fees charged by the County Recorder are a separate charge, not included in the abbreviated escrow fee.

Charge: \$250.00 plus actual costs incurred by the Company in closing the transaction.

4.17 Process Service Fee:

If any of the following services are provided, the Process Service Fee shall be charged pursuant to the applicable transaction type below. Electronic Document Service, Network Services, Local Delivery Service, Overnight Delivery Service, Reconveyance Tracking Service, Wire Transfer Service, Checks for Installment/Creditor Payments and Recording Service Fee. (Does not include Recording Service Fee on commercial transactions).

- A. \$350.00 – shall be charged when the following is applicable: • Sale transaction that includes one or more loans
- B. \$200.00 – shall be charged when the following is applicable: • All cash transactions with one or more payoffs • Qualified Subdivider/Builder transactions when the sale includes one or more new loans • Volume investor.
- C. \$150.00 – shall be charged when the following is applicable: • All cash transaction with no payoffs • Qualified Subdivider/Builder transactions when the sale includes one or more new VA loans

Separate charges for the above described services will not be assessed when the Process

Service Fee is charged.

In the event the Process Service Fee is not charged, the applicable fee(s) will apply as described under Miscellaneous Services.

4.18 Basic Charge – Reverse Mortgages

Reverse mortgage full escrow fee of \$700.00 including ordering demands, title curative. closing statement preparation, document drawing when required, audit, and disbursement. In addition to these standard services, reverse mortgage transactions require substantial curative work such as decedent and aged mortgage/deed of trust matters, trust review, power of attorney review, probate/estate review, and personal interviews with borrowers. All delivery services are included. Any notarial signing services are passed through with no mark up.

4.19 Basic Charge- Stop Payment and Check re-issue fee

A fee for processing a stop payment of on a check from an escrow or operating account will be charged a fee of \$25.00, except for stop payment on checks at the request of Agency/Company.

Section Five: Basic Escrow Rate

Effective Date March 1, 2023

Sales Price	Escrow Fee	Sales Price	Escrow Fee	Sales Price	Escrow Fee
\$ 80,000	585	\$ 470,000	1012	\$ 860,000	1441
\$ 90,000	585	\$ 480,000	1023	\$ 870,000	1452
\$ 100,000	585	\$ 490,000	1034	\$ 880,000	1463
\$ 110,000	597	\$ 500,000	1045	\$ 890,000	1474
\$ 120,000	609	\$ 510,000	1056	\$ 900,000	1485
\$ 130,000	621	\$ 520,000	1067	\$ 910,000	1496
\$ 140,000	633	\$ 530,000	1078	\$ 920,000	1507
\$ 150,000	645	\$ 540,000	1089	\$ 930,000	1518
\$ 160,000	657	\$ 550,000	1100	\$ 940,000	1529
\$ 170,000	669	\$ 560,000	1111	\$ 950,000	1540
\$ 180,000	681	\$ 570,000	1122	\$ 960,000	1551
\$ 190,000	693	\$ 580,000	1133	\$ 970,000	1562
\$ 200,000	705	\$ 590,000	1144	\$ 980,000	1573
\$ 210,000	717	\$ 600,000	1155	\$ 990,000	1584
\$ 220,000	729	\$ 610,000	1166	\$ 1,000,000	1595
\$ 230,000	741	\$ 620,000	1177	\$ 1,100,000	1705
\$ 240,000	753	\$ 630,000	1188	\$ 1,200,000	1815
\$ 250,000	765	\$ 640,000	1199	\$ 1,300,000	1925
\$ 260,000	777	\$ 650,000	1210	\$ 1,400,000	2035
\$ 270,000	789	\$ 660,000	1221	\$ 1,500,000	2145
\$ 280,000	801	\$ 670,000	1232	\$ 1,600,000	2255
\$ 290,000	813	\$ 680,000	1243	\$ 1,700,000	2365
\$ 300,000	825	\$ 690,000	1254	\$ 1,800,000	2475
\$ 310,000	836	\$ 700,000	1265	\$ 1,900,000	2585
\$ 320,000	847	\$ 710,000	1276	\$ 2,000,000	2695
\$ 330,000	858	\$ 720,000	1287	\$ 2,100,000	2805
\$ 340,000	869	\$ 730,000	1298	\$ 2,200,000	2915
\$ 350,000	880	\$ 740,000	1309	\$ 2,300,000	3025
\$ 360,000	891	\$ 750,000	1320	\$ 2,400,000	3135
\$ 370,000	902	\$ 760,000	1331	\$ 2,500,000	3245
\$ 380,000	913	\$ 770,000	1342	\$ 2,600,000	3355
\$ 390,000	924	\$ 780,000	1353	\$ 2,700,000	3465
\$ 400,000	935	\$ 790,000	1364	\$ 2,800,000	3575
\$ 410,000	946	\$ 800,000	1375	\$ 2,900,000	3685
\$ 420,000	957	\$ 810,000	1386	\$ 3,000,000	3795
\$ 430,000	968	\$ 820,000	1397	\$ 3,100,000	3905
\$ 440,000	979	\$ 830,000	1408	\$ 3,200,000	4015
\$ 450,000	990	\$ 840,000	1419	\$ 3,300,000	4125
\$ 460,000	1001	\$ 850,000	1430	\$ 3,400,000	4235

	Sales Price	Escrow Fee
\$	3,500,000	4345
\$	3,600,000	4455
\$	3,700,000	4565
\$	3,800,000	4675
\$	3,900,000	4785
\$	4,000,000	4895
\$	4,100,000	5005
\$	4,200,000	5115
\$	4,300,000	5225
\$	4,400,000	5335
\$	4,500,000	5445
\$	4,600,000	5555
\$	4,700,000	5665
\$	4,800,000	5775
\$	4,900,000	5885
\$	5,000,000	5995
\$	5,100,000	6105
\$	5,200,000	6215
\$	5,300,000	6325
\$	5,400,000	6435
\$	5,500,000	6545
\$	5,600,000	6655
\$	5,700,000	6765
\$	5,800,000	6875
\$	5,900,000	6985
\$	6,000,000	7095

