

# **TEEMA Title & Escrow Agency, LP**

ESCROW RATE MANUAL

Effective January 14, 2022

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## **GENERAL 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. Escrow includes subdivision trusts and account servicing." A.R.S. 6-801

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

The rates charged by TEEMA Title & Escrow Agency, LP will always be applied on fair value as defined in C below in multiples of \$5,000 including any fraction thereof. Whenever percentages of the Basic Escrow Rate are used herein, the charge arrived at from use of the percentage will be rounded off to the nearest dollar.

### **C. FAIR VALUE**

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

### **D. 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.

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

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

### **F. SEPARATED SALES OR EXCHANGES (DIFFERENT OWNERS)**

The Basic Charge is applicable (Section 801) on each separate sale, seller, or exchanger, involved. The applicable charge applies on the amount of each individual sale or exchange, even though there may be one (1) common purchaser, and the sales or exchanges are handled concurrently, and one (1) or more separate escrows are involved.

**G. UNDIVIDED INTEREST, TRANSFER OR INTEREST (WHEN SOLD SEPARATELY FROM REMAINING INTEREST)**

The Basic Charge that is applicable (Section 801), based upon the interest covered, the purchase price or the fair value thereof, whichever is higher.

**801 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 (\$50)

**802 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 (\$200) 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.

**803 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

**804 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 801, 802A and 802B.

<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

**805 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 (\$750)

**806 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 FEE **\$150.00****

The Resale Bundled Service Fee is a stand-alone fee. 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.

**D. REFINANCE RATE \$350.00**

1. Basic Escrow Fee - The escrow fee will \$(see above rates) 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. Recording fees will be charged in accordance with Section 806 -H.

Note: Section 806-W will also be charged when applicable.

2. An additional \$125.00 Escrow Fee will be charged for handling a 2nd loan escrow concurrent with a loan to refinance the existing encumbrance on the subject property.

**E. RECONVEYANCE TRACKING FEE \$90.00**

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 changes that may be incurred by employing a third-party vendor to provide this service to the Company. The reconveyance tracking fee, 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. FLAT RATE RECORDING FEE \$100.00**

This fee will be charged on till escrow transactions regardless of county and regardless of whether an outside vendor is employed to electronically process the recordings, with the EXCEPTIONS of transactions involving commercial property or residential refinances.

Recording fees for commercial property transactions will be charged in accordance with the fees /costs set forth by the County Recorders' Office.

Recording fees for residential refinances will be \$50.00 regardless of county and regardless of whether an outside vendor is employed to electronically process the recordings.



- 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. Courier services will be provided to high volume accounts at rates agreed upon by and between the Company and such accounts); such fees will not be less than zero nor more than 200% of the applicable rate.
- J. STOP PAYMENT FEE \$40.00 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. See Section 812 for file documentation requirements when using this rate.
- 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 transaction. This fee will also be charged when receiving wired funds on behalf of a party to an escrow transaction
- L. INTEREST BEARING ACCOUNT FEE \$25.00 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 \$35.00 per Package**
- The applicable fee(s) will be charged when overnight delivery service is required on any document or package. 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 accounts); such fees will not be less than zero no more than 200% of the applicable rate.
- N. SPECIAL SERVICES/HOURLY WORK FEE \$225.00 per Hour**
- A fee of \$225.00 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 \$50.00**
- A fee of \$50.00 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. This rate shall not be charged if 806-C rate is used.

**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**

This paragraph is intentionally left

**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 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

**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: \$175.00
2. Fee for residential purchases or refinance loans when the signing is conducted outside of Maricopa County, Arizona: \$200.00
3. Fee for residential purchases or refinance loans when the signing is conducted outside of Arizona: \$245.00
4. Fee for commercial purchases and refinance loans when the signing is conducted in the State of Arizona: \$250.00 +\$50.00 after 1hour
5. Travel fee, if the party cancels during signing: \$75.00
6. Cancellation fee, if cancelled after signing: \$275.00
7. Redraw or Resigning Fee: \$125.00 +\$50.00 after 1hour
8. If the vendor is required to print the closing documents, the following additional rate may be charged: \$30.00

**T. HOLDBACK PROCESSING FEE \$200.00**

A Holdback Fee of \$200.00 will be charged at the time of closing when funds are held back to ensure completion of specific items. Additional charges may apply.

U. **RETRIEVAL OF OFFSITE FILES** **\$35.00**

This fee will be charged when a customer requests a file from the offsite storage. This fee must be paid prior to ordering the file from storage.

V. **FIRST RESPONDER RATE** **30% DISCOUNT**

Active Duty Law Enforcement Officers, Firefighters, Search and Rescue personnel, U.S. Military personnel or Emergency Medical Technicians will be given a discount of 30% off their basic escrow rate when with their primary residence.

W. **EXCESS CHECK WRITING FEE**

When the company is asked to disburse funds from a refinance escrow for the purpose of paying with 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.

**807 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 TEEMA Title & Escrow Agency, LP at the clients' request, may be negotiated on a case by case basis depending upon the work involved.



**813 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.

Charge to Seller: \$500.00

**BASIC ESCROW RATE**

State of Arizona

TRANSACTION Amount Up to and Including	RATE \$	TRANSACTION Amount Up to and Including	RATE \$	TRANSACTION Amount Up to and Including	RATE \$
0-50,000	875	235,000	1,060	420,000	1,245
55,000	880	240,000	1,065	425,000	1,250
60,000	885	245,000	1,070	430,000	1,255
65,000	890	250,000	1,075	435,000	1,260
70,000	895	255,000	1,080	440,000	1,265
75,000	900	260,000	1,085	445,000	1,270
80,000	905	265,000	1,090	450,000	1,275
85,000	910	270,000	1,095	455,000	1,280
90,000	915	275,000	1,100	460,000	1,285
95,000	920	280,000	1,105	465,000	1,290
100,000	925	285,000	1,110	470,000	1,295
105,000	930	290,000	1,115	475,000	1,300
110,000	935	295,000	1,120	480,000	1,305
115,000	940	300,000	1,125	485,000	1,310
120,000	945	305,000	1,130	490,000	1,315
125,000	950	310,000	1,135	495,000	1,320
130,000	955	315,000	1,140	500,000	1,325
135,000	960	320,000	1,145	505,000	1,330
140,000	965	325,000	1,150	510,000	1,335
145,000	970	330,000	1,155	515,000	1,340
150,000	975	335,000	1,160	520,000	1,345
155,000	980	340,000	1,165	525,000	1,350
160,000	985	345,000	1,170	530,000	1,355
165,000	990	350,000	1,175	535,000	1,360
170,000	995	355,000	1,180	540,000	1,365
175,000	1,000	360,000	1,185	545,000	1,370
180,000	1,005	365,000	1,190	550,000	1,375
185,000	1,010	370,000	1,195	555,000	1,380
190,000	1,015	375,000	1,200	560,000	1,385
195,000	1,020	380,000	1,205	565,000	1,390
200,000	1,025	385,000	1,210	570,000	1,395
205,000	1,030	390,000	1,215	575,000	1,400
210,000	1,035	395,000	1,220	580,000	1,405
215,000	1,040	400,000	1,225	585,000	1,410
220,000	1,045	405,000	1,230	590,000	1,415
225,000	1,050	410,000	1,235	595,000	1,420
230,000	1,055	415,000	1,240	600,000	1,425

TRANSACTION Amount Up to and Including	RATE \$	TRANSACTION Amount Up to and Including	RATE \$	TRANSACTION Amount Up to and Including	RATE \$
605,000	1,430	740,000	1,565	875,000	1,700
610,000	1,435	745,000	1,570	880,000	1,705
615,000	1,440	750,000	1,575	885,000	1,710
620,000	1,445	755,000	1,580	890,000	1,715
625,000	1,450	760,000	1,585	895,000	1,720
630,000	1,455	765,000	1,590	900,000	1,725
635,000	1,460	770,000	1,595	905,000	1,730
640,000	1,465	775,000	1,600	910,000	1,735
645,000	1,470	780,000	1,605	915,000	1,740
650,000	1,475	785,000	1,610	920,000	1,745
655,000	1,480	790,000	1,615	925,000	1,750
660,000	1,485	795,000	1,620	930,000	1,755
665,000	1,490	800,000	1,625	935,000	1,760
670,000	1,495	805,000	1,630	940,000	1,765
675,000	1,500	810,000	1,635	945,000	1,770
680,000	1,505	815,000	1,640	950,000	1,775
685,000	1,510	820,000	1,645	955,000	1,780
690,000	1,515	825,000	1,650	960,000	1,785
695,000	1,520	830,000	1,655	965,000	1,790
700,000	1,525	835,000	1,660	970,000	1,795
705,000	1,530	840,000	1,665	975,000	1,800
710,000	1,535	845,000	1,670	980,000	1,805
715,000	1,540	850,000	1,675	985,000	1,810
720,000	1,545	855,000	1,680	990,000	1,815
725,000	1,550	860,000	1,685	995,000	1,820
730,000	1,555	865,000	1,690	1,000,000	1,825
735,000	1,560	870,000	1,695		

**\$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 \$1,500.00**