

# Divvy Title Agency of the West, LLC

3100 West Ray Road, Suite 201

Chandler, AZ 85226

## **Arizona Closing and Escrow Fees**

Effective September 1, 2024

## DEFINITIONS

**Bulk Transactions:** A transaction involving multiple non-contiguous parcels either being sold by a singular seller, bought by a singular buyer, or both.

**Commercial Escrow Only Fee:** The fee charged with providing Escrow Only services on Commercial Property, in which no title policy will be issued at close.

**Commercial Property:** Any real property which is not a Residential Property or Mobile Home.

**Commercial Sale/Purchase Escrow Fee:** The primary settlement services associated with closing an escrow of a commercial property. Services include, but are not limited to, tax certification, obtaining up to two (2) payoff, settlement statement and closing disclosure preparation, acceptance and handling of electronic documents, review of executed documents, wire and courier fees, and disbursement services. This charge shall be divided equally between buyer and seller, unless the contract instructs otherwise.

**Commercial Refinance Escrow Fee:** The primary settlement services associated with closing and settlement of a commercial property where no transfer of ownership is involved. Services include, but are not limited to, tax certification, obtaining up to two (2) payoff, settlement statement preparation, acceptance and handling of electronic documents, review of executed documents, wire and courier fees, and disbursement services. **Competitors' Rates:** We reserve the right to match any written escrow quote from a State of Arizona licensed title/escrow company. All such agreements must be approved in writing by the Head of Title and Escrow and signed by all pertinent parties. A copy of said agreement is to be placed in each escrow file for which the rate applies.

**Document Preparation:** The preparation of recordable documents, such as a deed or power of attorney, that are not prepared by the lender.

**Employee Rate:** Employees and officers of Divvy Title Holdings, LLC and its subsidiaries shall receive complimentary escrow services in connection with a purchase, sale, or refinance of their primary residence. They shall receive fifty percent (50%) off escrow services in connection with a purchase, sale, or refinance of any second home or investment property.

**Escrow:** Any transaction in which property 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 herein 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 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. (ARS 6-801, as amended 1988)

**E-recording Fee:** This charge covers the costs incurred by employing a third-party vendor to electronically record all necessary documents to complete the terms of the escrow. **Exchange (1031) Fee:** The fee charged to the exchanging party on any escrow involving a 1031 exchange.

**Extra Work Charge:** Additional fees incurred when unusual conditions are encountered and required special services.

**FIRPTA Processing Fee:** This fee will be charged in relation to the preparation of documents and reporting to the Internal Revenue Service of a sale transaction involving a foreign seller.

**Interest-Bearing Account Servicing Fee:** In connection with an escrow, upon written request for the depositor, all funds in escrow may be placed into an interest-bearing account. This fee will cover the costs of opening, servicing, and closing out such an account, including processing of necessary paperwork of the depositor (W-9 and Authorization Form).

**Loan-Tie-In Fee:** The charge associated with completion of loan escrow services that are obtained concurrently with a residential sale/purchase escrow.

**Mobile Home Sale/Purchase Escrow Fee:** The charge associated with escrow services for the transfer of mobile home title on an unaffixed unit. Unit shall mean a single manufactured dwelling, trailer, or another structure used for residential or commercial purposes, that requires the processing of a Manufacturer's Certificate of Origin and/or Certificate of Title. This charge shall be equally divided between buyer and seller, unless the contract instructs otherwise.

**Municipal Lien Certificate Fee:** This fee covers the costs incurred by employing a third-party vendor to provide all information regarding the status of all utilities, code violations, and open or expired permits. Municipal liens are unrecorded and as such, will become the responsibility of any future owner unless resolved at close of escrow.

**Negotiated Rate:** Under certain circumstances, we reserve the right to negotiate fees. Any such negotiated rate agreement must be approved in writing by the Head of Title and Escrow and signed by all pertinent parties. A copy of said agreement is to be placed in each escrow file for which the rate applies.

**Reconveyance Tracking Fee:** This fee is earned concurrent with issuing the payoff funds at closing and shall be charged to the party requiring this service, unless the reconveyance is provided at close of escrow by the lien holder. This charge covers the additional record keeping expense of monitoring the recording of the delayed reconveyance and may be incurred by employing a third-party vendor to provide this service to our office.

**Refinance Escrow Fee:** The primary settlement services associated with closing and settlement of a residential property where no transfer of ownership is involved. Services include, but are not limited to, tax certification, obtaining up to two (2) payoff, settlement statement preparation, acceptance and handling of electronic documents, review of executed documents, wire and courier fees, and disbursement services.

**REO Processing Fee:** Additional fee added to the Sale/Purchase Bundled Closing Fee when the seller of a property is a bank, lender, servicer, or asset manager who acquired title to the property through a foreclosure.

**Residential:** An improved one-to-four family residential property, or unimproved property that is intended for use as a one-to-four family residential property.

**Sale/Purchase Escrow Fee:** The primary settlement services associated with closing and escrow of a residential property. Services include, but are not limited to, tax certification, obtaining up to two (2) payoff, settlement statement and closing disclosure preparation, acceptance and handling of electronic

documents, review of executed documents, wire and courier fees, and disbursement services. This charge shall be divided equally between buyer and seller, unless the contract instructs otherwise.

**Search Fee:** The charge associated with the review of public records to determine the property's chain of title. Search also includes review of public records for all principals involved in the transaction to determine any matters that could affect the transaction that are not tied to the property.

**Short Sale Processing Fee:** Additional fee added to the Sale/Purchase Bundled Closing Fee in a transaction involving the short sale of a residential property.

**Simultaneous Second Loan Tie-In Fee:** The charge associated with the processing of a second loan obtained concurrently with a first loan in the course of a Sale/Purchase transaction.

**Sub-Escrow Fee:** This fee is charged in transactions where we are performing solely as the Title Company by providing services such as issuing title commitments and policies, receiving loan proceeds, making required payoffs of existing taxes, loans and encumbrances, and recording documents. This fee is only charged when sub-escrow services are being provided as a standalone service and not in conjunction with the bundled services provided in the Refinance Escrow Fee or Sale/Purchase Escrow Fee.

**Third-Party Fees and Charges:** Unless specifically states otherwise herein, third-party fees and charges will be charged at the rate of the third-party. This includes signings conducted outside of a Divvy Title Agency of the West location utilizing usage of a third-party traveling notary and/or Remote Online Notarization.

## SCHEDULE OF FEES

Refinance Escrow Fee .....	\$425.00
Sale/Purchase Escrow Fee .....	\$1000.00
Mobile Home Sale/Purchase Escrow Fee.....	\$1000.00
Commercial Escrow Only Fee.....	\$1500.00
Commercial Sale/Purchase Escrow Fee (Purchase Price \$0-\$1,000,000).....	\$1000.00
Commercial Sale/Purchase Escrow Fee (Purchase Price \$1,000,001,-\$2,000,000).....	\$1250.00
Commercial Sale/Purchase Escrow Fee (Purchase Price \$2,000,001,-\$3,000,000).....	\$1500.00
Commercial Sale/Purchase Escrow Fee (Purchase Price over \$3,000,000).....	negotiable
Commercial Refinance Fee.....	\$500.00
Bulk Sale Search Fee (per parcel).....	\$200.00
Bulk Sale Escrow Fee (per parcel).....	\$125.00
Bulk Sale Reconveyance Tracking Fee (per parcel).....	\$55.00
Extra Work Charge (per hour).....	\$100.00
Municipal Lien Certificate (Sale/Purchase only) .....	\$110.00
Buyer's Loan-Tie-in Fee .....	\$150.00
Simultaneous Second Loan Tie-in Fee .....	\$100.00
Secure Document Delivery and Storage Fee (Refinance) .....	\$25.00
Secure Document Delivery Storage Fee, Seller (Sale/Purchase).....	\$25.00
Secure Document Delivery and Storage Fee, Buyer (Sale/Purchase).....	\$25.00
1031 Exchange Processing Fee (per exchange) .....	\$75.00
FIRPTA Processing Fee (per withholding) .....	\$200.00
Reconveyance Tracking Fee (per payoff) .....	\$35.00
Document Preparation (per document) .....	\$55.00
Notary Travel/Signing Fee, Buyer (per appointment) .....	\$As
Charged By Third Party	
Notary Travel/Signing Fee, Seller (per appointment) .....	\$As
Charged By Third Party	

E-Recording Fee (per document) .....	\$4.75
Short Sale Processing Fee.....	\$250.00
REO Processing Fee .....	\$250.00
Sub-Escrow Fee .....	\$125.00
Interest Bearing Account Servicing Fee .....	\$50.00