



**The State of Arizona  
Manual of Escrow and Settlement Services**

**Effective June 17, 2023**

**Standard Title & Escrow SW, LLC  
16165 N 83rd Ave, Suite 200  
Peoria, AZ 85382**

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## **GENERAL RULES**

### **Effective Date**

All rates set forth herein become effective immediately as of April 1, 2023 and approval by the Arizona Department of Financial Institution or by operation of law. If rate set forth herein is altered by law, said rate shall be effective immediately upon enactment.

### **Payment of Escrow Charges**

The escrow rate charge shall be paid one-half by Buyer and one-half by Seller unless otherwise instructed in writing by the parties. Unless otherwise instructed in writing by the parties, any charges for miscellaneous or additional services provided shall be charged to the person who requested the service(s) or who will benefit by such service(s).

All fees and charges shall be considered earned by the Company upon close of escrow and shall be non-refundable.

### **Government Recording Charges**

Government recording charges are assessed to the applicable party on a per document basis per rates set by the County recorder.

### **Negotiated Fees**

Standard Title & Escrow SW reserves the right to negotiate fees. All negotiated fee agreements must be in writing and approved by the President. A copy of the agreement shall be kept in the applicable file.

### **Computation of Basic Escrow Rate**

Computation of the “Basic Escrow Rate” listed in Appendix A, is based on the “Fair Value” of the property as defined above in increments of ten thousand dollars (\$10,000), including any fractional percentage thereof or a flat set charge. Whenever any fractional percentage of the “Fair Value” is used, the fee arrived at will be rounded up to the next highest fee increment.

## **DEFINITIONS**

### **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).

### **Escrow Agent**

“Escrow Agent” means any person engaged in the business of accepting escrow. (A.R.S. §6-801, as amended). Unless otherwise specified herein, wherever there is a reference to “Escrow Agent”, Escrow Agent shall mean Standard Title & Escrow SW, LLC

### **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.

### **Residential**

Residential shall be defined as any improved one-to-four family residences, condominiums, townhouses, or other similar properties, or unimproved property that is intended for use as one-to-four family, and mobile homes.

### **Commercial**

Commercial shall be defined as any property that is not Residential as defined above.

## ESCROW – RESIDENTIAL PURCHASES

### Basic Escrow Rate

The minimum charge of 100% of the Basic Escrow Rate shall be charged based on the fair value of the property on all purchase transactions. This rate includes a lien search for subject property, one overnight shipping fee, and disbursement services only.

This rate does not include: government assessed recording charges or any other charges included in this manual for special services as requested or required to close escrow.

An additional signing service fee of \$150 may be charged to buyer and/or seller when an outside notary service is used. Invoice(s) for these fees will be charged for separately.

For computation of the Basic Escrow Rate, see **Appendix A**.

**The minimum Basic Escrow Rate of any purchase transaction shall be \$1,200.00 and split evenly between buyer and seller.**

### Bundled Escrow Rate (Purchase)

The Bundled Escrow Rate (Purchase) shall include 100% of the Basic Escrow rate plus \$325.00 assessed to each party. This Rate includes lien search for subject property, domestic wire transfers, courier and overnight shipping charges, electronic document storage, disbursement services, and lien tracking for up to two lien releases.

In the event there are more than two lien releases that require recordation, an additional charge of \$45 per release shall be separately charged to the applicable party.

An additional signing service fee of \$150 may be charged to buyer and/or seller when an outside notary service is used. Invoice(s) for these fees will be charged for separately.

This rate does not include: government assessed recording charges or any other charges included in this manual for special services as requested or required to close escrow.

### Escrow Only – Basic Rate

Services involving the transfer of real property where title insurance is available but not obtained shall be charged 200% of the applicable escrow fee and is only applicable to cash transactions. This rate includes a lien search for subject property, one overnight shipping fee, and disbursement services only.

This rate does not include: government assessed recording charges or any other charges included in this manual for special services as requested or required to close escrow.

An additional signing service fee of \$150 may be charged to buyer and/or seller when an outside notary service is used. Invoice(s) for these fees will be charged for separately.

**Acquisitions of Undivided Interest(s)**

For a single escrow transaction involving the same purchaser purchasing the undivided interest(s) in a specific or multiple properties, the charge shall be 100% of the Basic Escrow Rate and calculated based on the consideration paid to the Seller.

**Mobile Home Fee**

An additional \$75 fee will be charged in addition to the applicable basic escrow rate for any escrow transaction involving a mobile home that will require an Affidavit of Affixture to be recorded or mobile home title(s) to be transferred.

**Leasehold – Basic Charge**

The rate for a leasehold shall be based upon the fair value of the property or the total amount of the lease payments, whichever is more.

<b>Leasehold Basic Charge</b> (does not include oil, gas or mineral leases)	100% of the Basic Escrow Rate
<b>Oil, Gas or Mineral Leases</b>	200% of the Basic Escrow Rate

**Timeshare – Basic Charge**

The rate for any escrow involving a timeshare as defined by A.R.S. §33- 707(E) shall be 100% of the Basic Escrow Rate

## ESCROW – RESIDENTIAL REFINANCES

### Loan Only Escrow Rate (Refinance)

For residential refinances, the Loan Only Escrow Rate shall be a flat fee of \$650.00

This fee includes: lien search for subject property, courier fees, wire fees, e-recording service fees, release tracking for up to two lien releases, processing for up to three unsecured debt payments, and disbursement services.

This fee does not include: government assessed recording charges or any other charges included in this manual for special services as requested or required to close escrow.

A signing service fee of \$150.00 may be added, for additional details see Miscellaneous Services & Fees

### Loan Only Escrow Rate (Home Equity Lines of Credit)

The rate for a Home Equity Line of Credit (HELOC) that **does require** the issuance of a lender's policy of title insurance shall be charged a flat fee of \$400.00 This rate includes: lien search of subject property, wire fees, courier fees, & e-recording service fees. Any additional services requested or required to close escrow will be charged separately.

The rate for a Home Equity Line of Credit (HELOCs) that **does not require** the issuance of a lender's policy of title insurance shall be charged a flat fee of \$650. This rate includes: lien search of subject property, wire fees, courier fees, signing service fees & e-recording service fees. Any additional services requested or required to close escrow will be charged separately.

### Short Sale Bundled Transaction Fee (Seller Only)

If a transaction leads to existing lender(s) agreeing to receive an amount less than what is recorded under their encumbrance, then a Short Sale Bundled Transaction Fee of \$400 will be charged to Sellers instead of the standard bundled service fee. This fee will be charged in addition to the Sellers portion of the Escrow Rate, and will comprise the following: unlimited release tracking and processing fees, unlimited wire fees, and unlimited courier fees.

## **ESCROW - COMMERCIAL**

### **Commercial Sale Escrow Rates**

**Commercial Escrow Rates:** \$1,600 for transactions up to \$2,000,000.00.

Escrow fees for commercial transactions over \$2,000,000 will be an amount agreed upon by the customer and Standard Title & Escrow SW LLC, with a minimum charge of \$2,500.00.

Commercial Title Examination Fee: \$1,000.00

### **Subdividers and Builder Rates**

The rate available to a builder, subcontractor, developer, or subdivider customarily engaged in such business for the units being developed. This rate shall apply to all or a portion of the escrow fee paid by the qualified party.

- |    |                    |                   |
|----|--------------------|-------------------|
| 1. | 1-50 units         | 70% of Basic Rate |
| 2. | 51-100 units       | 60% of Basic Rate |
| 3. | 101-200 units      | 50% of Basic Rate |
| 4. | 201- or more units | 40% of Basic Rate |

Minimum rate per unit \$100.00

## Miscellaneous Services & Fees

During the escrow period, it may become necessary to charge additional fee(s) for services requested or required. These services and fees shall be assessed on a case-by-case basis and are not eligible for discounts. **Unless explicitly stated, these services and charges are not included in the Basic Escrow Rate or Bundled Escrow Rate.**

<b>Non-Subject Property Lien Search (per parcel)</b>	<b>\$80.00</b>
Any lien search that is not the subject property in escrow will be assessed on a per parcel basis. A lien search of the subject property is included in all Bundled Escrow Rates.	
<b>Subject Property Lien Search (per parcel)</b>	<b>\$80.00</b>
Any lien search that is requested on a subject property in escrow will be assessed on a per parcel basis. A lien search of the subject property is included in all Bundled Escrow Rates.	
<b>Payment of Unsecured Debts (per check)</b>	<b>\$25.00</b>
This fee shall be charged per check when checks are issued to pay unsecured debts including, but not limited to: credit cards, personal property loans, auto loans, and other consumer-related unsecured obligations. Processing for up to three unsecured debt payments is included in all Bundled Escrow Rates.	
<b>Reconveyance Tracking Fee (per lien)</b>	<b>\$45.00</b>
This fee shall be charged when a lien is paid in full at the close of escrow and a release is not available for recordation at the time of closing. Tracking for up to two lien releases is included in all Bundled Escrow Rates.	
<b>Out of Office Signing Fee</b>	<b>\$150.00</b>
When the services of a third-party notary company needs to sign the buyer and/or seller outside of our offices, an invoice will be obtained and paid at close of escrow. An additional surcharge for signings taking place outside of Maricopa County may be assessed and added to this amount.	
<b>Disbursement Services</b>	<b>\$135.00</b>
If disbursement services are required on a non-standard escrow transaction, this fee shall be assessed one-half to buyer and one-half to seller until otherwise directed in writing by all parties. If no transfer of title is involved, the fee shall be assessed in full to the requesting party.	
<b>Judgement Lien Removal/Processing</b>	<b>\$250.00</b>
The Escrow Agent has the obligation to follow all statutory provisions related to applicable and payment of judgement liens for all parties involved in the escrow. This fee includes evaluating the requirement for payment, communicating with the judgement creditors, and completing the necessary procedures to meet the specifications outlined in the concerning judgement liens.	
<b>FIRPTA Processing</b>	<b>\$100.00</b>
This fee shall be applicable when working with any non-resident alien during an escrow transaction. This fee includes processing all paperwork and documents associated with the filing and submitting payment to the Internal Revenue Service per federal regulations.	
<b>1031 Tax Deferred Exchange Accommodation</b>	<b>\$100.00</b>
This fee shall be applicable for each property or exchange involved in the transaction. This fee shall be paid by the Exchanger, unless otherwise agreed upon in writing.	

<b>Concurrent Loan Processing</b>	<b>\$50.00</b>
This fee shall be assessed to any escrow with more than one loan is associated with a transaction. This fee is not applicable to government down payment assistance loans.	
<b>Special Risks/Extra Work</b>	<b>\$125.00 /per hour</b>
A per hour additional work charge will be made when special services are requested. The customer will be notified, in writing, of the amount of the additional charges before they are incurred. In the event such charges are made, the deposit of final funds and the signing of final documents constitute approval of the charges.	
<b>Rush Escrow Processing Fee</b>	<b>\$115.00</b>
This fee may be charged in addition to the applicable escrow rate on any transaction that is processed within a four-business day period at the written request of the customer.	

<b>Additional Services</b>	
<b>Electronic Recording (per document)</b>	<b>\$4.75</b>
<b>Closing Protection Letter (per letter)<sup>1</sup> issued from Stewart Guaranty Title Company</b>	<b>\$20.00</b>
<b>Closing Protection Letter (per letter) issued from First American Title Company</b>	<b>\$25.00</b>
<b>Document Preparation</b>	<b>\$100.00</b>
<b>Overnight Shipping Fee (per package)</b>	<b>\$45.00</b>
<b>Out of State Notary Coordination to third party service provider</b>	<b>\$125.00</b>
<b>Domestic Wire Transfer (per outgoing wire)</b>	<b>\$25.00</b>
<b>International Wire Transfer (per outgoing wire)</b>	<b>\$50.00</b>
<b>Returned Check/Insufficient Funds</b>	<b>\$25.00</b>
<b>Returned Wire Fee</b>	<b>\$30.00</b>
<b>Stop Payment Fee</b>	<b>\$25.00</b>
<b>Check Re-issue</b>	<b>\$20.00</b>

<sup>1</sup> Closing Protection Letters (CPLs) are issued at the request of any party to a transaction. The charge depends on the title insurance company chosen to underwrite the transaction and provide title insurance.

## DISCOUNTED AND VOLUME RATES

1. **Broker or Investor:** This rate is available to a person or entity customarily engaged in real estate investments or to real estate agents or brokers. The rate is only applicable to escrow fees which are being paid for by the investor on the purchase of a personal residence. To qualify, the investor must provide reasonable evidence that they currently hold title or have transferred title to three (3) or more investment properties within the State of Arizona within the past twelve (12) months.

Further, the rate is also applicable to any real estate professional who holds their real estate agent or broker license in the State of Arizona and is purchasing a personal residence. The escrow fees for such investors or broker shall be 70% of their portion of the applicable escrow fees. This rate shall only be applicable on sale transactions, may not be used in combination with any other discount, and is available only upon request.

2. **Senior Citizen (65 years or older):** Principals to a transaction who qualify as Senior Citizens (65 years of age and over) may be charged 70% of their portion of the applicable escrow fee, wherein a valid identification is provided. This rate shall only be applicable on owner-occupied residential transactions and may not be used in combination with any other discount.
3. **First Responders/Military:** Principals to a transaction who are employed as Firefighters, Law Enforcement Officers, EMS and Healthcare Professionals, and Military (active or retired), may be charged 65% of their portion of the applicable escrow fee, wherein evidence of employment is presented. This rate shall only be applicable on owner-occupied residential transactions and may not be used in combination with any other discount.
4. **Teachers:** Principals to a transaction who are currently employed as educators, may be charged 80% of their portion of the applicable escrow fee, wherein evidence of employment is presented. This rate shall only be applicable on owner-occupied residential transactions and may not be used in combination with any other discount.
5. **First Time Home Buyer:** A first time homebuyer of an owner-occupied residential property may be charged 80% of their portion of the applicable escrow fees, wherein reasonable evidence is presented to show that this is the buyer's first home. This rate may not be used in combination with any other discount.
6. **Employee:** Any employee of Standard Title & Escrow SW, LLC or any of its current or future affiliates shall be charged 30% of their portion of applicable escrow fees. This rate may not be used in combination with any other discount.
7. **Simultaneous Escrow:** In the event Standard Title & Escrow SW, LLC closes a simultaneous sale and purchase escrow for the same principals, the Escrow Rate of the second transaction shall be 50% of the Basic Escrow Rate. This rate may not be used in combination with any other discount.

## Volume Clients

Standard Title & Escrow SW, LLC reserves the right to charge negotiated rates on Volume Clients. A negotiated rate agreement may be generated on a per client basis and used as the rate schedule for the client. Volume Clients are identified as fifty (50) transactions or more per year and may have a written negotiated rate agreement, which will be maintained on file in the corporate office.

## Competitive Rate Match Policy

Any fee quote for escrow services used by a competitor may be matched by Standard Title & Escrow SW, LLC upon written request, provided the fee is currently filed and in use by a competitor. The Competitive Rate Match Policy only applies to fees for escrow services and does not apply to discounts or a reduction in fees unrelated to services provided.

**Appendix A: Basic Escrow Rates**

TRANSACTION AMOUNT including & up to	Basic Escrow Rate (Total)	TRANSACTION AMOUNT including & up to	Basic Escrow Rate (Total)
\$ 50,000.00	\$ 1,200.00	\$ 530,000.00	\$ 1,680.00
\$ 60,000.00	\$ 1,210.00	\$ 540,000.00	\$ 1,690.00
\$ 70,000.00	\$ 1,220.00	\$ 550,000.00	\$ 1,700.00
\$ 80,000.00	\$ 1,230.00	\$ 560,000.00	\$ 1,710.00
\$ 90,000.00	\$ 1,240.00	\$ 570,000.00	\$ 1,720.00
\$ 100,000.00	\$ 1,250.00	\$ 580,000.00	\$ 1,730.00
\$ 110,000.00	\$ 1,260.00	\$ 590,000.00	\$ 1,740.00
\$ 120,000.00	\$ 1,270.00	\$ 600,000.00	\$ 1,750.00
\$ 130,000.00	\$ 1,280.00	\$ 610,000.00	\$ 1,760.00
\$ 140,000.00	\$ 1,290.00	\$ 620,000.00	\$ 1,770.00
\$ 150,000.00	\$ 1,300.00	\$ 630,000.00	\$ 1,780.00
\$ 160,000.00	\$ 1,310.00	\$ 640,000.00	\$ 1,790.00
\$ 170,000.00	\$ 1,320.00	\$ 650,000.00	\$ 1,800.00
\$ 180,000.00	\$ 1,330.00	\$ 660,000.00	\$ 1,810.00
\$ 190,000.00	\$ 1,340.00	\$ 670,000.00	\$ 1,820.00
\$ 200,000.00	\$ 1,350.00	\$ 680,000.00	\$ 1,830.00
\$ 210,000.00	\$ 1,360.00	\$ 690,000.00	\$ 1,840.00
\$ 220,000.00	\$ 1,370.00	\$ 700,000.00	\$ 1,850.00
\$ 230,000.00	\$ 1,380.00	\$ 710,000.00	\$ 1,860.00
\$ 240,000.00	\$ 1,390.00	\$ 720,000.00	\$ 1,870.00
\$ 250,000.00	\$ 1,400.00	\$ 730,000.00	\$ 1,880.00
\$ 260,000.00	\$ 1,410.00	\$ 740,000.00	\$ 1,890.00
\$ 270,000.00	\$ 1,420.00	\$ 750,000.00	\$ 1,900.00
\$ 280,000.00	\$ 1,430.00	\$ 760,000.00	\$ 1,910.00
\$ 290,000.00	\$ 1,440.00	\$ 770,000.00	\$ 1,920.00
\$ 300,000.00	\$ 1,450.00	\$ 780,000.00	\$ 1,930.00
\$ 310,000.00	\$ 1,460.00	\$ 790,000.00	\$ 1,940.00
\$ 320,000.00	\$ 1,470.00	\$ 800,000.00	\$ 1,950.00
\$ 330,000.00	\$ 1,480.00	\$ 810,000.00	\$ 1,960.00
\$ 340,000.00	\$ 1,490.00	\$ 820,000.00	\$ 1,970.00
\$ 350,000.00	\$ 1,500.00	\$ 830,000.00	\$ 1,980.00
\$ 360,000.00	\$ 1,510.00	\$ 840,000.00	\$ 1,990.00
\$ 370,000.00	\$ 1,520.00	\$ 850,000.00	\$ 2,000.00
\$ 380,000.00	\$ 1,530.00	\$ 860,000.00	\$ 2,010.00
\$ 390,000.00	\$ 1,540.00	\$ 870,000.00	\$ 2,020.00
\$ 400,000.00	\$ 1,550.00	\$ 880,000.00	\$ 2,030.00
\$ 410,000.00	\$ 1,560.00	\$ 890,000.00	\$ 2,040.00
\$ 420,000.00	\$ 1,570.00	\$ 900,000.00	\$ 2,050.00
\$ 430,000.00	\$ 1,580.00	\$ 910,000.00	\$ 2,060.00
\$ 440,000.00	\$ 1,590.00	\$ 920,000.00	\$ 2,070.00
\$ 450,000.00	\$ 1,600.00	\$ 930,000.00	\$ 2,080.00
\$ 460,000.00	\$ 1,610.00	\$ 940,000.00	\$ 2,090.00
\$ 470,000.00	\$ 1,620.00	\$ 950,000.00	\$ 2,100.00
\$ 480,000.00	\$ 1,630.00	\$ 960,000.00	\$ 2,110.00
\$ 490,000.00	\$ 1,640.00	\$ 970,000.00	\$ 2,120.00
\$ 500,000.00	\$ 1,650.00	\$ 980,000.00	\$ 2,130.00
\$ 510,000.00	\$ 1,660.00	\$ 990,000.00	\$ 2,140.00
\$ 520,000.00	\$ 1,670.00	\$ 1,000,000.00	\$ 2,150.00

**For Transactions over \$1,000,000 add \$21.00 per \$20,000 or fraction thereof.**