



**Canyon Title Agency of Arizona, LLC.**

**Settlement Service Schedule of Fees for the  
State of Arizona**

**Effective: September 1, 2021**

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# GENERAL PROVISIONS

## DEFINITIONS AND GENERAL RULES

- **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 nonhappening 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, promisor, obligee, obligor, bailee or bailor, or any designated agent of employee or any of them. Escrow includes subdivision trust and account servicing. (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 1988). Unless otherwise specified herein, whenever there is a reference to "Escrow Agent" Escrow Agent shall mean Canyon Title Agency of Arizona, LLC.
  - **COMPANY:** Company means Canyon Title Agency of Arizona, LLC., and any other subsidiary, successor, or affiliate of its parent company(ies), that may be engaged in business in the state of Arizona as a licensed title agency.
- **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 encumbrance , assessed value, comparable sale data, etc.
  - Where a sale is not involved the "Fair Value" shall be the principle amount of the new loan.
- **COMPUTATION OF THE BASIC ESCROW FEE**
  - The Basic Escrow fee is based on the "Fair Value" of the property as defined above in increments of \$5,000.00, including any fractional percentage thereof or a set flat 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.

- MINIMUM FEES, CHARGES, AND SPECIAL SERVICES
  - The fees herein are minimum charges. Additional charges will be made when unusual conditions are encountered, when special risks are assumed or where special services are provided.
- ADDITIONAL WORK/SPECIAL RISK
  - A fee shall be charged for additional work and services not otherwise included in this Manual at the rate of \$100 per hour (one-hour minimum) plus \$50 for each additional one-half hour (minimum half-hour increments). The escrow agent, upon request, will provide an estimate of the anticipated fee based on an evaluation of the work involved. The signature of the customer on the settlement statement shall indicate the customer's approval of the amount of such fee.
- INTEREST BEARING ACCOUNT DEPOSITS
  - A fee of \$50 shall be charged to deposit escrow funds into an interest-bearing account pending close of escrow. There shall be no fee when the funds are deposited in connection with commercial property.
- MULTIPLE SALES or EXCHANGES
  - The Basic escrow fee is calculated on the "Fair Value" of each property being conveyed, even though there may be common parties involved in these multiple or single escrow transactions and/or concurrent recordings. An escrow fee shall be charged for each separate sale or exchange.
- ACQUISITIONS/TRANSFER OF PARTIAL OR UNDIVIDED INTEREST
  - The Basic escrow fee for a single escrow transaction that involved the same purchaser purchasing the undivided interest(s) in a specific or multiple property, shall be based on the amount of the interest conveyed, the consideration paid to the Seller.
- LIMITATIONS ON SPECIAL RATES
  - Special rates shall not be applied to any fee already calculated at less than the Basic Escrow Rate. Special rates shall be applied only to those portions of the fees the customer is customarily expected to pay. Multiple special rates may not be applied to the same transaction.
- RATES, FEES AND CHARGES IN EFFECT PRIOR TO FILING
  - All rates and fees contained herein become effective on the date approved by the Arizona Department of Financial Institutions or by operation of law.
  - Rates and/or charges contracted for by the Company prior to the effective date of the filing, and which deviate from this filing, shall remain in effect, until expiration of said contract.

## **SCHEDULE OF ESCROW FEES**

### **BASIC ESCROW RATE**

- **RESIDENTIAL CONVEYANCES**  
The escrow fee for a residential real property conveyance or transfer of a one-to-four (1-4) family dwelling shall be at a 100% of the Basic Escrow Rate, derived incrementally based upon the sales price of the subject property, as shown on the attached Basic Escrow Rate Schedule, attached hereto as Schedule 1, and except as otherwise provided in this Manual.
  - When conducting a sale and loan escrow simultaneously (including seller carry back situations: coverage identical property, the fee for the escrow will be 100% of the Basic Escrow Fee plus \$125.00 loan tie-in escrow fee split evenly between buyer and seller. In the event the buyer obtains additional financing the buyer shall pay \$100 for each concurrent loan transaction.

### **SPECIAL RATES**

- **BUNDLED TRANSACTION MANAGEMENT RATE (Residential Conveyance)**
  - The Purchase Bundled Escrow Rate shall include any purchase at a minimum charge of 100% of the Basic Escrow Rate based on the fair value of the property on all purchase transactions plus \$500.00 and shall include all wire transfer service fees, electronic doc charges, reconveyance tracking service, checks for installment/creditor payments (up to five checks), signing service fees (one per side) and all document delivery applicable to the transaction.
- **BASIC ESCROW RATE (Residential Refinance)**
  - The Basic Escrow Rate shall include any Refinance, Interim/Construction Loan, and Permanent Loan at a "Flat Escrow Fee of \$350.00" per loan. Additionally, fees such as date down, signing, recording, disbursement services and reconveyance may apply.
  - The Basic Escrow Rate shall be charged at 100% of the Basic Escrow Rate if no Transfer of Title is involved.

- REFINANCE BUNDLED ESCROW RATE (Residential Refinance)

- The refinance bundled rate includes wire fees, courier fees, reconveyance fees, up to 5 checks for Installment/creditor payments, and signing service fees for one signing.
- The Refinance Bundled Escrow Rate shall include any refinance, Interim/Construction and permanent Loan at a "Flat Escrow Rate of \$525.00 per loan.
- The Refinance Bundled Escrow Rate shall be charged at the "Flat Escrow Rate of \$525.00" only if there is no Transfer of Title involved. Interim/Construction Loan, and Permanent Loans are excluded from this rate. This rate includes "normal" endorsements required by the lender (5.1, 8.1, 9, 100,100.2,111,115,116) but it does not include the CPL fee of \$25.00.

- COMMERCIAL, OFFICE OR INDUSTRIAL DEVELOPERS OR INVESTORS

- A commercial, office or industrial developer or investor customarily engaged in such business shall be charged as follows:

Purchase Price	Escrow Charge
\$0 - \$5,000,000	70% of the Basic Escrow Rate
\$5,000,001-\$10,000,000	65% of the Basic Escrow Rate
\$10,000,001-\$25,000,000	60% of the Basic Escrow Rate
\$25,000,001-\$50,000,000	55% of the Basic Escrow Rate
\$50,000,001-and above	50% of the Basic Escrow Rate

For transactions involving a commercial, office or industrial developer, the total escrow fee shall not be less than the lowest escrow fee set forth in the Basic Escrow Rate Schedule.

- If such escrow includes a loan transaction, the escrow fee shall be increased by \$100, payable by the Borrower. Additionally, fees such as, but not limited to, date down, signing, recording, disbursement services and reconveyance may apply.

- For all commercial loan transactions not concurrent with a sale the escrow fee shall be charged as follows:

Loan Amount	Escrow Charge
Up to \$1,000,000	\$500.00
\$1,000,001 - \$2,000,000	\$750.00
\$2,000,001 - \$5,000,000	\$1,000.00
\$5,000,001- and above	\$1,500.00

- These special rates shall not be available in combination with other special rates

- Additionally, fees such as, but not limited to, date down, signing, recording, disbursement services and reconveyance may apply.

- RESIDENTIAL: SUBDIVIDER, BUILDER, AND DEVELOPER TRANSACTIONS

- A residential subdivider, builder or developer customarily engaged in such business shall be charged, for purchase and sale transactions and in combination with related loan transactions, a rate dependent upon the total number of units or lots developed or being developed in recorded subdivisions and/or proposed to be developed. The fee shall be calculated as follows:

Number of Units	Escrow Charge
1 – 500	50% of Basic Escrow Rate
501 – 1,000	40% of Basic Escrow Rate
1,001 and above	30% of Basic Escrow Rate

- A These rates apply to only one half of the total escrow fee. In the event the subdivider, builder, or developer pays the entire escrow fee, the remaining one half shall be charged at the full basic rate.

- These special rates shall not be available in combination with other special rates. Additionally, fees such as, but not limited to, date down, signing, recording, disbursement services and reconveyance may apply.

- BUSINESS AND PERSONAL PROPERTY SALES TRANSACTIONS The escrow rate for transfers of business shall be:

Sale Price Up To	Escrow Fee
\$19,000	\$499.00
\$39,000	\$599.00
\$74,000	\$699.00
\$149,000	\$799.00
\$199,000	\$899.00
\$299,000	\$999.00
\$399,000	\$1,099.00
\$499,000	\$1,199.00

For any sale price over \$499,000, to \$1,199.00 add an additional \$1.25 per \$1000 or fraction thereof.

Additional work charges at a rate of \$100 per hour may be charged for unusual complexity, redrafting and any additional services that may be required for a transaction.



- INVESTORS, REALTORS, MORTGAGE BROKERS AND LENDERS
  - This rate is available to a person who in the ordinary course of their business invests in real estate so that it may produce revenue, income, or profit from its employment.
  - The rate is only applicable to those fees, which are being paid for by the investor or licensed real estate professionals.
  - This rate cannot be applied to any portion of an escrow fee, which is already less than the full fee, a minimum fee, or a flat fee.
  - The escrow fee set forth shall be 70% of the applicable escrow fee, minimums as set forth in Schedule 1.
  
- SHORT SALE ESCROW TRANSACTION FEE
  - When called upon to act as an escrow agent in a "short payoff" or "short sale" (when the transaction results in one or more existing lenders accepting less than the actual amount owed under its encumbrances) there shall be a bundled escrow fee in lieu of other miscellaneous charges that would normally be incurred by the Buyer and Seller to close the transaction. The Escrow Fee shall be charged at twice the Basic Escrow Rate and includes Basic Escrow, electronic document transfer, express delivery, courier, wire transfer and reconveyance tracking and servicing. This fee shall be split equally between the buyer and seller. Should the lender or lenders decline to allow a portion of said fee, the disallowed portion shall not apply
  
- ESCROW-ONLY RATE
  - When called upon to act as an escrow-only agent and not at the same time acting as the title insurer or performing any function in connection with the ordering or issuance of any title insurance, the escrow fee shall be charged at twice the Basic Escrow Rate.
  
  - Additionally, fees such as, but not limited to, date down, signing, recording, disbursement services and reconveyance may apply.

- COMPETITOR RATE -The Company may choose to match written escrow quotes received from a competing escrow and/or title company, providing:
  - Competitor rate must be filed with and approved by Arizona Department of Financial Institutions.
  - Issuance of this rate requires Escrow Administration Approval, and a Copy of quote must be retained in file.
  - Additionally, fees such as, but not limited to, date down, signing, recording, disbursement services and reconveyance may apply. If additional charges are applicable, all such additional charges shall be added to the Basic Charge.
  
- NEGOTIATED RATE
  - Under certain circumstances Canyon Title Agency of AZ, LLC. reserves the right to negotiate fees. Any such negotiated rate agreement must be approved in writing by management and signed by all pertinent parties. A copy of said agreement is to be placed in each escrow file for which the rate applies.
  
- SENIOR CITIZEN'S RATE
  - An escrow customer 60 years of age or older shall be charged 80% of the Basic Escrow Rate for those fees he would customarily be expected to pay. This special rate shall not be available in combination with other special rates.
  
- EMPLOYEE RATE
  - An employee of the Company, its subsidiaries, or any affiliated company (including an employee who has retired under normal retirement procedures, including retirement on account of illness and early retirement based on the employer's policies as to retirement) shall receive complimentary escrow services in connection with a purchase, sale or refinance of his primary residence. Complimentary escrow service is limited to one purchase, or one sale, or one refinance during a twelve (12) month period.
  - This rate constitutes a waiver of the escrow fee that would otherwise be charged to the employee by established custom, as a party to the transaction.
  - This rate applies only to the employee's portion of the transaction that is normal and customary. (employee is the buyer or is the seller or in a refinance transaction)
  - Secondary properties are at 50% of the Basic Escrow Rate, excluding all Bundled Rate Fees.

- GOVERNMENTAL BODIES, AGENCIES
  - Federal, state and local governments and their respective agencies or municipal corporations dealing with the sale or acquisition of real properties shall be charged an escrow rate which is negotiated between the parties or which is submitted in the form of a bid in the event bids for escrow services are required by virtue of the nature of the transaction. In no event shall the escrow fee for governmental bodies and agencies be less than 50% or greater than 150% of the Basic Escrow Rate.
  
- MILITARY PERSONNEL (Active Military & Veteran's), FIRST RESPONDER'S (Fire Fighters & Police Officers) AND TEACHER RATE
  - A buyer and/or seller on active duty or a Veteran in the Armed Forces or, who is currently working as a Fire Fighter and or Police Officer is entitled to a 30% discount on his/her (parties) normal portion of the escrow fee for residential owner-occupied property.
  
- LEASEHOLD TRANSACTIONS
  - For leasehold escrow transactions other than oil, gas, mineral or geothermal leases the escrow fee shall be 150% of the applicable escrow rate.
  - For leasehold escrow transactions which involve oil, gas, mineral or geothermal leases the escrow fee shall be negotiated and agreed by the parties to the escrow, but in no event less than 150% of the applicable escrow rate.

## **SPECIAL SERVICES**

- **RECORDING FEE-ALL TRANSACTIONS**

All transactions will be charged a recording fee equal to the actual amount required to record legal documents. These fees shall include charges from the county recorder, any submission platforms, and any other service utilized for recordation.

- **POST-CLOSING DOCUMENTS (RECORDING FEES)**

The fee for the recording of any post-closing documents in residential or commercial transactions, in any county, shall be charged a recording fee equal to the actual amount required to record legal documents. These fees shall include charges from the county recorder, any submission platforms, and any other service utilized for recordation.

- **WIRE FEE SERVICE FEE (Outgoing)**

\$35.00 will be charged for each outgoing wire.

- **PAYMENT OF UNSECURED DEBTS**

There will be a charge of \$25.00 per check as payment of unsecured obligations wherein checks are issued to pay unsecured obligations, such as, but not limited to credit cards, personal property loans and other service-related accounts. The first five checks will not be charged, after three checks there will be a \$25.00 charge.

- **MAINTENANCE FEE/DORMANT FUNDS CHARGES**

Checks not cashed for a period of 90 days (about 3 months) will be charged a fee of \$25.00 per month from the stale dated check date and continue until the entire sum of said uncashed check has been exhausted limited to \$1,500.00 or claim has been made for the remainder, or in the event three years has elapsed and the unclaimed remainder of this check will be escheated to the State. Whichever shall occur first.

- A \$25.00 fee will be charged for any re-issuance of any check.
- A \$35.00 NSF fee will be charged for any checks returned for insufficient funds.

- FIRPTA PROCESSING

- Processing the paperwork and documents when working with non-resident aliens.
- Buyer and Seller to sign FIRPTA documents and escrow processing the check sent to the IRS. The fee for FIRPTA processing is \$125.00

- ESCROW HOLDBACK-POST-CLOSING

An additional fee shall be charged when the escrow agent is employed, or is otherwise required, to hold funds after an escrow transaction has closed, to secure the completion of work by a third party or the satisfaction of other conditions. The fee shall be \$125 for the first holdback, split between buyer and seller, and \$50 for each additional holdback. Such fees are nonrefundable.

- MANUFACTURED HOME

An additional \$100.00 Escrow Fee will be charged for any escrow transaction which involves a manufactured/mobile home that will require an Affidavit of Affixture to be recorded or title(s) to be transferred.

- INSPECTION FEE

When an inspection of the subject property is required, the fee for said inspection shall be \$100.00 per inspection, within Maricopa County. Rush Fee will be \$50.00 for inspections needed within 48 hours. Properties outside of Maricopa County will be assessed and quoted by the inspector.

- RECONVEYANCE TRACKING FEE

\$95.00 per lien will be charged when a lien is paid in full at the close of escrow on a residential dwelling or vacant land and a release is not available for recordation at close for following up and assuring that a lien release is recorded.

- OUT OF OFFICE SERVICE FEE

When a third-party notary company needs to sign the seller and/or buyer outside the office. Canyon Title Agency of AZ, LLC. must obtain the invoice to pay at close of escrow. Rates may vary.

- COURIER FEES (FED/EX, UPS, LOCAL DELIVERY) - \$35.00 per package

**SCHEDULE 1 – BASIC ESCROW RATES**

AMOUNT TO	FEE\$	AMOUNT TO	FEE\$	AMOUNT TO	FEE\$
\$100,000	696	\$275,000	925	\$450,000	1,156
105,000	701	280,000	932	455,000	1,163
110,000	707	285,000	938	460,000	1,169
115,000	714	290,000	945	465,000	1,176
120,000	720	295,000	951	470,000	1,182
125,000	727	300,000	958	475,000	1,189
130,000	734	305,000	965	480,000	1,196
135,000	740	310,000	971	485,000	1,202
140,000	747	315,000	978	490,000	1,209
145,000	753	320,000	984	495,000	1,215
150,000	760	325,000	991	500,000	1,222
155,000	767	330,000	998	505,000	1,229
160,000	773	335,000	1,004	510,000	1,235
165,000	780	340,000	1,011	515,000	1,242
170,000	786	345,000	1,017	520,000	1,248
175,000	793	350,000	1,024	525,000	1,255
180,000	800	355,000	1,031	530,000	1,262
185,000	806	360,000	1,037	535,000	1,268
190,000	813	365,000	1,044	540,000	1,275
195,000	819	370,000	1,050	545,000	1,281
200,000	826	375,000	1,057	550,000	1,288
205,000	833	380,000	1,064	555,000	1,295
210,000	839	385,000	1,070	560,000	1,301
215,000	846	390,000	1,077	565,000	1,308
220,000	852	395,000	1,083	570,000	1,314
225,000	859	400,000	1,090	575,000	1,321
230,000	866	405,000	1,097	580,000	1,328
235,000	872	410,000	1,103	585,000	1,334
240,000	879	415,000	1,110	590,000	1,341
245,000	885	420,000	1,116	595,000	1,347
250,000	892	425,000	1,123	600,000	1,354
255,000	899	430,000	1,130	605,000	1,361
260,000	905	435,000	1,136	610,000	1,367
265,000	912	440,000	1,143	615,000	1,374
270,000	918	445,000	1,149	620,000	1,380

AMOUNT TO	FEE\$	AMOUNT TO	FEE\$	AMOUNT TO	FEE\$
\$625,000	1,387	\$800,000	1,618	\$975,000	1,849
630,000	1,394	805,000	1,625	980,000	1,856
635,000	1,400	810,000	1,631	985,000	1,862
640,000	1,407	815,000	1,638	990,000	1,869
645,000	1,413	820,000	1,644	995,000	1,875
650,000	1,420	825,000	1,651	1,000,000	1,882
655,000	1,427	830,000	1,658		
660,000	1,433	835,000	1,664		
665,000	1,440	840,000	1,671		
670,000	1,446	845,000	1,677		
675,000	1,453	850,000	1,684		
680,000	1,460	855,000	1,691		
685,000	1,466	860,000	1,697		
690,000	1,473	865,000	1,704		
695,000	1,479	870,000	1,710		
700,000	1,486	875,000	1,717		
705,000	1,493	880,000	1,724		
710,000	1,499	885,000	1,730		
715,000	1,506	890,000	1,737		
720,000	1,512	895,000	1,743		
725,000	1,519	900,000	1,750		
730,000	1,526	905,000	1,757		
735,000	1,532	910,000	1,763		
740,000	1,539	915,000	1,770		
745,000	1,545	920,000	1,776		
750,000	1,552	925,000	1,783		
755,000	1,559	930,000	1,790		
760,000	1,565	935,000	1,796		
765,000	1,572	940,000	1,803		
770,000	1,578	945,000	1,809		
775,000	1,585	950,000	1,816		
780,000	1,592	955,000	1,823		
785,000	1,598	960,000	1,829		
790,000	1,605	965,000	1,836		
795,000	1,611	970,000	1,842		

\*\* \$1,000,001 to \$2,500,000 add per \$5000 of fraction thereof \$3.50; Over \$2,500,000, Escrow Rate Based on Quotation, minimum \$1,500.00