



Tiago National Title

Let's Grow Together

ESCROW RATE MANUAL

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As Amended August 31, 2022

**TABLE OF CONTENTS**

General Rules 4-5

- Definition of Escrow 4
- Computation from Basic Escrow Rate 4
- Fair Value 4
- Minimum Charges 4
- Rates and Charges in Effect Prior to Filing 4
- Separated Sales or Exchanges (Different Owners) 4
- Undivided Interest, Transfer of Interest 5

Basic Escrow Rate 5

Basic Charge – Loan 5

Basic Charge – Leasehold 5

Basic Charge – Subdivision 5-6

Basic Charge – Broker and Investor 6

Basic Charge – Sub – Escrow 6

Miscellaneous Fees and Charges 7

Bulk Sale, Pledge Escrow, Miscellaneous Transactions 7

Relocation Rate 6

Resale Bundled Service Fee 7

Refinance Rate 7

Reconveyance Tracking Fee 7

File Maintenance Fee 7

Direct Transaction Fee 7

Flat Rate Recording Fee 8

Courier Service Fee 8

Stop Pay Fee 8

Wire Funds Fee 8

Interest Bearing Account Fee	TABLE OF CONTENTS	8
Overnight Delivery Charge		8
Special Services (Hourly Work Fee)		9
Telecommunication Loan Package and Closing Documents		9
Second Equity Loan Transaction		9
Processing Service Fee		9
Escheat Servicing Fee		9
Mobile Notary Fee		9
Holdback Processing Fee		10
Retrieval of Offsite Files		10
First Responder Rate		10
Special Rates, Credits and Discounts		10
Contractual Rate (Federal, State or Municipal Agencies)		10

## TABLE OF CONTENTS

Employee Rate	11
Transfer of Existing Escrow Files from Other Licensed Escrow Agents	11
Inspection Fee	11
Manufactured Units / Affixture Processing Fee	11
Septic Transfer	11
Negotiated Rate	12
Competitor Rate	12
FIRPTA Processing Fee	12
Escrow Rates Table	13-14

TIAGO TITLE, LLC  
ESCROW RATE MANUAL

**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, promisee, 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 Tiago Title, LLC (“Tiago”) will always be applied on fair value as defined in C. below in multiples of \$1,000.00 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.

TIAGO TITLE, LLC  
ESCROW RATE MANUAL

**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 (\$840)

**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 (\$175) to the Basic Escrow Rate. 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.

TIAGO TITLE, LLC  
ESCROW RATE MANUAL

<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 (\$840)

**806 This section intentionally left blank**

**807 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.

TIAGO TITLE, LLC  
ESCROW RATE MANUAL

**C. RESALE BUNDLED SERVICE FEE **\$350.00****

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.

There will not be a Processing Fee (Section Q) charged when using this rate.

**D. REFINANCE RATE **\$375.00****

1. Basic Escrow Fee – The escrow fee will \$375.00 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, one (1) overnight delivery fee and one (1) mobile notary fee.

Note: The Processing Fee and the Reconveyance Tracking fee will not apply. Recording fees will be charged in accordance with Section 807-H.

Note: Section 807-W will also be charged when applicable.

2. An additional \$150.00 Escrow Fee will be charged for handling a 2<sup>nd</sup> loan escrow concurrent with a loan to refinance the existing encumbrance on the subject property.

**E. RECONVEYANCE TRACKING FEE **\$95.00****

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 charges that may be incurred by employing a third-party vendor to provide this service to the Company. The reconveyance tracking fee, which is \$95.00 per loan payoff, 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

TIAGO TITLE, LLC  
ESCROW RATE MANUAL

**H. FLAT RATE RECORDING FEE \$130**

This fee will be charged on all 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 **\$75.00** regardless of the number of documents recorded, the county documents are recorded in 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 account(s); such fees will not be less than zero nor more than 200% of the applicable rate.

**J. STOP PAYMENT FEE \$35.00 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 \$50.00 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 account(s); such fees will not be less than zero no more than 200% of the





TIAGO TITLE, LLC  
ESCROW RATE MANUAL

4. Fee for commercial purchases and refinance loans when the signing is conducted in the State of Arizona: **\$250.00 +\$50.00 after 1 hour**
5. Travel fee, if the party cancels during signing: **\$50.00**
6. Cancellation fee, if cancelled after signing: **\$250.00**
7. Redraw or Resigning Fee: **\$125.00 +\$50.00 after 1 hour**
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 credit cards or other non-real estate debts as required of the borrower by the new lender, the fee will be \$35 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.

**808 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.

TIAGO TITLE, LLC  
ESCROW RATE MANUAL

**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 Tiago Title, LLC at the clients' request, may be negotiated on a case-by-case basis depending upon the work involved.

**D. INSPECTION FEE **\$100.00****

When an inspection of the subject property is required for the issuance of any title insurance product, there will be an inspection fee charged per inspection.

**809 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

**810 SEPTIC TRANSFER (ADEQ)**

Transactions which require the transfer of a septic system pursuant to ADEQ requirements.

Charge: \$50.00 per transfer

**811 This section intentionally left blank**

TIAGO TITLE, LLC  
ESCROW RATE MANUAL

**812 NEGOTIATED RATE**

Under certain circumstances Tiago Title, 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.

**813 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 file with and approved by Arizona Department of Financial Institutions.
- Copy of quote must be retained in file.
- Recording Fees and Additional Work Charges, if applicable, are in addition to the above Basic Charge.
- If additional charges are applicable, all such additional charges shall be added to the Basic Charge
- Rate may not be combined with any other discounted or special rate.
- Issuance of this rate requires Escrow Administration Approval

**814 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**

TIAGO TITLE, LLC  
ESCROW RATE MANUAL

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	840	440,000	1,230	830,000	1,620
55,000	845	445,000	1,235	835,000	1,625
60,000	850	450,000	1,240	840,000	1,630
65,000	855	455,000	1,245	845,000	1,635
70,000	860	460,000	1,250	850,000	1,640
75,000	865	465,000	1,255	855,000	1,645
80,000	870	470,000	1,260	860,000	1,650
85,000	875	475,000	1,265	865,000	1,655
90,000	880	480,000	1,270	870,000	1,660
95,000	885	485,000	1,275	875,000	1,665
100,000	890	490,000	1,280	880,000	1,670
105,000	895	495,000	1,285	885,000	1,675
110,000	900	500,000	1,290	890,000	1,680
115,000	905	505,000	1,295	895,000	1,685
120,000	910	510,000	1,300	900,000	1,690
125,000	915	515,000	1,305	905,000	1,695
130,000	920	520,000	1,310	910,000	1,700
135,000	925	525,000	1,315	915,000	1,705
140,000	930	530,000	1,320	920,000	1,710
145,000	935	535,000	1,325	925,000	1,715
150,000	940	540,000	1,330	930,000	1,720
155,000	945	545,000	1,335	935,000	1,725
160,000	950	550,000	1,340	940,000	1,730
165,000	955	555,000	1,345	945,000	1,735
170,000	960	560,000	1,350	950,000	1,740
175,000	965	565,000	1,355	955,000	1,745
180,000	970	570,000	1,360	960,000	1,750
185,000	975	575,000	1,365	965,000	1,755
190,000	980	580,000	1,370	970,000	1,760
195,000	985	585,000	1,375	975,000	1,765
200,000	990	590,000	1,380	980,000	1,770
205,000	995	595,000	1,385	985,000	1,775
210,000	1,000	600,000	1,390	990,000	1,780
215,000	1,005	605,000	1,395	995,000	1,785
220,000	1,010	610,000	1,400	1,000,000	1,790
225,000	1,015	615,000	1,405		
230,000	1,020	620,000	1,410		

TIAGO TITLE, LLC  
 ESCROW RATE MANUAL

235,000	1,025	625,000	1,415
240,000	1,030	630,000	1,420
245,000	1,035	635,000	1,425
250,000	1,040	640,000	1,430
255,000	1,045	645,000	1,435
260,000	1,050	650,000	1,440
265,000	1,055	655,000	1,445
270,000	1,060	660,000	1,450
275,000	1,065	665,000	1,455
280,000	1,070	670,000	1,460
285,000	1,075	675,000	1,465
290,000	1,080	680,000	1,470
295,000	1,085	685,000	1,475
300,000	1,090	690,000	1,480
305,000	1,095	695,000	1,485
310,000	1,100	700,000	1,490
315,000	1,105	705,000	1,495
320,000	1,110	710,000	1,500
325,000	1,115	715,000	1,505
330,000	1,120	720,000	1,510
335,000	1,125	725,000	1,515
340,000	1,130	730,000	1,520
345,000	1,135	735,000	1,525
350,000	1,140	740,000	1,530
355,000	1,145	745,000	1,535
360,000	1,150	750,000	1,540
365,000	1,155	755,000	1,545
370,000	1,160	760,000	1,550
375,000	1,165	765,000	1,555
380,000	1,170	770,000	1,560
385,000	1,175	775,000	1,565
390,000	1,180	780,000	1,570
395,000	1,185	785,000	1,575
400,000	1,190	790,000	1,580
405,000	1,195	795,000	1,585
410,000	1,200	800,000	1,590
415,000	1,205	805,000	1,595
420,000	1,210	810,000	1,600
425,000	1,215	815,000	1,605
430,000	1,220	820,000	1,610
435,000	1,225	825,000	1,615

**\$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 \$1,500.000**