

**PREMIUM TITLE AGENCY, INC.**  
(the “Company”)

**ESCROW FEES AND CHARGES FOR**

**THE STATE OF ARIZONA**

**DATE SUBMITTED: December 14, 2016**

**EFFECTIVE DATE: January 13, 2017**

This Schedule of Fees and Charges supersedes all Schedules of Fees and Charges previously filed with the Arizona Department of Financial Institutions pursuant to A.R.S. §6-846, *et seq.*, on behalf of Premium Title Agency, Inc.

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## **SECTION 1 – GENERAL PROVISIONS**

### **A. DEFINITIONS**

#### **1.1 CHARGES FOR SERVICES NOT SCHEDULED HEREIN**

Escrow Services may be requested which are not described in this schedule and for which no charge is set forth. In such circumstances, the following hourly rate will be charged which, in the opinion of the Company, appears to be consistent with the general pattern of pricing provided herein.

#### **1.2 DEMAND LETTER FEE**

A fee for servicing and processing for each transaction in which a demand letter is initiated and sent by the Company.

#### **1.3 DOCUMENT PREPARATION FEE**

A fee for preparation of conveyance documents, security instruments, and other recordable documents.

#### **1.4 ELECTRONIC DOCUMENT FEE**

A fee for servicing and processing each loan package and/or other documents that are sent by email, facsimile transmission or any other form of electronic transmission.

#### **1.5 ESCROW**

“Escrow” means any transaction in which any escrow 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, exchange, encumbrance or lease of real property to be delivered or re-delivered by that person upon contingent 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 the grantee, grantor, promisee, promisor, obligee, obligor, bailee, bailor, or any designated agent or employee of any of them. Escrow includes subdivision trusts (A.R.S. 6-801, as amended by Senate Bill 1091 – 38<sup>th</sup> Legislature 2<sup>nd</sup> Session).

#### **1.6 ESCROW AGENT**

Any person engaged in the business of accepting escrow.

#### **1.7 ESCROW HOLDBACK FEE**

A fee if funds remain in escrow subsequent to the date of closing at the request of the Company or a party to the transaction.

#### **1.8 FEDERALLY INSURED LOANS**

The charge for escrow services may be reduced or waived if a reduction is required to be in compliance with any applicable Federal Rules and Regulations pertaining to federally insured loans. A copy of the signed agreement will be placed in the file.

**1.9 LEASEHOLD FOR REO AND NON-REO**

The leasehold escrow rate based on the “fair value” of the real property leased or the total amount of the lease payments, whichever is less.

**1.10 LOAN TIE-IN CHARGE**

When a loan is handled simultaneous with the sale of real property covering identical real property a loan tie-in charge is applicable.

**1.11 OVERNIGHT DELIVERY – CASH AND LOAN FILES**

A fee per file for cash and loan transactions for servicing and processing packages sent by messenger or overnight service provider, either special delivery or overnight. This fee includes the applicable rate charged for each messenger service.

**1.12 SUB-ESCROW**

When the Company is acting in a limited role providing minimal escrow services in accommodation to another company that is acting as the primary escrow agent.

**1.13 TRUSTEE FEE**

A trustee fee for servicing and processing for each transaction in which a Trustee is involved in the foreclosure of a deed of trust.

**1.14 MANUFACTURED HOUSING FEE**

When a transaction involves a property that includes a manufactured housing unit, there will be an additional charge for obtaining or transferring any certificates of title, obtaining any lien releases or payoffs, or for filing any affixation documents

**B. COMPUTATION**

The rates shall always be applied to the fair value as defined in Section “D” below.

**C. EFFECTIVE DATE**

All rates set forth herein become effective when approved by the Arizona Department of Financial Institutions or by operation of law.

**D. FAIR VALUE**

(1) When a sale is involved, the “fair value” means the full amount of consideration paid to the Seller, including any encumbrances being assumed by the Buyer, OR the “fair value” shall be determined from all available information (*i.e.*, amount of encumbrances, assessed value, comparable sale data, etc.). The optional selection for determining “fair value” is at the sole discretion of the Escrow Agent.

(2) When a sale is not involved, the “fair value” shall be the principal amount of the new loan.

**E. PAYMENT OF ESCROW CHARGES**

Unless otherwise instructed in writing by the parties, the escrow charges in a sale transaction shall be paid one-half by Buyer and one-half by Seller; the escrow charges in a loan transaction shall be paid by the Borrower. Unless otherwise instructed in writing by the parties, any charges incurred for miscellaneous or additional services provided or requested by the parties shall be charged to the person who requested such services or who will benefit by

such services.

**F. BULK SALES OR EXCHANGES**

For escrows handled in connection with commercial developers, volume users and investors, builders, sub-dividers, developers, investors, real estate investment trusts (REITs), or other entities or persons customarily involved in real estate investments shall be deemed Bulk users.

**G. UNDIVIDED INTEREST, TRANSFER OF INTEREST**

The escrow rates set forth below shall apply on a sale or transfer on an undivided interest based upon the interest covered, the purchase price or the fair market value thereof, whichever is higher.

**SECTION 2 – SCHEDULE OF ESCROW RATES**

The following rates apply to escrows handled in all counties.

**2.1 STANDARD RESIDENTIAL PURCHASE AND SALE TRANSACTIONS**

For sale transactions involving one residential tract of land (or several contiguous residential tracts of land) with no more than three buyers or sellers. Escrow fee includes the following charges: Electronic Document Delivery.

- \$800 total escrow fee for cash transactions.
- For additional parties in excess of a total of three - \$100 per party.
- For additional tracts of land - \$100 per tract of land.

**2.2 REO RESIDENTIAL PURCHASE AND SALE TRANSACTIONS**

For sale transactions involving one residential tract of land (or several contiguous residential tracts of land) where title is vested in the seller through a foreclosure or deed in lieu of foreclosure or other default procedure, including short-sale transactions, regardless of the number of buyer or sellers. Escrow fee includes the following additional charges: HOA Retrieval Fee. The Loan Tie-In Charge applies to this transaction.

<u>Purchase Price</u>	<u>Escrow Fee</u>
Up to \$100,000	\$ 900
\$100,000 - \$ 250,000	\$1,200
\$250,000 – \$500,000	\$1,750
\$500,000 - \$1,000,000	\$2,500
Over \$1,000,000	Call for Quote*

- For additional tracts of land - \$100 per tract of land.

\* A copy of the signed agreement will be placed in the file.

**2.3 BULK OR INVESTOR PURCHASE AND SALE TRANSACTIONS**

For sale transactions involving multiple residential (non-contiguous) properties between either individuals  
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or entities involving one or more buyers or sellers handled as one single transaction, transactions of at least 20 properties. Escrow Fee includes of the following charges: Loan Tie Fee and overnight processing fees (actual overnight costs to be passed through to parties).

Escrow Fee will be charged at the rate of \$50 per property transferred, conveyed or insured – Minimum Fee of \$2600. The greater of the \$50 per property rate or the \$2600 Minimum Fee will be charged.

Additional Charges: Document Preparation and Management Fees - \$165 per document for preparation of conveyance documents, collation of multipart recordable documents, electronic printing, and scanning/electronic delivery of closing documentation. This is a bundled rate.

## **2.4 BULK OR INVESTOR MORTGAGE TRANSACTIONS**

For loan transactions (without an accompanying sale) involving multiple residential (non-contiguous) properties handled as a single transaction of at least 20 properties, involving one borrowing entity and one or more lenders. Escrow Fee includes the following charges: overnight processing fees (actual overnight costs to be passed through to borrower).

Escrow Fee will be charged at the rate of \$50 per property mortgaged, encumbered or insured – Minimum Fee of \$2600. The greater of the \$50 per property rate or the \$2600 Minimum Fee will be charged.

Additional Charges: Document Preparation and Management Fees - \$65 per document for collation of multipart recordable documents, electronic printing, and scanning/electronic delivery of closing documentation. This is a bundled rate.

## **2.5 BULK OR INVESTOR DUE DILIGENCE REPORTS**

Due Diligence/Property Reports - \$150 for each Ownership and Encumbrance Search (O&E search) performed for an Investor. After 500 O&E searches have been executed on an annual basis per year from the Effective Date of the written agreement for services between the Agent and an Investor, the O&E Search fee will be reduced to \$135, and the fee will further be reduced to \$121.50 after an additional 500 O&E searches have been executed. The fee for O&E searches will be reset to \$150 on each anniversary of the Effective Date of the Services Letter.

## **2.6 RESIDENTIAL LOAN TRANSACTIONS - STANDARD (NON-BUNDLED)**

For loan transactions involving one residential tract of land (or several contiguous residential tracts of land) with no more than three borrowers. Escrow fee includes the following charges: Electronic Document Delivery.

- \$350 Escrow Fee
- For additional parties in excess of three - \$100 per party
- For additional tracts of land - \$100 per tract of land.

## **2.7 RESIDENTIAL LOAN TRANSACTION – BUNDLED SETTLEMENT**

For loan transactions involving one residential tract of land (or several contiguous residential tracts of land) not to exceed a liability of \$2,000,000, closed through an office with centralized order processing, with volume commitments of 100 closings per month pursuant to a written agreement between agent and lender. Escrow fee includes the following charges: Overnight Delivery, Electronic Document Delivery, HOA  
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Document Retrieval.

- \$300 Escrow Fee

## **2.8 RESIDENTIAL REVERSE TRANSACTION – BUNDLED SETTLEMENT**

For reverse loan transactions involving one residential tract of land (or several contiguous residential tracts of land) not to exceed a liability of \$2,000,000, closed through an office with centralized order processing, with volume commitments of 50 closings per month pursuant to a written agreement between agent and lender. Escrow fee includes the following charges: Overnight Delivery, Electronic Document Delivery, HOA Document Retrieval.

- \$300 Escrow Fee

## **2.9 HOME EQUITY RESIDENTIAL LOAN TRANSACTION**

For home equity loan transactions involving residential property. Escrow fee includes the following charges: Electronic Document Delivery.

- \$250 Escrow Fee

## **2.10 CONSTRUCTION LOAN TRANSACTIONS**

### **2.10.1 CONSTRUCTION LOAN TRANSACTION WITH SALE TRANSACTION**

For transactions where a purchaser is acquiring interest in real property and financing construction of improvements on the acquired property in the same transaction. Escrow Fee includes the following charges: Overnight Delivery, Electronic Document Delivery, HOA Document Retrieval.

Residential Property (one residential tract of land or several contiguous residential tracts of land with improvement to be occupied by no more than 4 families) – flat rate \$900.

Commercial Property (one tract of land or several contiguous tracts of land)

Up to \$5,000,000	\$1,500
\$5,000,000 to \$10,000,000	\$2,000
\$10,000,000 to \$15,000,000	\$2,500
\$15,000,000 to \$20,000,000	\$3,000
Over \$20,000,000	to be negotiated

### **2.10.2 CONSTRUCTION TRANSACTION WITHOUT A SALE TRANSACTION**

For transactions where a current owner of real property is financing construction of improvements to the real property. Escrow Fee includes the following charges: Overnight Delivery, Electronic Document Delivery, HOA Document Retrieval.

Residential Property (one residential tract of land or several contiguous residential tracts of land with improvement to be occupied by no more than 4 families) – flat rate \$595.



Commercial Property (one tract of land or several contiguous tracts of land)

Up to \$5,000,000	\$ 750
\$5,000, 000 to \$10,000,000	\$1,250
\$10,000,000 to \$15,000,000	\$1,750
\$15,000,000 to \$20,000,000	\$2,250
Over \$20,000,000	to be negotiated

### **2.10.3 CONSTRUCTION DRAW MANAGEMENT SERVICE**

For construction transactions, where Agent will manage disbursement of a subsequent draw, paying the general contractor or sub-contractors and managing the 1099 report process, including up to 10 wire and/or check disbursements (additional wires or disbursements charges at \$15 per wire or check).

- \$150 Draw management fee

### **2.11 COMMERCIAL SALES TRANSACTION**

For cash or lender transactions where the property conveyed and insured is not a 1-4 family residential property with a single tract of land (or several contiguous residential tracts of land) with no more than three parties as buyer or seller.

- Transactions up to \$1,000,000 - \$1500 Total Escrow Fee
- Transactions over \$1,000,000 - \$2500 Total Escrow Fee
- For additional parties in excess of a total of three - \$100 per party
- For additional tracts of land - \$500 per tract

### **2.12 COMMERCIAL REO SALE TRANSACTION**

For transactions where the property conveyed and insured is not a 1-4 family residential property, with a single tract of land (or several contiguous residential tracts of land) with no more than three parties as buyer or seller where title is vested in the seller through a foreclosure or deed in lieu of foreclosure or other default procedure.

- For Transactions up to \$500,000 - \$1500 Total Escrow Fee
- For Transactions over \$500,000 - \$2500 Total Escrow Fee
- For additional tracts of land - \$500 per tract

### **2.13 COMMERCIAL LOAN TRANSACTION**

For loan transactions where the property insured is not a 1-4 family residential property with a single tract of land (or several contiguous residential tracts of land) not exceeding three parties as buyer or seller.

- For Transactions up to \$500,000 - \$750 Total Escrow Fee
- For Transactions over \$500,000 - \$1500 Total Escrow Fee
- For additional parties in excess of a total of three borrowers - \$100 per party
- For additional tracts of land - \$500 per tract

### **SECTION 3 – OTHER MISCELLANEOUS FEES AND CHARGES**

#### **3.1 ESCROW HOLDBACK TO PROTECT AGENCY**

For transactions where the Company withholds funds until verification of payment in full of taxes, liens, judgments or other matters by Sellers.

- No Charge

#### **3.2 ESCROW HOLDBACK FOR PENDING IMPROVEMENTS/REPAIRS**

For transactions where Buyer or Buyer’s Lender requires the Company to hold funds until verification of post-closing improvements, repairs or other contingencies:

- For the stated holding in the Escrow Agreement (Holding Period) - \$150 to be charged to Buyer on the settlement statement and paid at closing
- For each additional 30 days after the end of the Holding Period - \$25 per 30-day period to be charged against the remaining funds and deducted from the escrowed funds as long as funds remain with the Company.

#### **3.3 MORTGAGE MODIFICATION DUE DILIGENCE REPORTS**

For an Ownership and Encumbrance Report issued in conjunction with a Mortgage Modification Guarantee, the pricing for each Lender/Customer shall be:

Volume per month	Price
0 – 249 Reports	\$115/report
250-499 Reports	\$110/report
500 or more Reports	\$105/report

#### **3.4 MISCELLANEOUS FEES**

##### **3.4.1 OVERNIGHT DELIVERY – CASH TRANSACTION**

Preparation of overnight packages, waybills and shipping charges for all FedEx or UPS packages in a cash sale transaction.

- \$25

##### **3.4.2 OVERNIGHT DELIVERY – LOAN TRANSACTION**

Preparation of overnight package, waybills and shipping charges for all FedEx or UPS packages in a loan transaction (sale with lender or loan transaction).

- \$50

### **3.4.3 DOCUMENT PREPARATION**

Preparation of real estate documents to be filed of record

- \$50 per document.

### **3.4.4 ELECTRONIC DOCUMENT DELIVERY**

Printing and collating loan documents delivered electronically for a loan transaction (sale with lender or loan transaction)

- \$50 per transaction

### **3.4.5 HOA DOCUMENT RETRIEVAL**

Processing fee for locating, ordering and collating Homeowner Association documentation or Condominium Owner documentation

- \$50 per property

### **3.4.6 LOAN TIE-IN CHARGE**

For a sale transaction where a buyer is obtaining financing for the purchase of property.

- \$150

### **3.4.7 SUBESCROW FEE**

- \$125

### **3.4.8 TRUSTEE FEE**

- \$500

### **3.4.9 MANUFACTURED HOUSING FEE**

- \$350

### **3.4.10 DEMAND LETTER FEE**

- \$50