

**CITIZENS TITLE & TRUST
1540 S. SECOND AVENUE
YUMA, ARIZONA 85364**

**SCHEDULE OF ESCROW RATES,
SCHEDULE OF ESCROW SERVICES,
AND
MANUAL OF CLASSIFICATIONS**

Revised 11/12

BASIC ESCROW RATE SCHEDULE:

Minimum			\$200.00
\$0.00	to	\$ 300,000	\$200.00 plus \$5.00 per 5,000
\$300,001	to	\$ 1,000,000	\$500.00 plus \$3.75 per 5,000
\$1,000,000	to	\$10,000,000	\$1,025.00 plus \$2.50 per 5,000
Over		\$10,000,000	\$5,525.00 plus \$1.75 per \$5,000

* Projects over \$25,000,000 shall be negotiated by escrow agent and customer.

ESCROW

General Rules

A. DEFINITION OF ESCROW

Escrow means any transaction wherein any property, money, written instrument, or evidence of title or possession of 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 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 re-delivered by that person upon the contingent happening or non-happening of a specified event or performance or non-happening 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 of employee or any of them. Escrow includes subdivision trust. (A.R.S. 6-801, Amended)

B. COMPUTATION FROM BASIC RATE

1. The rates shall always be applied on fair value (rounded up to the next nearest \$5,000 increment) as defined in D below.
2. Whenever percentages of the basic escrow rate are used herein, the charge arrived at from the use of the percentage may be rounded up to the next dollar.

C. EMPLOYEE RATE

Twenty-five percent (25%) of the applicable escrow rate shall be charged to an employee of Citizens Title or affiliates for escrow services performed in connection with the financing, re-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 to pay by established custom, as a party to the transaction. As in Chapter VI, use Prefix "H", to designate the applicability of the employee rate. Attach the Prefix to the proper escrow transaction code. (Codes set forth in this Chapter).

D. FAIR VALUE

The fair value shall be construed as the full value of the property, including the encumbrances. Where a sale is not involved, the fair value shall be determined from all available information, i.e., amount of encumbrances, assessed value, etc. In no event shall it be less than the sum of the unpaid principal balances of the mortgages and/or contracts to which the property is subject.

E. 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. Extra work will be charged at \$60.00 per hour.

F. SEPARATE SALES OR EXCHANGES (DIFFERENT OWNERS)

Basic Charge 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 common purchaser, and the sales or exchanges are handled concurrently and one or more separate escrows is involved.

G. UNDIVIDED INTEREST, TRANSFER OR WHEN SOLD SEPARATELY FROM REMAINING INTEREST

Basic Charge applicable (Section 801) based upon the interest covered, the purchase price or the fair value thereof, whichever is the higher.

H. FOR SALE BY OWNER.

A basic non-refundable deposit of \$150.00 is required to open escrow on property that is for sale by owner.

I. HOLD BACK FEES FOR FUTURE DISBURSEMENT

A minimum charge of \$250.00 plus .01% of funds over \$250,000 for funds that are held by escrow agent to be disbursed at a future date.

J. TRANSFER FOR PERSONAL PROPERTIES.

A charge of \$50.00 applicable for each transfer of personal properties through Arizona Department of Motor Vehicles.

K. WRAP ESCROW

A charge of an additional \$50.00 applicable for each wrap in an escrow transaction.

L. WIRE FEES

A charge of \$25.00 applicable for each wire in an escrow transaction.

M. COURTESY SIGNING

A minimum charge of \$100.00 to schedule and take signatures as a courtesy to other Title companies or lending institutions.

N. RECORD PROCESSING FEE

A record-processing fee of \$25 shall be charged for items recorded and processed for residential recording. This charge should cover fees incurred for the actual recording, miscellaneous indexing, and the mailing of documents recorded and shall be the charge for recording all documents recorded in the particular transaction.

For commercial transactions, a record processing fee of \$15 for the first five pages shall be charged with an additional \$1 for each additional page thereafter with a maximum charge of \$250

S. SHORT SALE TRANSACTIONS.

A processing charge of \$395, (if contracted to a third party vendor then the charge will be \$999-2,000 based upon written contract) shall be charged to perform specialized escrow processing services in a transaction involving a lender accepting less than the full amount owed under its loan agreement with its borrower (commonly known as a short sale) as a payoff and/or release of property. This charge (or a portion thereof) shall not apply if the lender declines to pay all (or a portion thereof) of the processing charge. It is inclusive of the basic escrow fee.

Amended 11/12

CHAPTER VIII

ESCROW

BASIC CHARGE (SALE) REAL ESTATE

801 Summary Account

1. The minimum charge of 100% of the Basic Escrow Rate shall be based upon the fair value of the property in escrow. If additional charges are applicable, all such additional charges shall be added to the Basic Escrow Rate applicable.

BASIC CHARGE (LOAN) REAL ESTATE

802 Summary Account

1. A. If no transfer of title is involved 100% of Basic Escrow Rate
- B. If concurrently with sale escrow for the full value of the land and improvement no code required, charge included in Code 801. \$ 75.00 additional
- C. The following charges are applicable for construction loans where the lender requests additional services such as obtaining lien waivers, architectural approval, etc. One-half of 1% of loan amount

BASIC CHARGE (LEASEHOLD)

803 Summary Account

1. A. The Leasehold Escrow Rate (other than oil, gas, or mineral leases) shall 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.
2. B. Escrow on oil, gas or mineral lease estate, as negotiated based on the services rendered.

BASIC CHARGE (SUBDIVISION)

804 Summary Account

A. Subdividers and Builders Rate

This rate is available to a builder, contractor, developer or subdivider customarily engaged in such business for the units being developed in a common promotional plan of contiguous properties. (This rate should be applicable only to those rates available under Section 801, 802 A & B and 803).

1. 1 –200 Units 65% of Basic Rate
2. Over 200 60% of Basic Rate

MINIMUM RATE \$100.00

B. Investors Rate is 60% of Basic Rate

Investor is defined as an entity or person customarily engaged in investing in real property for profit or resale.

805 The Basic Rate of Accounts 801, 802, 803 and 804, shall be negotiated and agreed on by the company and customer when the total project exceeds \$25,000,000.

BASIC CHARGE (SUB-ESCROW)

806 Summary Account

A. Sub-Escrow Service

Sub-Escrow may be provided in support of a primary Escrow holder for a minimum of \$150.00 per escrow. Services available under this Section are restricted to:

- a. The receipt of funds and written instructions from the escrow holder and from a lender whose loan will be insured.
- b. The disbursement of such funds for the elimination of matters affecting title, but only to the extent authorized under such instructions.

Note 1: This sub-escrow service does not include procuring demands nor disbursements of funds to persons other than the escrow holder for purposes except elimination of matters affecting title to the land to be insured.

Note 2: If a lender's instructions authorize disbursement to persons other than the escrow holder, the escrow holder must approve the lender's instruction in writing and supplement them with its own written instructions for disbursement of any loan funds which remain for disposition by the escrow holder or any party To the escrow.

Note 3: This sub-escrow service will include transactions with internal payoffs and no purchase escrow. (Refinances)

B. Miscellaneous

This rate applies to bulk sale escrows, pledge holder escrows and any other escrow not specifically set forth herein. Because of the wide variation of services required and liabilities assumed, it is impractical to establish other than the minimum basic escrow rate and there may be a charge above the minimum commensurate With the service provided and liability assumed.

ACCOUNT SERVICING CHARGES

Summary Account

The following charges are the rates applicable for accounting and other services rendered in connection with an escrow pursuant to The instructions of the parties thereto.

A.	Acceptance fee for account servicing agreement arising from an escrow closing in-house	\$60.00
B.	Addition of impounded account to new or existing account (one time charge) (in addition to the regular account acceptance fee, for impound accounts, collected and serviced in-house)	\$ 75.00
C.	Acceptance fee for an account servicing agreement arising outside of an in-house escrow (except existing accounts being transferred from another escrow account servicing agent)	\$150.00
D.	Annual fee (Minimum)	\$ 96.00
(1)	Annual fee for impound account collected and serviced in-house (in addition to regular annual service fee) (\$1.00 per each additional tax parcel and/or insurance policy per account)	\$ 96.00
(2)	Annual fee for each additional payee	\$ 48.00
(3)	Additional annual fee for multiple changes in term	\$ 60.00
(4)	Additional annual fee for holding accounts	\$ 60.00
(5)	Annual fee for dormant accounts	\$ 50.00
(6)	Annual fee for special handling (Requires manual calculations and postage)	\$120.00
(7)	Annual fee for unusual late charge provisions (in addition to regular annual service fee)	\$ 75.00

(8)	Annual fee for Automatic Late Notice (in addition to regular annual service fee)	\$ 60.00
E.	Add and Demand (Taxes, Insurance, Assessments)	\$ 75.00
F.	Closing fee or termination of account	\$ 50.00
G.	Acceptance of Assignment of Funds	\$ 75.00
H.	Modification of terms of account	\$100.00
I.	Change of Payor/Payee (name change only)	\$ 35.00
J.	Statement fee (Assumption, Payoff or Status)	\$ 75.00
K.	Transfer fee (Assignment/Assumption)	\$ 60.00
L.	Partial Release of property from an Agreement, Mortgage or Deed of Trust	\$ 75.00
M.	Deed of Release and Reconveyance	\$ 75.00
N.	NSF and/or dishonored checks	25.00*
	*Plus any charge assessed by the financial institution as a result of the dishonored check	
O.	Payment reminder notice	\$ 15.00
P.	Copies of Documents (per page)	\$ 1.00
Q.	Amortization Schedules	\$ 15.00
R.	Check Replacement Fee	\$ 15.00
S.	Duplicate Copies of Year-End Statements	\$ 10.00
T.	Verification of Accounts (Buyer's signature required)	\$ 25.00
U.	Special Services required (per hour/one hour minimum)	\$ 60.00
V.	Direct payment application (will be charged each time a payment requires manual updating due to payments being paid direct to payee or lender)	\$ 15.00

W. **Notice Requiring Strict Performance of Agreement** \$ 50.00
(Plus \$10.00 for each notice mailed)

X. **Ten Day Default Notice** \$ 35.00

Y. **Forfeiture Fee (Basic)**

1. One-half of 1% of the unpaid balance up to \$100,000 (with a minimum of \$500.00)
2. Add \$2.00 for each \$1,000 over \$100,000 up to \$300,000
3. Add \$1.50 for each \$1,000 over \$300,000 up to \$500,000
4. Add \$1.00 for each \$1,000 over \$500,000

PLUS COSTS, INCLUDING, BUT NOT LIMITED TO:

- (a) Recording
- (b) Title Search
- (c) \$10.00 for each Notice required to be mailed

(A DEPOSIT WILL BE REQUIRED TO INITIATE THE FORFEITURE)

Z. **Trustee's Sale Fees (Basic)**

1. One half of 1% of the unpaid balance up to \$100,000 (with a minimum of \$500.00)
2. Add \$2.00 for each \$1,000 over \$100,000 up to \$300,000
3. Add \$1.50 for each \$1,000 over \$300,000 up to \$500,000
4. Add \$1.00 for each \$1,000 over \$500,000

PLUS COSTS, INCLUDING, BUT NOT LIMITED TO:

- (a) Trustee's Sale Guarantee, recordings, posting, publication
- (b) \$10.00 for each Notice required to be mailed
- (c) Minimum fee of \$200.00 plus cost of Trustee's Sale Guarantee if payment is made prior to service of Notice
- (d) Postponement fee \$ 50.00
- (e) Reinstatement fee \$ 75.00

(A DEPOSIT WILL BE REQUIRED TO INITIATE THE TRUSTEE'S SALE)

AA. **Courier/Messenger fee** \$ 30.00

BB. **Fax fee** \$ 15.00

CC. **Federal Express fee** \$ 25.00

DD. **International Federal Express fee** (in addition to regular fee) \$ 50.00

EE.	Opening and Maintaining interest-bearing account	\$ 25.00
FF.	Reconveyance Tracking Fee	\$ 25.00
GG.	Acceptance of Amendment to Trust Agreement	\$ 60.00
HH.	Easement Fee (or execution of any miscellaneous documents)	\$ 40.00
II	Additional parcels or property added to Trust (per parcel) Plus costs of title search if title policy not furnished	\$ 50.00
JJ.	Deed fee (per Deed)	\$ 50.00
KK.	Check charge (per check for each check over ten (10) checks issued in any month unless for distribution to beneficiaries of the Trust.	\$ 10.00
LL.	Tax Service Fee	\$ 75.00
MM.	Payment Verification	\$ 5.00
NN.	Payment made without coupon	\$ 2.50
OO.	Document Retrieval from Internet	\$ 25.00
PP.	Cashier's Check (plus actual bank charges)	\$20.00
QQ.	Extra Work Charges (per hour)	\$60.00

ESCROW RATE FOR SUBDIVISION TRUSTS

808 The following charges are the rates applicable for accounting and other services rendered in connection with subdivision trust escrows pursuant to the instructions of the parties thereto.

A. Acceptance Rate

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|-----------------------------|----------|
| 1. Single Beneficiary Trust | \$100.00 |
| 2. Double Beneficiary Trust | \$200.00 |

B. Annual Rate

- | | |
|-----------------------------|----------|
| 1. Single Beneficiary Trust | \$150.00 |
| 2. Double Beneficiary Trust | \$250.00 |
| 3. Junior Trust | \$250.00 |

Note 1: An additional charge of \$25.00 to be added for each beneficiary in excess of the number, as defined in Note 2 below, as it applies to A 1 and 2, and B 1, 2 and 3.

Note 2: “Beneficiary” as referred to herein is defined as follows:

One married couple, one party as his/her sole and separate property, one partnership (general, limited, or joint venture) or one corporation.

C. Accounting and Administrative Services

These fees are governed by the Account Servicing Rate Schedule set forth herein.