

OS NATIONAL, LLC

ESCROW RATE MANUAL
AND
SCHEDULE OF ESCROW FEES

STATE OF ARIZONA

Effective as of May 1, 2019

BASIC ESCROW RATE SCHEDULE

Basic Escrow Rate	All Counties
Transaction Amount Up to and Including	Rate \$
0 - 250,000	800
250,001 - 500,000	1,000
500,001 – 750,000	1,200
750,001 - 1,000,000	1,400
Over 1,000,000	Rate to be negotiated.

OS NATIONAL, LLC

GENERAL RULES

A. Definition of Escrow – ARS §6-801(4), as Amended

“Escrow” means any transaction in which any escrow property 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 non-happening 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 designed agent or employee of any of them. Escrow includes subdivision trusts and account servicing.

B. Effective Date

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

The Basic Escrow Rate schedule incorporated herein is applicable to all escrows and is the escrow rate that will be used for computing charges when escrow services are performed, subject to the provisions herein.

C. Payment of Escrow Charges

Unless otherwise instructed in writing by the parties, the escrow charges and recording/filing fees shall be paid one-half by the Buyer and one-half by Seller.

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(s) or who will benefit by such service(s).

D. Miscellaneous Services

Fees for services set forth in this Manual which are not listed as being included in a particular rate shall be charged to the party who has requested such service or who will benefit by such service and shall be in addition to that particular rate.

OS NATIONAL, LLC

ESCROW RATES

A. Basic Charge – Escrow Only - No Title Insurance

The escrow fee for an escrow involving a transfer or encumbrance of real property, manufactured home, mobile home or factory-built building designed for use as a residential dwelling in which no title insurance is to be issued or title insurance is being issued separately by a company other than OS National, LLC shall be \$1200.

This fee includes courier and overnight delivery fees, wire fees, electronic document fees, payoff tracking and processing fees, but does not include any Recording Service Fee or other filed rates included in this manual for special services as requested or required to close the escrow.

B. Basic Charge – Sale/Exchange/Transfer

1. Cash Sale Transaction without Payoff

The minimum charge of 100% of the Basic Escrow Rate shall be based upon the transaction amount. See Basic Escrow Rate Schedule.

This fee includes courier and overnight delivery fees and wire processing fees which, in the aggregate, do not exceed \$125.00. Aggregate fees in excess of \$125.00 shall be charged based on the actual cost(s). If additional charges are applicable, all such additional charges shall be added to the Basic Charge as applicable.

2. Bundled Sale – Sale Transaction with No Concurrent Loan Payoff

The minimum charge of 100% of the Basic Escrow Rate shall be based upon the transaction amount. See Basic Escrow Rate Schedule.

This fee includes courier and overnight delivery fees, payoff tracking and processing fee, electronic document fee and wire processing fees. If additional charges are applicable, all such additional charges shall be added to the Basic Escrow Rate as applicable.

3. Bundled Sale – Sale Transaction with Concurrent Loan(s) with or without Payoff

The minimum charge of 100% of the Basic Escrow Rate shall be based upon the amount of insurance issued, purchase price, or fair value of the property subject to the escrow. See Basic Escrow Rate Schedule.

OS NATIONAL, LLC

This fee includes courier and overnight delivery fees, loan tie-in fee, payoff tracking and processing fee, electronic document fee and wire processing fees. If additional charges are applicable, all such additional charges shall be added to the Basic Escrow Rate as applicable.

C. Basic Charge – Loan Only

1. Refinance Rate: The escrow fee for any loan-only transaction, regardless of whether there is/are any existing loan(s) to be paid off as a part of the escrow, shall be \$650.

This fee includes courier and overnight delivery fees, wire fees, electronic document fee, payoff tracking and processing fees, but does not include recording service fee or other filed rates included in this manual for special services as required to close the escrow.

2. Second/Subsequent Loan Concurrent with a Financing Escrow

When a financing or refinancing transaction includes a second or subsequent loan closed in conjunction with the new first loan, there shall be an additional fee for each additional loan processed in excess of the first loan, as set forth below. This fee is in addition to the applicable rate charged for the loan transaction.

\$130.00 for all transactions

This fee includes courier and overnight delivery fees, wire fees, electronic document fee, payoff tracking and processing fees, but does not include recording service fee or other filed rates included in this manual for special services as required to close the escrow.

3. Loan Escrow Rate – Commercial

This rate shall be applicable to any loan-only transaction, regardless of whether or not there is/are any existing loan(s) to be paid off and when there is no transfer of title and all loan documents will be provided by the lender and no documents are to be provided by OS National, LLC as escrow holder, the fee, regardless of the loan amount, shall be:

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Liability	Charge
Up to \$1,000,000	\$750
\$1,000,001 to \$3,000,000	\$1,000
Over \$3,000,000	\$1,500

This fee includes courier and overnight delivery fees, wire fees, electronic document fee, payoff tracking and processing fees, but does not include recording service fee or other filed rates included in this manual for special services as required to close the escrow.

4. Construction Loan

When the purpose of the escrow is to close on a construction loan, and there is no transfer of title, the charge to close the construction loan shall be 100% of the Basic Escrow Rate.

The charges for disbursement of construction funds pursuant to a construction disbursement agreement are as follows:

Without Lien Tracking:

Set up Fee	\$750
Disbursement Fee (per draw – includes one check)	\$100
Additional checks per draw in excess of one check	\$25

With Lien Tracking:

Set Up Fee	\$750
Disbursement Fee (per draw)	1/10 th of 1% of the amount of the draw

Document Collection and Review Fee

When there is no collection or disbursement of funds involved, and OS National is asked to collect and review documentation pertaining to draws and lien waivers, the fee shall be:

Set Up Fee	\$750
Package Review – Each	\$100

OS NATIONAL, LLC

In all situations, additional services requested or required under the terms of the construction disbursement agreement, including but not limited to overnight delivery or courier fees, wire fees, cancellation and reissue of checks and/or setting up of an interest bearing account, shall be charged at the applicable rate set forth herein if and as incurred, and shall be charged to the party requesting such services, and shall be deducted from the amount due said party.

D. Negotiated Rate

Under certain circumstances, OS National, LLC reserves the right to negotiate fees. Any such negotiated rate agreement must be approved by management and a copy of the rate agreement is to be placed in each escrow file for which the rate applies.

Any minimum charges set forth herein shall not apply to this section.

E. Competitor's Rates

OS National, LLC reserves the right to match any written escrow rate quote from a state of Arizona licensed title/escrow company. All such agreements must be approved in writing and executed by all pertinent parties. A copy of said agreement is to be placed in each escrow file for which the rate applies.

F. Employee Rate

The following 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.

There shall be no escrow fee charged for Arizona transactions closed in connection with the financing, refinancing, sale or purchase of the employee's primary residence or investment property for any employee of OS National, LLC engaged in the business of title insurance, including employees on approved retirement or leave.

G. Senior Citizen Rate

This rate is available to all persons of the age 65 years or older on or before the close of escrow date. The person requesting this rate must present proof of age.

The charge will be 70% of the Basic Escrow Rate.

OS NATIONAL, LLC

H. First Responder's Rate

This rate is available to any First Responder. A First Responder includes police officers, firefighters, and emergency medical personnel, active or retired military; National Guard and Red Cross employees. The person requesting the rate must present a current military identification card and/or proof of employment.

The charge will be 70% of the Basic Escrow Rate.

I. Corporate Relocation Rate

This rate is available to individuals through association with their employer or their employer's relocation company when the employee is being relocated by its employer, and shall be extended to the employer or employer's relocation company only if the transferred employee has already conveyed title to the employer or relocation company. This rate shall apply only to transactions involving the purchase or resale of an employee's primary residence and only to the relocated employee's share of the Basic Escrow Rate.

The charge will be 70% of the Basic Escrow Rate.

OS NATIONAL, LLC

MISCELLANEOUS SERVICES

A. Interest Bearing Accounts

In connection with an escrow, all funds in escrow may be placed into an interest bearing account upon the written request from the depositor of said funds. The depositor of such funds shall complete and sign an IRS W9 form and an Interest Bearing Account Authorization as provided by OS National, LLC before such an account can be opened.

The charge for opening, servicing and closing out of such an account shall be \$100 per account.

B. Funds Hold Back Fee

When funds remain in an escrow subsequent to the closing thereof for a specific purpose upon the request of the parties, the following rates shall apply and are in addition to any other escrow fees charged in the transaction:

<u>Amount of Hold Back</u>	<u>Fee</u>
Up to \$5,000	\$200.00
\$5,001 to \$50,000	\$300.00
Over \$50,000	\$500.00

In the event that parties request additional services in connection with the hold back account at time of closing, then such fees as set forth in this manual shall be collected at close of escrow and shall be considered earned and non-refundable.

C. Manufactured Unit Title Transfer/Affixture Processing Fees

For purposes of this manual “Unit” shall mean a single manufactured dwelling, trailer or other modular or manufactured structure used for residential or commercial purposes and whether or not comprised of one or more sections, which requires the processing of Manufacturer’s Certificate(s) of Origin, Certificate(s) of Title and/or Affidavit(s) of Affixture.

The applicable processing fee set forth below shall be in addition to the escrow rate charged for closing the transaction and is considered earned at close of escrow and shall be non-refundable.

OS NATIONAL, LLC

Service	Processing Fee
Transfer of Title	\$350.00 per unit
Affidavit of Affixture	\$350.00 per unit

D. Accelerated Escrow Rate

There shall be an additional fee of \$250 charged on any transaction that is processed within a three-business day period at the request of the customer.

E. Accommodation Fee – No Escrow Service

1. Taking Signatures: \$150 plus costs

The fee for taking signatures, plus costs incurred for such services as set forth in this manual (such as overnight delivery or courier service), if any, in performing the service. The duties of OS National, LLC shall be only in the taking of signatures on documents provided by the customer or on behalf of the customer.

2. Returning Loan Package(s) Separately: \$100 plus costs

The fee is for returning a separate loan package back to the lender and/or borrower, plus costs incurred for such services as set forth in this manual (such as overnight delivery or courier service), if any.

3. Coordinating Recording of Documents: \$100 plus costs

OS National, LLC may, upon request and at its sole discretion, coordinate the recording of the documents providing that such recording does not impose any liability upon OS National, LLC and providing that the parties sign an “Accommodation Recording Instruction and Hold Harmless” agreement in a form acceptable to OS National, LLC.

F. Special Services or Additional Work Charge

When special services or additional work is requested or required that is over and above the normal services provided in the type of escrow to be closed, there will be an additional charge of \$100 an hour for said services or work. The customer will be notified of the charges before they are incurred. In the event such charges are made, the deposit of final funds and the signing of final documents or the acceptance of the work performed will constitute approval of the charges.

OS NATIONAL, LLC

In such event, the minimum fee shall be \$100 plus \$50 per each additional half-hour or fraction thereof.

G. Recording and Filing Service Fee

This fee is to record all documents with the applicable county recorder electronically or otherwise. This fee also includes the delivery of said recorded original documents to the benefiting party.

Transaction Type	Fee per File
Refinance/Loan	\$45.00
Sale/Cash	\$50.00
Sale/Loan	\$60.00
Commercial Sale	\$100.00
Commercial Loan/Refi	\$75.00

Note: If an institutional lender requires that the recording fee be itemized, Escrow Agent will comply with those written instructions, and the recording fees will be charged in accordance with the actual county recorder's fee schedule.

Buyer/Borrower will be charged for documents relating to the transfer of title, deeds, as well as any security instruments (Deeds of Trust, Mortgages).

Seller will be charged for any documents recorded for Seller's benefit or required by Escrow Agent, in addition to the Affidavit of Property Value.

H. Signing Services (Outside)

OS National may employ vendors to perform outside signing services to accommodate a customer request. This service, if requested, will be charged to the benefiting party to escrow in the event we use a contracted signer. If signatures are obtained at any location of OS National, there will be no charge. If signatures are obtained outside of OS National's place of business, the fee will be \$150.

Employees of OS National do not charge signing or notary fees.

I. File Maintenance and Dormant Funds

Pursuant to A.R.S. §44-317, OS National will charge a service fee for the processing and administration coincidental with any unclaimed funds. This one-time charge will be earned by OS National after it has made a diligent effort to locate the party which includes written notice.

OS NATIONAL, LLC

\$75 per check

J. Other Miscellaneous Services

The items below are not to be charged when the service is expressly included in the description of the applicable escrow services.

Type of Service	Fee
Notary fee and signing services where the signing does not take place in the office handling the escrow	\$150 per notary signing
Check returned due to insufficient funds	\$35 per check returned
Overnight delivery fee	\$30 per delivery
Replacement or lost check - applies when a check must be reissued by OS National, LLC as a replacement for a lost or stale dated check	\$20 per check replaced
Reconveyance tracking to follow up on recording of a lien release - when a loan 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 closing	\$100 per lien
Electronic Documents (“eDocs”) – when electronic document received by OS National, LLC when accommodating the electronic transmission requires OS National, LLC to undertake additional work, including printing, potential reformatting or editing	\$40 for the first loan and \$20 for the second loan in same transaction
Flood Certification	This service is available upon request and for a negotiated fee.
Fees for other services obtained from a third party (other than OS National, LLC) or otherwise imposed by a governmental entity, not specifically mentioned in this Schedule of Escrow Fees	Actual charge by the third party provider or governmental entity, other than recording fees in residential transactions