



# AMERICAN TITLE — SERVICE AGENCY —

*Above All Else...Service!*

## *Schedule of Fees and Charges* *for* *American Title Service Agency, LLC*

*(Effective Date – September 1, 2019)*

This Schedule of Fees and Charges shall supersede all Schedules of Fees and Charges that have heretofore been displayed in our offices and filed with the Arizona Department of Financial Institutions pursuant to A.R.S. §6-864, et seq, on behalf of American Title Service Agency, LLC. In the event that any fees or charges that appeared in a prior filing are inadvertently omitted from this filing, those previous rates and charges shall remain in effect until subsequently included or changed. All fees and charges are subject to change without prior notice.



**---- TABLE OF CONTENTS ----**

**GENERAL PROVISIONS**

E1.1	Definition of Escrow	Page 3
E1.2	Fair Value	Page 3
E1.3	Computation from Basic Escrow Rate	Page 3
E1.4	Separate Sales or Exchanges (Different Owners)	Page 3
E1.5	Transfer of Undivided Interest	Page 4
E1.6	Escrow Fee / Recording Fee Split	Page 4
E1.7	Unique Escrow Requirements and Negotiated Rates	Page 4
E1.8	Rates and Charges in Effect Prior to Filing	Page 4

**ESCROW – Basic Charge**

E2.1	Basic Escrow Rate Formula	Page 5
E2.2	Sale – Basic Charge	Page 5
E2.3	Loan (No Existing Residential) – Basic Charge	Page 5
E2.4	Loan Concurrent with a Sale Escrow - Basic Charge	Page 6
E2.5	Commercial Loan (No Existing Lien) – Basic Charge	Page 6
E2.6	Commercial Loan (Refinance Existing Lien) – Basic Charge	Page 6
E2.7	Leasehold – Basic Charge	Page 6
E2.8	Sub-Escrow – Basic Charge	Page 7
E2.9	Escrow Only – Basic Charge	Page 7

**ESCROW – Special Rates**

E3.1	All-Inclusive Bulk Lender (Refinance) Rate	Page 8
E3.2	Cash Purchase Rate (Pinal County only)	Page 8
E3.3	Church and Non-Profit Charitable Organization Rate	Page 9
E3.4	Company-Sponsored Relocation Rate	Page 9
E3.5	Competitor Rate	Page 10
E3.6	Employee Rate	Page 10
E3.7	First Responder Rate / Homes for Heroes Program	Page 10
E3.8	Investor Rate	Page 11
E3.9	Loyalty Rate	Page 11
E3.10	Military Active Duty/Retired Rate	Page 12
E3.11	Non-Profit Multi-Housing Organization Rate	Page 12
E3.12	Senior Citizen Rate	Page 12
E3.13	Social Assistance Program Rate	Page 13
E3.14	Subdivision Rate (Residential)	Page 13
E3.15	Teacher/School Administrator Rate	Page 14



**---- TABLE OF CONTENTS ----**

**Miscellaneous Charges and Fees**

E4.1	Additional Work Charge (Non-Commercial Transactions)	Page 15
E4.2	Cancellation Fees and Charges	Page 15
E4.3	Check Service Fees	Page 15
E4.4	Commercial Transaction Work Charge	Page 16
E4.5	Consumer Payoff Services	Page 16
E4.6	Copy Charge (Litigation)	Page 16
E4.7	Courier Fee / Overnight Delivery	Page 16
E4.8	Direct Transaction Fee (Residential Sale)	Page 16
E4.9	Document Preparation Fee	Page 16
E4.10	Dormant Funds/Abandoned Property Charge	Page 17
E4.11	Electronic Document Storage	Page 17
E4.12	Interest Bearing Account Fee	Page 17
E4.13	Mobile Home Transfer Fee (Basic Services)	Page 17
E4.14	Mobile Home Transfer Fee (Additional Services)	Page 18
E4.15	NSF Processing Charge	Page 18
E4.16	Post-Closing Holdback Fee	Page 18
E4.17	Property Inspection Fee	Page 18
E4.18	Reconveyance Tracking Fee	Page 19
E4.19	Recording Fees	Page 19
E4.20	Short Sale Transaction Service	Page 19
E4.21	Signing Services (Outside)	Page 20
E4.22	Wire Transfer Fee	Page 20
E4.23	FIRPTA Processing	Page 20

**Schedule of Basic Rates**

Appendix A	Schedule of Basic Escrow Rates	Page 21
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**Schedule of Account Servicing Fees**

Appendix B	Schedule of Account Servicing Fees	Page 22
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**GENERAL PROVISIONS**

**E1.1 Definition of 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 rights, 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 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 a designated agent or employee or any of them. Escrow includes subdivision trust (A.R.S. §6-801, as amended).

**E1.2 Fair Value**

The fair value shall be construed as the full value of the property, the sale price, or the total of encumbrances, whichever is higher. 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, unless such mortgages and/or contracts provide for financing of a lender's loan and closing costs, the mortgage provides for advances, or the capitalization of interest, in which case the mortgages and/or contracts exceed the sales price. The Company may be entitled to rely on the value provided by the parties to an arm's length transaction.

**E1.3 Computation from Basic Escrow Rate**

The applicable rates shall be computed on a per unit or insurance basis in multiples of \$10,000.00 including any fraction thereof in accordance with the division of such units as set forth in the Basic Escrow Rates.

Whenever an Escrow Fee is calculated by using a percentage of the Basic Escrow Rate, the escrow fee shall be rounded up to the nearest dollar.

**E1.4 Separate Sales or Exchanges (Different Owners)**

Basic charge is applicable per the Basic Escrow Rate on each separate sale in which any seller/exchanger is 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/are involved.



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# *American Title Service Agency, LLC*

## *Schedule of Fees and Charges*

*(Effective September 1, 2019)*

### **E1.5 Transfer of Undivided Interest (Sold separately from remaining interest)**

Basic Charge is applicable based upon the interest conveyed, the purchase price or the fair value thereof, whichever is the higher.

### **E1.6 Escrow Fee Split**

Unless stated otherwise in the Purchase Contract, the Escrow Instructions, or other mutually acceptable written instructions, the basic escrow charge will be split equally between the parties to the escrow. Each parties escrow fee shall be rounded up to the nearest dollar.

Other fees, such as, but not limited to Recording Fees, Reconveyance Tracking Fees and other Miscellaneous Charges will be charged to the party requesting and/or benefiting from those services.

### **E1.7 Unique Escrow Requirements and Negotiated Rates**

In some cases, due to unusual requirements and/or special risks regarding the sale, financing or development of a major project or special circumstances, the Company may find it necessary to enter into contracts or agreements for various services to be rendered and the charges to be made thereon. All such requests must be submitted in full detail for consideration by an authorized Senior Management Officer. This will allow the Company to maintain control while offering pricing which is consistent with established escrow rates on projects or circumstances of a similar nature.

In addition, the company reserves the right to negotiate rates. Any such negotiated rate shall be in writing and approved by Executive Management of American Title Service Agency, LLC. A copy of the negotiated fee agreement shall be retained in the escrow file. In the event of a negotiated fee agreement, the minimums stated herein shall not apply.

### **E1.8 Rates and Charges in Effect Prior to Filing**

All rates contained herein become effective when approved by the Arizona Department of Financial Institutions or by operation of law. Any rate or charge that appeared in any previous Rate Manual that is not specifically addressed herein shall be deemed to have been overlooked and shall remain in full force and effect.



**ESCROW – Basic Charge**

**E2.1 Basic Escrow Rate Formula**

The minimum Basic Escrow Rate shall be based upon the fair value of the property in escrow, as follows. (See Appendix A for Basic Escrow Rate table)

<u>Transaction Amount</u>	<u>Rate</u>
Up to, and including, \$50,000.00 .....	Minimum Rate - \$950.00
Over \$50,000.00 up to, and including, \$1,000,000.00 .....	\$950.00, plus \$12.55 per \$10,000.00, or fraction thereof, of the transaction amount in excess of \$50,000.00
Over \$1,000,000.00 .....	\$2,143.00, plus \$9.81 per \$10,000.00, or fraction thereof, of the transaction amount in excess of \$1,000,000.00

**E2.2 Sale – Basic Charge**

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 Charge.

**E2.3 Loan (Residential) – Basic Charge**

When handling a loan escrow where no sale of the real property is involved and which does not qualify for the Bulk Lender Refinance Rate, the Basic Charge shall be as follows based upon the fair value of the property in escrow.

<u>Amount up to and Including</u>	<u>Basic Escrow Fee</u>
\$800,000	\$500
\$1,000,000	\$825
Over \$1,000,000	\$1,050

- All out-of-state refinance transactions will be charged a fee of \$1,050.00.
- This fee shall include all fees normally included with a refinance transaction including, but not limited to, courier, messenger, e-document, wire transfer and reconveyance tracking fees.
- 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.



**E2.4 Loan Concurrent with a Sale Escrow - Basic Charge**

When a loan escrow is handled concurrently with a sale, 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 Charge.

**E2.5 Commercial Loan (No Existing Lien) – Basic Charge**

If the property being refinanced is free and clear, 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 Charge.

**E2.6 Commercial Loan (Refinance Existing Lien) – Basic Charge**

When handling a commercial loan escrow where no sale of the real property is involved and the purpose of said loan is for the refinance of the existing encumbrances on subject property, the Basic Charge shall be as follows based upon the fair value of the property in escrow.

<u>Amount up to and Including</u>	<u>Basic Escrow Fee</u>
\$800,000	\$725
\$1,000,000	\$925
Over \$1,000,000	\$1,150

- All out of state refinance files will be charged a fee of \$1,250.00.
- This fee shall include all fees normally included with a refinance transaction including, but not limited to, courier, messenger, e-document, wire transfer and reconveyance tracking fees.
- 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.

**E2.7 Leasehold – Basic Charge**

The Leasehold Escrow Rate (other than Oil, Gas, or Mineral Leases) shall be 100% of the Basic Escrow Rate based upon the fair market value of the property leased or the total amount of the lease payments, whichever is less, plus \$100 for each lease assignment and/or modification. If additional charges are applicable, all such additional charges shall be added to the Basic Charge.

The escrow charge on Oil, Gas or Mineral Leases shall be negotiated by parties to the transaction, based on the services to be rendered.



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# *American Title Service Agency, LLC*

## *Schedule of Fees and Charges*

*(Effective September 1, 2019)*

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### **E2.8 Sub-Escrow – Basic Charge**

Sub-escrow service shall be provided for a minimum charge of \$175.00 per escrow.

- Services available under this section are restricted to:
  - ✓ The receipt and disbursement of funds and/or
  - ✓ Acceptance and recordation of documents.
  
- Additional charges will be assessed for the following supplemental services.
  - ✓ Signing Services - \$100.00
  - ✓ Ordering Payoffs - \$25.00

### **E2.9 Escrow Only – Basic Charge**

An escrow specifying no title policy to be issued shall have a basic charge of 200% of the Basic Escrow Rate. Escrow Only–Basic Charge may not be combined with any other discounted or special rate.





**ESCROW – Special Rates**

**E3.1 All-Inclusive Bulk Lender (Refinance) Rate**

This rate shall be available to any lender, Mortgage Broker, Credit Union or other lending entity that processes 15 or more refinance transactions through the Company on a monthly basis.

- Basic Charge for bundled services shall be \$375.
- This fee shall include all fees normally included with a refinance transaction including, but not limited to, courier, messenger, e-document, wire transfer and reconveyance tracking fees.
- 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.
- All-Inclusive Bulk Lender (Refinance) Rate may not be combined with any other discounted or special rate.

**E3.2 Cash Purchase Rate (Pinal County ONLY)**

This rate shall be available on any CASH ONLY purchase transactions located in Pinal County. Otherwise, standard rates apply.

<u>Amount up to and Including</u>	<u>Basic Escrow Charge</u>
\$75,000	\$550
\$75,001 thru \$150,000	\$650
Over \$150,000	Standard Rate Applies

- This fee shall include all domestic courier, domestic messenger and wire fees.
- Recording Fees, Additional Work Charges and Reconveyance Fees, 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.
- Cash Purchase Rate (Pinal County) may not be combined with any other discounted or special rate.



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# *American Title Service Agency, LLC*

## *Schedule of Fees and Charges*

*(Effective September 1, 2019)*

### **E3.3 Church and Non-Profit Charitable Organization Rate**

This rate is available to schools, churches, and other non-profit charitable organizations registered as a 501(c)3 organization.

- The charge is 50% of the Basic Escrow Rate applicable for the transaction.
- The party requesting the benefit must provide its federal tax identification number and documentation to verify its registration as a 501(c)3 organization.
- This rate applies only to the portion of the escrow fee that the qualifying party would be obligated to pay by established custom as a party to the transaction.
- This rate is limited to those improved parcels which are utilized as church buildings or schools affiliated with the church, or in case of other non-profit organizations, this rate shall apply to structures currently utilized for the purpose for which the entities were intended.
- This rate does not apply to vacant land, unless concurrent construction is intended consistent with the activities of the non-profit organization.
- This rate does not apply to any property granted as a gift or to be held for resale or investment purposes by a church or non-profit organization.
- If additional charges are applicable, all such additional charges shall be added to the Basic Charge.
- Church and Non-Profit Charitable Organization Rate may not be combined with any other discounted or special rate.

### **E3.4 Company-Sponsored Relocation Rate**

This rate is available to persons (employee) participating in a Company-Sponsored relocation plan in connection with the sale or purchase of an employee's bona fide primary residence.

- The charge is 60% of the Basic Escrow Rate applicable for the transaction.
- This rate applies only to the portion of the escrow fee that the qualifying party would be obligated to pay by established custom as a party to the transaction.
- Escrow fee shall be charged through escrow to employee, employer, or relocation company acting on behalf of the parties.
- If additional charges are applicable, all such additional charges shall be added to the Basic Charge.
- Company-Sponsored Relocation Rate may not be combined with any other discounted or special rate.



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# *American Title Service Agency, LLC*

## *Schedule of Fees and Charges*

*(Effective September 1, 2019)*

### **E3.5 Competitor Rate**

American Title Service Agency, LLC 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.
- 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.

### **E3.6 Employee Rate**

This rate is available to employees of American Title Services Agency, LLC (including employees who have retired under normal retirement procedures, including retirement on account of illness and early retirement based on the employer's policies as to retirement).

- No portion of the applicable escrow rate shall be charged to an employee in connection with the financing, refinancing, sale or purchase of the employee's bona fide primary personal residence.
- The Employee Rate (purchase, sale and refinance) is limited to one purchase, one sale, and one refinance transaction during a twelve month period. Standard rates shall apply thereafter.
- This rate applies only to the portion of the escrow fee that the qualifying party would be obligated to pay by established custom as a party to the transaction.
- If additional charges are applicable, all such additional charges shall be added to the Basic Charge.
- Employee Rate may not be combined with any other discounted or special rate.

### **E3.7 First Responder / Homes for Heroes Program Rate**

This rate is available, upon request, to bona fide first responder personnel, including but not limited to active or retired members of any police, fire, or EMT. Additionally, this rate is available, upon request, to qualified personnel identified in any active Homes for Heroes Program, including National and State recognized organizations.

- The charge is 80% of the Basic Escrow Rate applicable for the transaction.
- The party requesting First Responder/Homes for Heroes Program Rate must present valid proof of affiliation with the qualifying organization.
- This rate applies only to the portion of the escrow fee that the qualifying party would be obligated to pay by established custom as a party to the transaction.
- If additional charges are applicable, all such additional charges shall be added to the Basic Charge.
- First Responder/Homes for Heroes Program Rate may not be combined with any other discounted or special rate.



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# American Title Service Agency, LLC

## Schedule of Fees and Charges

(Effective September 1, 2019)

### **E3.8 Investor Rate**

This rate is available to an investor, builder, contractor, developer, sub-divider, licensed real estate salesperson or broker, licensed mortgage broker, or other individuals, groups of individuals or entities customarily involved in real estate investments, commercial property, or personal residences.

- The charge is 70% of the Basic Escrow Rate applicable for the transaction.
- This rate applies only to the portion of the escrow fee that the qualifying party would be obligated to pay by established custom as a party to the transaction.
- If additional charges are applicable, all such additional charges shall be added to the Basic Charge.
- Investor's Rate may not be combined with any other discounted or special rate.

### **E3.9 Loyalty Rate**

This rate is available to former clients who are selling the property previously purchased and closed through American Title Service Agency.

- The charge is based on the numbers on months since the purchase transaction was closed.

<u>Months Since Closing</u>	<u>Escrow Fee</u>
0 - 24	80% of Basic Escrow Rate
25 - 48	85% of Basic Escrow Rate
49 - 60	90% of Basic Escrow Rate
61 +	100% of Basic Escrow Rate

- This rate applies only to the portion of the escrow fee that the qualifying party would be obligated to pay by established custom as a party to the transaction.
- If additional charges are applicable, all such additional charges shall be added to the Basic Charge.
- Investor's Rate may not be combined with any other discounted or special rate.



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# *American Title Service Agency, LLC*

## *Schedule of Fees and Charges*

*(Effective September 1, 2019)*

### **E3.10 Military Active Duty/Retired Rate**

This rate is available to any active or retired member of the Armed Forces of the United States of America.

- The charge is 80% of the Basic Escrow Rate applicable for the transaction.
- The party requesting Military Active Duty/Retired Rate must present valid proof of active or retired service to escrow agent upon opening of escrow.
- This rate applies only to the portion of the escrow fee that the qualifying party would be obligated to pay by established custom as a party to the transaction.
- If additional charges are applicable, all such additional charges shall be added to the Basic Charge.
- Military Active Duty/Retired Rate may not be combined with any other discounted or special rate.

### **E3.11 Non-Profit Multi-Housing Organization Rate**

This rate is available to non-profit, multi-housing organizations registered as a 501(c)3 organization, such as Habitat for Humanity.

- Basic Rate shall be reduced to \$350.00 per transaction.
- The party requesting the benefit must provide its federal tax identification number and documentation to verify its registration as a 501(c)3 organization.
- This rate applies only to the portion of the escrow fee that the qualifying party would be obligated to pay by established custom as a party to the transaction.
- If additional charges are applicable, all such additional charges shall be added to the Basic Charge.
- Non-Profit Multi-Housing Organization Rate may not be combined with any other discounted or special rate.

### **E3.12 Senior Citizen Rate**

This rate is available, upon request, to senior citizens (age 60 or older).

- The charge is 80% of the Basic Escrow Rate applicable for the transaction.
- The party requesting the Senior Citizen Rate must present valid proof of age (i.e., valid driver's license, birth certificate or passport),
- This rate applies only to the portion of the escrow fee that the qualifying party would be obligated to pay by established custom as a party to the transaction.
- If additional charges are applicable, all such additional charges shall be added to the Basic Charge.
- Senior Citizen Rate may not be combined with any other discounted or special rate.



**E3.13 Social Assistance Program Rate**

This rate is available, upon request, to a current or recent participant of a social service agency offering social shelter programs, including but not limited to domestic abuse shelters, homeless shelters, or governmentally sponsored programs.

- The charge is 80% of the Basic Escrow Rate applicable for the transaction.
- The party requesting Social Assistance Program Rate must present valid proof of affiliation with the qualifying organization.
- This rate applies only to the portion of the escrow fee that the qualifying party would be obligated to pay by established custom as a party to the transaction.
- If additional charges are applicable, all such additional charges shall be added to the Basic Charge.
- Social Assistance Program Rate may not be combined with any other discounted or special rate.

**E3.14 Subdivision Rate (Residential)**

This rate is available to a builder, contractor, developer, or sub-divider customarily engaged in such business of the development and/or sale of lots located within a residential subdivision plat. (This rate is applicable only to those rates available under Sections E2.2 and E2.4).

<b>Number of Units</b>	<b>Escrow Fee</b>
1 – 15	70% of Basic Escrow Rate
17 – 30	60% of Basic Escrow Rate
31 - 70	50% of Basic Escrow Rate
71 – 200	40% of Basic Escrow Rate
201 – 300	30% of Basic Escrow Rate
More than 300	25% of Basic Escrow Rate

- Minimum Rate - \$35.00 per unit.
- This rate applies only to the portion of the escrow fee that the qualifying party would be obligated to pay by established custom as a party to the transaction.
- If additional charges are applicable, all such additional charges shall be added to the Basic Charge.
- Subdivision Rate (Residential) may not be combined with any other discounted or special rate.



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# *American Title Service Agency, LLC*

## *Schedule of Fees and Charges*

*(Effective September 1, 2019)*

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### **E3.15 Teacher/School Administrator Rate**

This rate is available, upon request, to any certified teacher or administrative staff member.

- The charge is 80% of the Basic Escrow Rate applicable for the transaction.
- The party requesting the Teacher/School Administrator Rate must present verification of employment qualifying for such discount.
- This rate applies only to the portion of the escrow fee that the qualifying party would be obligated to pay by established custom as a party to the transaction.
- If additional charges are applicable, all such additional charges shall be added to the Basic Charge.
- Teacher/School Administrator Rate may not be combined with any other discounted or special rate.



**Miscellaneous Charges and Fees**

There are a variety of services and/or products that may be necessary or required to meet the needs of the customers of the Company. The rates included in this section shall be charged if these services and/or products are provided, in addition to any other applicable rates charged by the Company.

**E4.1 Additional Work Charge (Non-Commercial Transactions)**

The basic charges set forth herein are minimum charges. Additional work charges will be assessed when special risks are assumed or special services are provided.

- The charge will be \$65.00 per one-half hour (½ hour Minimum charge, ½ hour increments thereafter).
- The total additional work charge fee shall not exceed \$600.00.
- Escrow agent shall maintain a record of any additional work charges in the escrow file and make said record available for inspection by the applicable party.
- Party(ies) acknowledgement of the charges via a signed settlement statement shall be deemed as their approval thereof.
- Additional work charge does not include any document preparation charges.

*(Refer to E4.4 for Commercial Transactions)*

**E4.2 Cancellation Fees and Charges**

In the event an escrow transaction cancels, the cancellation fee will be only the charges due to any 3rd party vendors for which there are invoices in the escrow file. Escrow agent shall be under no obligation to collect fees from a seller in a cancelled transaction wherein the seller would be obligated to pay the charge.

**E4.3 Check Service Fees**

A processing fee will be assessed when additional check services are requested or required. The following fees have been established for those services.

➤ Fee per Check Stop Pay	_____	\$25.00
➤ Fee per Reissued Check	_____	\$15.00

- Company may elect to deduct fees from reissued check(s).
- No charge will be assessed if reissue is due to escrow error.





**E4.4 Commercial Transaction Work Charge**

The basic charges set forth herein are minimum charges. Additional work charges will be assessed when special risks are assumed or special services are provided.

- The charge will be \$65.00 per one-half hour (½ hour Minimum charge, ½ hour increments thereafter).
- The total additional work charge fee shall not exceed \$6,000.00.
- Additional work charge does not include any document preparation charges.

**E4.5 Consumer Payoff Services**

As a basic refinance service to our clients, escrow will provide consumer payoff services maximum for personal debts (including, but not limited to credit cards, vehicle loans or personal notes) that are not secured by the real property subject to the Escrow transaction. A maximum of three (3) payoff checks are included in the Basic Charge.

- Add'l Charge (After 3 checks) \_\_\_\_\_ \$10.00 per check

**E4.6 Copy Charge (Litigation)**

The following charge shall be assessed for providing copies when the company or parties to any transaction is involved in litigation.

- \$50.00 per employee hour (one hour minimum; ½ hour increments thereafter) plus twenty-five cents (\$.25) for each page produced.

**E4.7 Courier Fee / Overnight Delivery**

- Charges for domestic courier and overnight delivery are included in basic charge.
- Charges for international courier and overnight delivery charges will be assessed based on the actual cost incurred, as evidenced by a copy of the air-bill.

**E4.8 Direct Transaction Fee (Residential Sale)**

This fee is for preparing escrow instructions in the absence of a written Residential Purchase Contract.

- Applicable Basic Charge, plus \$100.00 for extra work charge.

**E4.9 Document Preparation Fee**

There shall be a charge of \$65.00 assessed to the benefiting party for each document requested beyond the regular scope of services. Such documents will include, but is not limited to, additional deeds to correct title issues, powers of attorney, and additional security instruments.



**E4.10 Dormant Funds/Abandoned Property Charge**

Dormant Funds as evidenced by stale-dated outstanding checks (90 days or more) or inactive escrow will be maintained at a charge of \$25.00 per month, beginning no sooner than 90 days from check issuance in the case of a stale dated check or the last transaction date in the case of an inactive escrow balance.

Maintenance service will include at least one of the following: one written letter within three months before implementation of the charge, three telephone calls not to exceed a \$10.00 expense and/or general index name search.

Any additional service shall be charged at the rate of \$50.00 per hour (minimum ½ hour charge) plus pass through charges (i.e. skip-trace, private investigator) up to such time as any remaining funds properly escheat by law to the appropriate state.

**E4.11 Electronic Document Storage --- (Included in basic charge)**

**E4.12 Interest Bearing Account Fee**

This fee shall be assessed when Company is requested to establish a separate interest bearing account for either the buyer/borrower or seller of a transaction and will be charged to the customer requesting or benefiting from the service, or as provided for in the escrow instructions. This fee is for opening, servicing and closing the account.

➤ Charge per Account Established \_\_\_\_\_ \$50.00

**E4.13 Mobile Home Transfer Fee (Basic Services)**

This fee shall be assessed for the basic transfer of the ownership of a mobile home that has not been previously affixed as real property. The Certificate(s) of Title must be in the name of the current owner and all required documents must be readily available. Said fee includes only the following services:

- Collect Mobile Home Certificate(s) of Title and obtain seller signature(s).
- Prepare the Affidavit of Affixture and obtain signatures, if an Affidavit of Affixture is required.
- Present the Mobile Home Certificate(s) of Title and, if required, the Affidavit of Affixture to the Arizona Motor Vehicle Department for processing.

➤ Mobile Home Transfer Fee (Basic Services) \_\_\_\_\_ \$150.00



**E4.14 Mobile Home Transfer Fee (Additional Services)**

Fees in addition to the Mobile Home Transfer Fee (Basic Services) fee shall be assessed if any services are required over and above the basic services stated above. These services might include, but are not limited to:

- Research current status of the Mobile Home Certificate(s) of Title.
  - Assisting an outside party in obtaining the Certificate(s) of Title.
  - Obtain duplicate Certificate(s) of Title.
  - Obtain MSO (Manufacturer's Statement(s) of Origin.
  - Assist in obtaining bonded titles.
- Additional mobile home transfer fees shall be assessed at the rate of \$65.00 per one-half hour (½ hour Minimum charge, ½ hour increments thereafter).
  - Additional mobile home transfer fees shall not exceed \$450.00.
  - Escrow agent shall maintain a record of any additional mobile home transfer fees in the escrow file and make said record available for inspection by the applicable party.
  - Party(ies) acknowledgement of the charges via a signed settlement statement shall be deemed as their approval thereof.

**E4.15 NSF Processing Charge --- (Included in basic charge)**

**E4.16 Post-Closing Holdback Fee**

The following fees shall be assessed when the Escrow Agent is employed by separate Escrow Instructions to hold funds after an Escrow transaction has closed.

- Set-up Fee (Holdback Amount up to \$10,000.00) \_\_\_\_\_ \$50.00
- Set-up Fee (Holdback Amount \$10,000.00 or more) \_\_\_\_\_ \$75.00

- Fees shall be charged at closing and are non-refundable.

**E4.17 Property Inspection Fee**

This fee shall be charged when a property inspection is required or requested in connection with the closing of any transaction or issuance of any title insurance.

- Property Inspection (Each) \_\_\_\_\_ \$75.00
- Rush Service (Inspection to be completed within 48 hours of request) \_\_\_\_\_ \$100.00

- If the escrow is a sale transaction, the fee shall be charged to the seller.



**E4.18 Reconveyance Tracking Fee**

This charge covers the additional expense of monitoring the recordation of the release document by the lender and the additional record keeping expense of a delayed reconveyance. Fee also includes, if necessary, releases prepared and recorded pursuant to ARS §33-707.

- Reconveyance Tracking (Each) \_\_\_\_\_ \$100.00 (Includes Recording Fee, if applicable)
- Collateral Assignment (Each) \_\_\_\_\_ \$30.00 (Includes Recording Fee, if applicable)

**E4.19 Recording Fees**

- Recording fees shall be charged in accordance with the actual charges assessed by the county recorder.
- Recording Fees shall be assessed to the parties in accordance with established custom.
  - ✓ Buyer/Borrower shall be assessed charges related to the recording of deeds or similar instruments, as well as security and assignment instruments.
  - ✓ Additional recording fees, if necessary, will be charged to the party requesting and/or benefiting from those services.

**E4.20 Short Sale Transaction Service**

Upon request, American Title Service Agency will provide additional services in the processing of short sale transactions.

Service shall include, but not be limited to:

- The identification of the appropriate loss mitigation specialist,
- review and submission of the loss mitigation package to the Lender,
- regular follow up and appropriate communication with the lender, and
- communication of the lender issues/requirements with the seller and seller's agent to expedite the processing of the Documents to obtain the lenders approval of the sale.

In accordance with RESPA procedures and Arizona Revised Statutes this service does not include direct negotiation with the lender.

- Short Sale Transaction Service \_\_\_\_\_ \$1,000.00

**E4.21 Signing Services (Outside)**

At the request of the customer, the company may employ an outside signing service to obtain document signatures. If requested, this service is outside the normal scope of services provided (except as outlined above) and will be paid by the party benefiting from the service in the event it is necessary to use a contracted signer. The company's own employees do not charge signing or notary fees.

**E4.22 Wire Transfer Fee --- (Included in basic charge)**

**E4.23 FIRPTA Processing**

When the company is instructed to process the withholding of proceeds and payment of the same to the Internal Revenue Service in connection with the Foreign Investment in Real Property Tax Act, the basic charge shall be \$130.00

**American Title Service Agency, LLC**  
**Schedule of Basic Escrow Rates**  
 - - - Appendix A - - -

<u>Amount Up to and Including</u>	<u>Basic Escrow Rate</u>	<u>Amount Up to and Including</u>	<u>Basic Escrow Rate</u>	<u>Amount Up to and Including</u>	<u>Basic Escrow Rate</u>
\$50,000	\$950	\$370,000	\$1,352	\$690,000	\$1,754
\$60,000	\$963	\$380,000	\$1,365	\$700,000	\$1,766
\$70,000	\$976	\$390,000	\$1,377	\$710,000	\$1,779
\$80,000	\$988	\$400,000	\$1,390	\$720,000	\$1,791
\$90,000	\$1,001	\$410,000	\$1,402	\$730,000	\$1,804
\$100,000	\$1,013	\$420,000	\$1,415	\$740,000	\$1,816
\$110,000	\$1,026	\$430,000	\$1,427	\$750,000	\$1,829
\$120,000	\$1,038	\$440,000	\$1,440	\$760,000	\$1,842
\$130,000	\$1,051	\$450,000	\$1,452	\$770,000	\$1,854
\$140,000	\$1,063	\$460,000	\$1,465	\$780,000	\$1,867
\$150,000	\$1,076	\$470,000	\$1,478	\$790,000	\$1,879
\$160,000	\$1,089	\$480,000	\$1,490	\$800,000	\$1,892
\$170,000	\$1,101	\$490,000	\$1,503	\$810,000	\$1,904
\$180,000	\$1,114	\$500,000	\$1,515	\$820,000	\$1,917
\$190,000	\$1,126	\$510,000	\$1,528	\$830,000	\$1,929
\$200,000	\$1,139	\$520,000	\$1,540	\$840,000	\$1,942
\$210,000	\$1,151	\$530,000	\$1,553	\$850,000	\$1,954
\$220,000	\$1,164	\$540,000	\$1,565	\$860,000	\$1,967
\$230,000	\$1,176	\$550,000	\$1,578	\$870,000	\$1,980
\$240,000	\$1,189	\$560,000	\$1,591	\$880,000	\$1,992
\$250,000	\$1,201	\$570,000	\$1,603	\$890,000	\$2,005
\$260,000	\$1,214	\$580,000	\$1,616	\$900,000	\$2,017
\$270,000	\$1,227	\$590,000	\$1,628	\$910,000	\$2,030
\$280,000	\$1,239	\$600,000	\$1,641	\$920,000	\$2,042
\$290,000	\$1,252	\$610,000	\$1,653	\$930,000	\$2,055
\$300,000	\$1,264	\$620,000	\$1,666	\$940,000	\$2,067
\$310,000	\$1,277	\$630,000	\$1,678	\$950,000	\$2,080
\$320,000	\$1,289	\$640,000	\$1,691	\$960,000	\$2,093
\$330,000	\$1,302	\$650,000	\$1,703	\$970,000	\$2,105
\$340,000	\$1,314	\$660,000	\$1,716	\$980,000	\$2,118
\$350,000	\$1,327	\$670,000	\$1,729	\$990,000	\$2,130
\$360,000	\$1,340	\$680,000	\$1,741	\$1,000,000	\$2,143

**Additional Escrow Rate in Excess of \$1,000,000**

Per \$10,000 or portion thereof in excess of \$1,000,000

\$9.81

# American Title Service Agency, LLC

## Schedule of Account Servicing Fees

--- Appendix B ---

### Set-Up Fees (Paid at Time of Set-Up)

<b>B1.1</b>	In-House Set-Up Fee (Standard Straight Note)	_____	\$80.00
<b>B1.2</b>	Outside Set-Up Fee (Standard Straight Note)	_____	\$175.00
<b>B1.3</b>	Large Loan Set-Up (\$1 Million and Over)	_____	\$250.00
<b>B1.4</b>	Lease Contracts	_____	\$150.00

### Additional Set-Up Charges (In addition to above base set-up charges)

<b>B1.5</b>	Impound Account (Up to three items)	_____	\$150.00
<b>B1.6</b>	Concurrent Payments	_____	\$50.00
<b>B1.7</b>	Delay Funding Loans, Partial Releases, Adjustable Interest, Wraps, 11 or more Beneficiaries) (Each)	_____	\$100.00

### Disbursement Fees (Per Payment Frequency)

<b>B2.1</b>	Monthly Maintenance Fee (Includes up to one disbursement)	_____	\$10.00
<b>B2.2</b>	Impound Account Disbursement (One Tax and One Insurance) (First of each)	_____	\$10.00
<b>B2.3</b>	Additional Impound Disbursements (Each)	_____	\$5.00
<b>B2.4</b>	Additional Payee Disbursements (Each/Monthly)	_____	\$5.00
<b>B2.5</b>	Special Handling Fees. Includes items such as, but not limited to Default Interest Calculations, Daily and/or Late Charges, Special Interest Adjustment and/or Special Disbursements	_____	\$60.00

### Additional Fees and Charges

<b>B3.1</b>	Add and Demand Fees. Includes items such as, but not limited to Taxes, Insurance and/or Assessments.	_____	\$100.00
<b>B3.2</b>	Additional Work/Research Charge (Minimum 1 Hour, 30 minutes intervals thereafter)	_____	\$50.00
<b>B3.3</b>	Amortization Schedule	_____	\$10.00
<b>B3.4</b>	Assignment of Payee/Beneficial Interest/Seller (Agreement for Sale)	_____	\$100.00
<b>B3.5</b>	Assumption of Payor/Trustor	_____	\$100.00
<b>B3.6a</b>	Assumption, Status or Payoff Statement	_____	\$100.00
<b>B3.6b</b>	Rush Statement (Same Day) – Additional Charge	_____	\$25.00
<b>B3.7</b>	Copies - Checks, Documents, Histories (each)	_____	\$10.00
<b>B3.8</b>	Demand Notice (Requested by Payee, Charge to Payor)	_____	\$25.00
<b>B3.9</b>	Dormant Account Fee	_____	See E4.10
<b>B3.10</b>	Extension of All / Due Date Only	_____	\$50.00
<b>B3.11</b>	Fax Fees	_____	\$10.00
<b>B3.12</b>	Interest-Bearing Account (Set-up and Maintenance)	_____	\$35.00
<b>B3.13</b>	Modification of Terms (Minimum Charge. Subject to additional work charges based on complexity of terms)	_____	\$100.00

# American Title Service Agency, LLC

## Schedule of Account Servicing Fees

--- Appendix B ---

(Continued)

### Additional Fees and Charges (cont'd)

<b>B3.15</b>	Notice of Intent to Forfeit and Completion of Forfeiture, if applicable	1% of Unpaid Principal Balance or \$150.00, whichever is greater.
<b>B3.15</b>	Notice Requiring Strict Performance	\$75.00
<b>B3.17</b>	Reconveyance Fee – Full or Partial	\$100.00
<b>B3.17</b>	Recording Fee (Per Document)	\$20.00
<b>B3.18</b>	Reinstatement Fee (Foreclosure, Forfeiture)	\$75.00
<b>B3.19</b>	Returned Check Fee	\$25.00
<b>B3.20</b>	Termination/Withdrawal/Close-Out Fee	\$75.00
<b>B3.21</b>	Update Fee for each payment paid outside of servicing. (Charge to Payor)	\$10.00
<b>B3.22</b>	Verification of Mortgage Statements	\$15.00
<b>B3.23</b>	Wire Transfer Fee	\$25.00