

## REALtech Title Agency

### Escrow General Rules

#### A. 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 to a grantee, grantor, promise, promisor, obligee, obligor, bailee, bailor, or a designated agent or employee of any of them. Delivery may be with or without transfer of legal or equitable title, or both, and irrespective of whether a debtor/creditor relationship is created. The transfer 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 shall occur upon the delivery or redelivery to that person upon the contingent happening or non-happening of a specific event or performance or non-performance of a prescribed act, pursuant to mutually agreeable instructions to a neutral third party.

Basic Escrow fee includes:

Signing services

Wire processing fees

Standard document completion

Print costs associated with receiving electronic loan documents

Courier fees

Overnight delivery fees

#### B. COMPUTATION FROM BASIC ESCROW RATE

1. The rate shall be applied on fair value (rounded up to the next nearest \$5,000 increment) as defined in C. below.
2. Whenever percentages of the Basic Escrow Rate are used herein, the charge shall be rounded up to the nearest dollar at each calculation except as otherwise expressly provided.
3. Only one discounted rate may be applied unless specifically allowed for herein.
4. Any applicable discounts shall be applied to the portion being charged to the applicable party.

#### C. FAIR VALUE

The fair value shall be construed as the full value of the property, including the encumbrances. When 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. The Basic Escrow Rate is applicable on undivided interest, if applicable and based upon the interest covered.

#### D. COMPANY

References to Company contained herein refer to REALtech Title Agency.

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**E. SEPARATE SALES OR EXCHANGES (DIFFERENT OWNERS)**

The applicable Basic Escrow Rate shall apply to each individual sale or exchange, when more than one escrow is involved.

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**EXPLANATION OF CHARGES**

**A. BASIC CHARGE (SALE)**

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

**B. BASIC CHARGE (LOAN)**

- 1. If no transfer of title is involved                      100% of Basic Rate
- 2. If concurrent with a sale/loan tie in                \$125.00 in addition to the Basic Rate for each Loan\*

\*The loan tie in is a minimum charge and any applicable discounts do not apply.

- 3. For transactions closed in Santa Cruz County the loan tie in fee will be \$75.00.
- 4. Escrow refinance/loan fee for residential loan escrow transactions wherein no sale escrow is included the fee shall be \$350 and includes: Wire, Standard Documents, Delivery Charges and Signing Services. The fee does not include other special services as requested/required to close the escrow.
- 5. For transactions closed in Santa Cruz County the refinance/loan escrow fee shall be \$315.00 and includes: Wire, Stand Document and Signing Services. This fee does not include other special services as requested/required to close the escrow.

**C. BASIC CHARGE (LEASEHOLD)**

- 1. 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. The charge for oil, gas or mineral lease estate escrows shall be 200% of the Basic Escrow Rate.

**D. BASIC CHARGE (COMMERCIAL, DEVELOPER AND INVESTOR)**

**1. SUBDIVIDER, BUILDER, DEVELOPER RATE**

This rate is available to builders, contractors, developers or subdividers customarily engaged in such business.

- 1-50 Units                                      65% of the Basic Escrow Rate
- 51-200 Units                                  40% of the Basic Escrow Rate
- 201 or more Units                          25% of the Basic Escrow Rate or with a minimum of \$25.00 which shall be also inclusive of the \$125.00 additional charge provided for in Basic Charge (loan) 1.B. as well as the charges found in Section I.

The escrow rate shall be based upon the combined number of units that have been committed to close with the Company.

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### 2. COMMERCIAL AND INVESTOR RATE

This rate is available to investors and commercial developers customarily engaged in such business and all Arizona licensed real estate brokers and salespersons, and employees of mortgage brokerage, banking and real estate lending institutions when acting as the principal and not in an agency capacity. A copy of the contract proposal will be available in each applicable escrow file.

Charge: 70% of the Basic Escrow Rate

On any transaction of One Million Dollars and over, escrow fees shall be charged, based upon the Basic Escrow Rate or upon a written mutually agreeable amount negotiated with the parties involved, not to exceed twice the Basic Escrow Rate.

Actual recording charges as required by recording authority(s) are in addition to the applicable escrow fee on commercial transactions.

### E. BASIC CHARGE (CORPORATE EMPLOYEE RELOCATION RATE)

Rates under this section shall apply to transactions insuring the purchase and resale of a home of an employee transferred by a corporation or a governmental entity from one area to another.

1. The escrow fee shall be 50% of the Basic Escrow Rate.
2. For high volume Relocation Companies, the rate shall be \$600 inclusive of miscellaneous fees. High volume relocation is determined by an average of 15 or more transactions expected to close with the company per month over a 6-month period.

### F. BASIC CHARGE (SUB-ESCROW AND ESCROW ONLY)

1. SUB-ESCROW SERVICE- Sub-escrow service may be provided for a minimum of \$50.00 per sub-escrow. This type of escrow service includes, but is not limited to, such services as (1) the receipt of funds and written instructions from a primary holder of an escrow and from a lender whose loan is to be insured (2) the disbursement of such funds for the elimination of matters affecting title and (3) accommodation signings, but only to the extent authorized under such instructions. The above list, although not exhaustive is illustrative of such factors needed in determining the service to be provided and the charges therein.

2. ESCROW ONLY SERVICE- Escrow service with no title insurance is provided at twice the Basic Escrow Rate and upon management approval. A copy of the management approval will be available in each escrow file.

### G. RELEASE/RECONVEYANCE CHARGE is \$100.00 per transaction

Release/reconveyance charge of (\$100.00) shall be charged in all instances where it is necessary in the administration of an escrow involving residential real property to pay in full a secured obligation and to obtain/record a release and reconveyance of a deed of trust, satisfaction of a realty mortgage, or a payoff deed of an agreement for sale, with certain exceptions. This charge shall not apply to escrow transactions wherein the cost of obtaining the release is already known,

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the party requiring the release is either a builder, subdivider, developer or contractor or to a loan refinance wherein the lender has agreed to pay all or a portion of the escrow and/or title insurance fees and premiums associated with the transaction. These charges are non-refundable and only apply once per transaction.

### **H. 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 the seller 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 of the processing charge.

### **I. SIGNING SERVICES**

A signing fee of \$150.00 shall be charged to perform courtesy signing services which shall not include overnight delivery and courier fees. There shall be no fee incurred for signing services provided for REALtech Title Agency transactions.

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**BASIC ESCROW RATES**

**A. BASIC ESCROW RATES**

1. Up to \$100,000.00

For Maricopa/Pinal/Apache/Cochise/Gila/La Paz/Navajo County.....	\$660.00
For Yavapai/Coconino County.....	\$610.00
For Mohave County.....	\$415.00
For Santa Cruz/Pima County.....	\$460.00
For Graham/Greenlee County.....	\$475.00
For Yuma County.....	\$500.00

2. From \$100,001 to \$150,000.00

For Maricopa/Pinal/Apache/Cochise/Gila/La Paz/Navajo County.....	\$700.00
For Yavapai/Coconino County.....	\$650.00
For Mohave County.....	\$470.00
For Santa Cruz/Pima County.....	\$500.00
For Graham/Greenlee County.....	\$535.00
For Yuma County.....	\$550.00

3. From \$150,001.00 to \$200,000.00

For Maricopa/Pinal/Apache/Cochise/Gila/La Paz/Navajo County.....	\$775.00
For Yavapai/Coconino County.....	\$725.00
For Mohave County.....	\$520.00
For Santa Cruz/Pima County.....	\$575.00
For Graham/Greenlee County.....	\$595.00
For Yuma County.....	\$600.00

4. From \$200,001.00 to \$400,000.00 add per \$5,000.00.....\$6.00

5. From \$400,001.00 to \$1,000,000.00 add per \$5,000.00.....\$5.00

6. Over \$1,000,000.00 add per \$5,000.00.....\$6.00

**B. NEGOTIATED RATE**

We reserve the right to negotiate fees. Any such negotiated rate agreement must be approved by management; a copy of the rate agreement is to be placed in each escrow file for which the rate applies.