

FEE SCHEDULE FOR FORECLOSURE SALES
Effective July 1, 2017

PAYMENT IS DUE AT THE TIME YOU FILE AN ACCOUNT.
ALL CHECKS SHOULD BE MADE PAYABLE TO: [COMMISSIONER OF ACCOUNTS.](#)
Commissioner's office is unable to accept Credit card payments.

Account Filing Fee

Sale Price	Fee
\$0 to \$100,000	\$275, plus Clerk's recording fee*
\$100,001 to \$300,000	\$330, plus Clerk's recording fee*
\$300,001 to \$450,000	\$495, plus Clerk's recording fee*
\$450,001 to \$600,000	\$660, plus Clerk's recording fee*
\$600,001 to \$750,000	\$825, plus Clerk's recording fee*
\$750,001 to \$900,000	\$990, plus Clerk's recording fee*
\$900,001 and above	\$1,100, plus Clerk's recording fee*

Lost Note Affidavit \$165

***Clerk's Recording Fees** *(based on the number of pages to be recorded)*

Ten (10) or fewer pages	\$16
Eleven (11) to Thirty (30) pages	\$30
Thirty-One (31) or more pages	\$50

Postage and Miscellaneous Charges

Return Postage for Settlement of Account and Documentation	\$3.00 or actual postage (whichever is greater)
Photocopies	.50 cents per copy
Long Distance Phone Charges	Actual charges incurred
FAX Charges	.50 cents per page & actual charges incurred

Exceptional Time Involved in Auditing an Account

When the audit of an Account requires exceptional time, an hourly fee will be charged based on the quality, completeness, and accuracy of the Account, taking into consideration the following factors:

1. Time spent by the Commissioner and/or his or her staff in auditing an account and reviewing the supporting documentation;
2. Time spent making corrections to or assisting in the preparation of a proper account, or obtaining the necessary supporting documentation;
3. Time spent on research and rendering decisions on questions of law;
4. Time spent addressing complaints concerning the account; and
5. Any other matters deemed relevant by the Commissioner.

The hourly rates are:

\$275 per hour for Commissioner

\$100 per hour for Auditor

Assessments for Failure to Timely File a Proper Account

The following are assessments against the fiduciary personally** for failure to file a proper Account together with all necessary supporting documentation.

Notice of failure to timely file proper account	\$30
Notice of failure to timely file proper account or requested documentation	\$30
Summons for proper account and/or supporting documentation	\$85
Report to Court for failure to comply with summons	\$165
Commissioner's appearance in Court	\$220
Commissioner's report to Court of compliance, request for extension, etc.	Hourly rate

****Fees can not be paid with sale proceeds.**

Additionally, the Trustee is subject to:

- 1) Personal liability pursuant to *Virginia Code § 64.2-1218*;
- 2) Court fines of up to \$500.00 pursuant to *Virginia Code § 64.2-1309*;
- 3) Being held in contempt of Court for non-compliance pursuant to *Virginia Code § 64.2-1309*; and,
- 4) Forfeiture of commission pursuant to *Virginia Code § 64.2-1309*.

In accordance with *Virginia Code § 64.2-1309*, any Trustee who is a practicing attorney at law that fails to respond to a summons within the time allowed must be reported to the Virginia State Bar.

Please mail your completed Account and supporting documentation to:

Melinda Dickerson Hetzel
Commissioner of Accounts
4 Cornwall Street, NE
Leesburg, VA 20176

Please include a check or money order (no credit card) for the appropriate fees, payable to:
Commissioner of Accounts

Should you have any questions, please contact the Commissioner of Accounts office at 703-777-5300 or via email at coa@coaloudoun.com.