



## Selling Real Estate: What You Need to Know

When you'd like to sell an asset in your account, we're here to guide you through the process. But first, we want to make sure any unintended tax consequences are avoided by making you aware of some important information.

### **Third Party Documents Not Signed "Read & Approved" by the Account Owner**

Anything for which the escrow company, title company, or attorney requires a Pacific Premier Trust signature or initials must be signed by the Account Owner as "Read & Approved." **NOTE:** Some escrow or title companies will not accept the documents after the Account Owner signs them "Read & Approved"; please submit both a "clean" and "Read & Approved" copy to expedite the transaction process.

### **Commonly Missed Third Party Documents to Include**

The following documents are required to ensure that the vesting is listed properly, and that the property is not being purchased by a disqualified party:

- Proposed Conveyance Deed
- Estimated Settlement Statement or HUD
- Additional Escrow/Closing Documents, if they require a Pacific Premier Trust signature (questionnaires must be completed in their entirety by the Account Owner)

### **Vesting Reflected on Sale Documents**

When preparing sales documents, the vesting should appear the same as in the recorded deed held by the county. If you're unable to obtain a copy of the recorded deed from the county, please contact Pacific Premier Trust's Client Services team to assist you.

### **Selling Your Real Estate Investment to a Disqualified Party (Under IRA Section 4975)**

Selling property to a disqualified party is a prohibited transaction that can lead to potential tax consequences for the Account Owner.

### **Selling Real Estate Investments Through a Land Contract**

The following documents are required to ensure your transaction goes smoothly, that the vesting is listed properly, and that the property is not being purchased by a disqualified party:

- Memorandum of Land Contract
- The Land Contract
- The Deed of Trust/Mortgage/Secured Note Investment Authorization form

### **Carryback Investments**

Due to the new laws adopted in the Dodd-Frank Act on January 10, 2014, if your retirement account, as the seller, is providing financing there are specific criteria that must be met as it pertains to your retirement account, the property, and the note. Please discuss with your Financial Advisor or Tax Advisor regarding these criteria before proceeding.



Real Estate Sale Authorization

Toll Free: 800-962-4238 www.PacificPremierTrust.com

IMPORTANT INFORMATION: Use this form to initiate and authorize a real estate sale. Please ensure that each document requiring initials and signatures is signed "Read & Approved" by the client. The following documents should be submitted to Pacific Premier Trust for review along with this form:

- Estimated HUD or Sale Settlement Statement
Proposed Conveyance Deed
Additional Escrow/Closing Documents\* (If applicable. Any questionnaires must be completed in full by the client)

If you are doing a seller carryback and financing the purchase of the buyer, please complete our Deed of Trust/Mortgage/Secured Note Investment Authorization form and include all applicable items for our review. If documentation was submitted with contract, please resubmit them to Pacific Premier Trust. DOCUMENTS WILL NOT BE REVIEWED UNLESS SIGNED "READ & APPROVED."

1 ACCOUNT OWNER INFORMATION

Form section for Account Owner Information with fields for Account Owner Name, Pacific Premier Trust Account No., Email Address, and Phone No.

2 PROPERTY INFORMATION

Form section for Property Information with fields for Street Address, City, County, State/Province, Postal Code, Property Parcel No. or APN, Percentage of Ownership, and Pacific Premier Trust Asset ID.

3 SALE INFORMATION

Form section for Sale Information with text prompts for sale type (Full or Partial), amount, closing date, and liability.

4 AGENTS RECEIVING COMMISSION

Form section for Agents Receiving Commission with a note and fields for Buyer's Agent Name and Seller's Agent Name.



## 5 DIRECTIONS FOR RETURNING EXECUTED DOCUMENTS

COMPANY NAME		CONTACT NAME (FIRST, LAST)	
MAILING ADDRESS			
CITY	STATE/PROVINCE	POSTAL CODE	PHONE NO.

Please send documents via (check all that apply)\*:

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Regular mail to address above

Express mail delivery to address above, and:

Charge my Pacific Premier Trust account for an overnight fee

Use a Third Party's Billing Account No.: \_\_\_\_\_ FedEx UPS Other: \_\_\_\_\_

Use the enclosed prepaid UPS/FedEx Label

*\*If no option is selected, the default will be to overnight at the client's expense. Please refer to your fee schedule for details.*

## 6 ACKNOWLEDGMENTS & SIGNATURE

I have initiated and signed where appropriate, for each document Pacific Premier Trust, a Division of Pacific Premier Bank requires initials/signatures. I acknowledge that if there is an amendment or subsequent documents submitted separate from this form for this transaction, I will need to sign the applicable pages as "Read & Approved" before Pacific Premier Trust can process. Additionally, I authorize Pacific Premier Trust to discontinue all recurrent payments, if any, related to this property. If the sale is unsuccessful, it is my responsibility to resubmit documentation and re-activate as needed.

 ACCOUNT OWNER SIGNATURE	DATE (REQUIRED)
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Pacific Premier Trust performs the duties of an independent custodian of assets for self-directed individual and business retirement accounts and does not provide investment advice, sell investments or offer any tax or legal advice. Clients or potential clients are advised to perform their own due diligence in choosing any investment opportunity as well as selecting any professional to assist them with an investment opportunity.

**NON-DEPOSIT INVESTMENT PRODUCTS ARE NOT INSURED BY THE FDIC; ARE NOT DEPOSITS OR OTHER OBLIGATIONS OF, OR GUARANTEED BY, THE BANK OR ANY OF ITS DIVISIONS; AND ARE SUBJECT TO INVESTMENT RISKS, INCLUDING POSSIBLE LOSS OF THE PRINCIPAL AMOUNT INVESTED.**

### Upload forms to:

[www.PacificPremierTrust.com/upload](http://www.PacificPremierTrust.com/upload)

Fax to: 303-614-7038

### Send mail to:

Pacific Premier Trust  
Processing Center  
P.O. Box 173859  
Denver, CO 80217-3859

### For express deliveries:

Pacific Premier Trust  
Processing Center  
1560 Broadway, Suite 400  
Denver, CO 80202-3331

### Questions?

Call 800-962-4238