

# Real Estate Investment Kit

## When To Use This Kit

When you want to purchase Real Estate with your Self-Directed IRA.

## Fees and Processing Times

### Transaction Fee:

Purchase Of Asset - \$125.00

### Check or Wire Fees May Apply:

Check Fee - \$5.00

Wire Fee - \$30.00

**Annual Recordkeeping Fee:** \$325 per Asset and \$100 per Mortgage Liability to a maximum annual fee of \$1950.

### Processing Time

Vantage will process your transaction within 2 business days once all documentation is received in good order.

## Contact Information

**Physical Address:** 20860 N. Tatum Blvd. #240  
Phoenix, AZ 85050

**Website:** VantageIRAs.com

**Email:** RealEstate@VantageIRAs.com

## Documents Needed

### Real Estate Purchase

- Buy Direction Letter
- Payment Authorization Letter *(To Open Escrow)*
- Signed Contract
- Due Diligence Activities and Investment Representations Release

*(If you are not using a title company, please contact us for additional documents.)*

**Need Help?** Call 866.459.4580 and an IRA Transaction Specialist will assist you. Or, visit [VTools](#) online.

## Submission Options

**Mail:** Vantage Self-Directed Retirement Plans  
20860 N. Tatum Blvd. #240  
Phoenix, AZ 85050

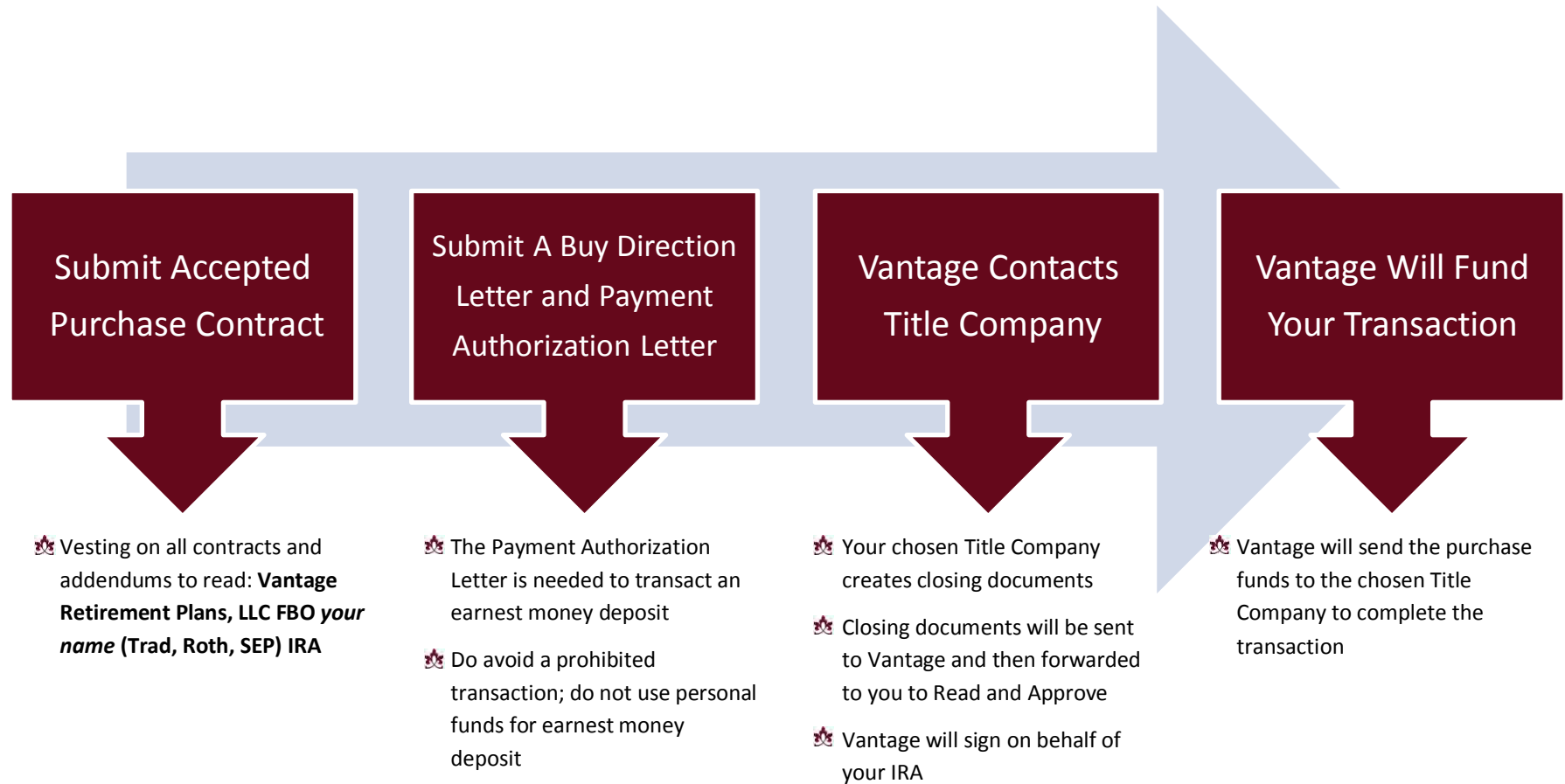
**Fax:** 480.306.8408

**Email:** RealEstate@VantageIRAs.com

**ORIGINALS NOT REQUIRED**

YOU MAY FAX OR EMAIL THESE DOCUMENTS

Having established your Vantage Self-Directed IRA and funded your account, below is a high level flowchart to assist you in the transaction process of investing in Real Estate. Please refer to our Real Estate Investment Purchase Checklist or contact us for step-by-step instructions.



To better serve you, the following documents are requested to efficiently complete your transaction.

❖ **All Vestings to Read: “Vantage Retirement Plans, LLC FBO *CLIENT NAME* (Trad, Roth, SEP) IRA”**

Address: 20860 N. Tatum Blvd., Ste 240, Phoenix, AZ 85050

❖ **Items Submitted by Title Officer/Closing Attorney:**

- Escrow Instructions
- Settlement Statement or HUD1 Closing Statement
- Copy of Deed - Drafted such that recorded deed is mailed to our office
- Preliminary Title Report/Title Commitment or signed Declaration waiving title insurance
- Non-Recourse Loan Documents (If applicable), contact Vantage to coordinate signing loan documents
- Wire Transfer Instructions
- Rental and/or Property Management Agreement (Required only if property is income producing)
- A Reference Number for any courier pick ups
- Any other miscellaneous documents prepared for this transaction

All documents that apply to this transaction must be received by Vantage two (2) days prior to closing as Vantage must obtain client’s written approval of documents prior to signing on behalf of the IRA.

**At close of Escrow, Administrator Must Receive The Following:**

- Closing Statement
- Original Deed
- Title Insurance Policy
- Hazard Insurance Policy showing the vestee as insured
- For any loans, a statement showing loan number, first payment due date, amount due, where payments are to be made, additional instructions requested (e.g., additional principal payments and coupon books)
- Receipt or confirmation for all recordings

**Please Note:**

- **Closing documents must be “Read and Approved” by the client and received at least two (2) business days prior to funding**
- **Funding can only occur if documents are complete and vested appropriately**

**Documents submitted to Vantage Retirement Plans:**

**By Email:**

RealEstate@VantageIRAs.com

**By Mail:**

Vantage Retirement Plans, LLC  
20860 N. Tatum Blvd., Ste 240  
Phoenix, AZ 85050

**By Fax:**

(480) 306-8408



**VANTAGE**<sup>®</sup>  
Self Directed Retirement Plans

# Buy Direction Letter

## Real Estate

Date Stamp  
(Office use only)  
Rev. 5/27/15

*This is a fillable PDF form. To complete the form, click in an area and type.*

### Account Owner Information (As it appears on your account application)

Legal Name: \_\_\_\_\_ Vantage Account #: \_\_\_\_\_  
First, Middle, Last

**I HEREBY AUTHORIZE AND DIRECT ADMINISTRATOR TO BUY THE BELOW ASSET FOR MY ACCOUNT:**

### Real Estate Asset

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Total Purchase Price:** *(The total purchase amount as reflected on the Purchase Contract. If this changes, please send in an addendum to update this information. Additional settlement charges may be listed on Escrow Instructions.)*

\$ \_\_\_\_\_

**Earnest Money:** *(As reflected on the Purchase Contract. Do not fund escrow from personal funds as this may be a disqualifying event.)*

\$ \_\_\_\_\_ Percentage of IRA Ownership: \_\_\_\_\_ %

**Is the Property To Be Mortgaged?**  Yes  No *(If Yes, complete a Payment Authorization Letter to direct funds from your Vantage Account to make mortgage payments.)*

**Escrow/Title Co./Attorney(s)** *(Entity(ies) responsible for closing the transaction between IRA account and the Seller. If multiple entities, please include all names. Include contact names, phone, email, and fax numbers.)*

**Transaction Fees** *(All fees due at time of transaction. If no indication is made, fees will be deducted from your uninvested cash balance if available. If cash balance is inadequate, transaction will not be processed.)*

### How Would You Like To Pay The Transaction Fees?

Vantage Account  Check *(Made payable to Vantage)*  Visa  MC  Discover  AMEX

Name On Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp.: \_\_\_\_\_ CVC: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Delivery Instructions

CHECK *(Check to Payee/Seller) (\$5 Fee)*  CASHIER'S CHECK *(Made payable to Payee/Seller) (\$30 Fee)*

Payable To: \_\_\_\_\_

Will Pick Up  Overnight *(Cannot be delivered to a P.O. Box) (\$30 Fee)*  Regular Mail

Mail To Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

WIRE: Bank Name: \_\_\_\_\_ Account #: \_\_\_\_\_ Routing #: \_\_\_\_\_

Account Name: \_\_\_\_\_

## Delivery Instructions *(continued)*

**ACH:** Bank Name: \_\_\_\_\_ Account #: \_\_\_\_\_ Routing #: \_\_\_\_\_  
Account Name: \_\_\_\_\_

**Prior to funding, all transaction documents must be notated “read and approved” with your signature and date.** *(For example, HUD, Preliminary Title Reports etc...)*

Vantage Retirement Plans, L.L.C. (“Administrator”) performs recordkeeping and administration duties in connection with Account Owner’s self-directed retirement account (the “Account”) on behalf of the custodian (“Custodian”) as set forth in Account Owner’s account application (the “Account Application”). The terms and conditions of this document are incorporated into the Account Application, and the terms and conditions of the Account Application are incorporated herein.

I, the undersigned Account Owner, understand that my Account is self-directed and that Administrator and Custodian will not conduct any investigation or due diligence or review the merits, legitimacy, appropriateness, security, and/or suitability of any investment. I acknowledge that I have not requested that Administrator or Custodian provide, and Administrator and Custodian have not provided, any advice with respect to the investment directive set forth in this Buy Direction Letter. I understand that it is my responsibility to conduct all due diligence and all other investigation that a reasonably prudent investor would undertake prior to making any investment, including, but not limited to, title and lien searches. I understand that neither Administrator nor Custodian determine whether any investment is acceptable under the Employee Retirement Income Securities Act (“ERISA”), the Internal Revenue Code (“IRC”), or any applicable federal, state, or local law, including securities laws. I understand that it is my responsibility to review any investments for all investment risks and to ensure compliance with these requirements.

I understand and agree that neither Administrator nor Custodian is a “fiduciary” to me or for my Account and/or my investment as such term is defined in the IRC, ERISA, and/or any applicable federal, state, or local law. I agree to release, indemnify, defend, and hold Administrator and Custodian harmless from any claims, including, but not limited to, actions, liabilities, losses, penalties, fines and/or claims by others, arising out of this Buy Direction Letter and/or this investment, including, but not limited to, claims that an investment is not prudent, proper, diversified, properly secured, or otherwise in compliance with the IRC, ERISA, and/or any other applicable federal, state, or local law, or any claim related to incomplete or incorrect information provided in this Buy Direction Letter. In the event of a claim by any party related to my account and/or investment wherein Administrator or Custodian is named as a party, Administrator and Custodian have the full and unequivocal right, at their sole discretion, to select their own attorneys to represent them and to deduct from my Account amounts sufficient to pay for any costs and expenses incurred by Administrator or Custodian in connection with such claims and/or litigation, including, but not limited to, all attorneys’ fees and costs, and internal costs (collectively, “Litigation Costs”). If there are insufficient funds in my Account to fully reimburse Administrator and Custodian for all Litigation Costs incurred by Administrator and/or Custodian, upon demand by Administrator and/or Custodian, I will promptly reimburse Administrator and Custodian the outstanding balance of the Litigation Costs. If I fail to promptly reimburse the Litigation Costs, Administrator and Custodian have the full and unequivocal right to freeze my assets, liquidate my assets, and/or initiate legal action to obtain full reimbursement of the Litigation Costs. I also understand and agree that Administrator and Custodian are not required to take any action should there be any default with regard to any investment.

An annual appraisal will be required at the Account Holder’s expense. The decision whether or not to insure this asset is the Account Holder’s. If the property is insured, the IRA must be named. I am directing Administrator to fund this transaction as specified above. I confirm that the decision to buy this asset is in accordance with the rules of my Account, and I agree to hold harmless and without liability Administrator and Custodian for all investment risks under the foregoing hold harmless provision. I understand that no person affiliated with Administrator or Custodian has any authority to agree to anything different than as set forth herein. If any provision of this Buy Direction Letter is found to be illegal, invalid, void, or unenforceable, such provision is severed and such illegality or invalidity does not affect the remaining provisions, which remain in full force and effect. For purposes of this Buy-Direction Letter, the terms Administrator and Custodian include their agents, assigns, joint ventures, licensees, franchisees, affiliates and/or business partners. I declare that I have examined this document, including all accompanying information, and to the best of my knowledge and belief, it is true, correct, and complete.

I understand that all terms and conditions set forth in my Account Application and other documents from Administrator remain in full force and effect.

*Transactions with insufficient funds will not be processed until sufficient funds are received. If fees are being deducted from your account, the full amount of the transaction plus fees must be available before your transaction can be processed.*

**NOTE:** Please allow Vantage two (2) business days to complete your request. Documents received after 2pm will be considered as received the next business day.

**Account Owner’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(I have read the disclosure above the signature line before signing and dating and agree with its contents.)*



# Payment Authorization Letter

Date Stamp  
(Office use only)  
REV. 8/16/13

MASTER

This is a fillable PDF form. To complete the form, click in an area and type.

## Account Owner Information (As it appears on your account application)

Legal Name: \_\_\_\_\_ Vantage Account #: \_\_\_\_\_  
First, Middle, Last

**I HEREBY AUTHORIZE AND DIRECT ADMINISTRATOR TO PAY FROM MY ACCOUNT THE FOLLOWING:**

Asset Property Address (As applicable) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mortgage     Earnest Money     Property Taxes     Insurance     Home Owner Association     Utilities  
 Maintenance / Repairs     Other (Please specify) \_\_\_\_\_ Percentage of Ownership: \_\_\_\_\_ %

## Payment Information

Amount to be Paid: \$ \_\_\_\_\_  Wire (\$30 Fee)     Check (\$5 Fee)     Cashier's Check (\$30 Fee)

Check Payable To: \_\_\_\_\_

Address: \_\_\_\_\_  Hold At Vantage Office For Pick-Up  
(Required)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Payment Frequency

Monthly     Quarterly     Annually     One-Time     As Invoiced     **MASTER**  
\*If requesting reoccurring payments with amounts subject to change, leave "Amount to be Paid" blank and select "Master" under Payment Frequency

Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_

## Transaction Fees

Vantage Account     Check (Made payable to Vantage)     Visa     MC     Discover     AMEX

Name On Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp.: \_\_\_\_\_ CVC: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Signature

Vantage Retirement Plans, L.L.C. (“Administrator”) performs recordkeeping and administration duties in connection with Account Owner’s self-directed retirement account (the “Account”) on behalf of the custodian (“Custodian”) as set forth in Account Owner’s account application (the “Account Application”). The terms and conditions of this document are incorporated into the Account Application, and the terms and condition of the Account Application are incorporated herein.

I understand that my Account is a self-directed retirement account and that Administrator and Custodian will not review the merits, appropriateness, security and/or suitability of any investment in connection with my Account. I acknowledge that Administrator and Custodian do not endorse, approve, or recommend any companies, products, services, or investments. I acknowledge that I have not requested that Administrator or Custodian provide, and neither Administrator nor Custodian has provided any advice with respect to the investment directive set forth in this Payment Authorization Letter. I understand that Administrator and Custodian do not determine whether this investment is acceptable under the Employee Retirement Income Securities Act (ERISA), the Internal Revenue Code (IRC), Securities Laws, or any applicable federal, state, or local laws, including but not limited to whether my investment is a security requiring registration under any Blue Sky Laws or applicable Securities Laws. I understand that it is my sole responsibility to review any investments to ensure compliance with these requirements.

I understand that if the services of Administrator or Custodian were marketed, suggested, or otherwise recommended by any person or entity, such as a financial representative or investment promoter, such persons or entities are not in any way agents, employees, representatives, affiliates, partners, consultants, or subsidiaries of Administrator or Custodian. I acknowledge that neither Administrator nor Custodian is responsible for or bound by any statements, representations, warranties, or agreements, made by any such person or entity.

I understand that no person affiliated with Administrator and Custodian, any of its licensees, licensors, or franchisees, has authority to agree to anything different than as set forth herein. I understand that neither Administrator nor Custodian is a fiduciary for my account as such term is defined in the IRC, ERISA, Securities Laws, or any applicable federal, state, or local laws. I agree to release, indemnify, defend, and hold Administrator and Custodian harmless from any claims arising out of my Account including, but not limited to, claims that an investment is not prudent, proper, diversified, properly secured or otherwise in compliance with ERISA, the IRC, Securities Laws, or any other applicable federal, state, or local laws. I also understand and agree that Administrator is not required to take any action should there be any default in connection with my account.

I confirm that the decision to make the payment set forth herein is in accordance with the rules of my Account. I confirm that the decision to make the payment set forth herein is in accordance with the rules of my Account. I understand that Vantage does not determine if my payment is qualified under IRA or HSA guidelines, and I agree to hold Administrator harmless and without liability.

I assume all responsibility in ensuring that Administrator, or Custodian are provided with full payment instructions including, but not limited to, payment amounts, due dates, addresses of payees, and account numbers. This Payment Authorization Letter shall be valid and in full force and effect until revoked in writing to Administrator.

I declare that I have examined this document, including accompanying information, and to the best of my knowledge and belief, it is true, correct, and complete. Please fax or mail this form to your Administrator’s office.

### **PAYMENT WILL NOT BE PROCESSED WITHOUT AN INVOICE**

**NOTE:** Please allow Vantage two (2) business days to complete your request. Documents received after 2pm will be considered as received the next business day.

**Payment Authorization Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(I have read the disclosure above the signature line before signing and dating and agree with its contents.)*



VANTAGE  
Self-Directed Retirement Plans

**DUE DILIGENCE ACTIVITIES AND INVESTMENT REPRESENTATIONS  
RELEASE OF VANTAGE RETIREMENT PLANS, LLC**

I, \_\_\_\_\_, (Print Name) understand that Vantage Retirement Plans, L.L.C. (“Administrator”) and FCO (“Custodian”), and/or their affiliates, solely performs retirement plan services as a record keeper, administrator and custodian. Neither Administrator nor Custodian offer any advice, direction, promises, or guarantees regarding any investment, in the broadest sense. I am solely responsible for conducting all due diligence and research relating to any investment.

I understand and agree that neither Custodian nor Administrator will not offer and will not provide, through its website, workshops, or otherwise, any investment advice, structure, guidance, or strategies, or any tax advice, legal advice, due diligence, research, recording or title services, or endorsement of professional relationships or products (“Advisory Activities”). I understand and agree that neither Custodian nor Administrator have made, through its website, workshops, or otherwise, and I am not relying upon, any representations, warranties, promises, or guarantees regarding any investment, including, but not limited to, the quality of an investment, investment performance, preservation of capital, return on capital, feasibility of an investment strategy, security lien positions, placement of security interests, the credibility of business practices, ethics of any kind, or an investment’s compliance with the Employee Retirement Income Securities Act (“ERISA”), the Internal Revenue Code (“IRC”), or any applicable federal, state, or local law, including securities laws (“Investment Representations”). If I desire any Advisory Activities or Investment Representations, I will not look to or rely on Administrator or Custodian, in the broadest sense, but will consult with an appropriate legal, accounting, or financial professional.

I am aware of the transactions prohibited by Internal Revenue Code Section 4975 (“Prohibited Transactions”). I will not participate in or request Administrator to participate in any Prohibited Transaction, and I will fully indemnify Administrator and Custodian in the event I participate in any Prohibited Transaction.

Understanding that neither Custodian nor Administrator does not provide Advisory Activities, make Investment Representations, or participate in Prohibited Transactions, I release Administrator from any claims regarding Advisory Activities, Investment Representations, and Prohibited Transactions, in the broadest sense. Specifically, I release and forever discharge Administrator and Custodian, and covenant not to directly or indirectly sue for or otherwise assert against Administrator, in any forum, any and all claims of any nature whatsoever, which I had, now have, or may claim to have against Administrator or Custodian, arising out of or related to Advisory Activities, Investment Representations, or Prohibited Transactions. This release extends to all claims, whether known or unknown, present or future. It is my intention to fully, finally, and forever release any claims regarding Advisory Activities, Investment Representations, or Prohibited Transactions, and in furtherance of this intention, this release remains in effect as a full and complete release notwithstanding the discovery of any additional claims or facts.

I understand and agree that neither Administrator provides services as a record keeper and administrator, and that no communication between me, Administrator and Custodian, whether by e-mail, U.S. Mail, facsimile, direction/authorization letter, or otherwise, creates a contractual relationship. Administrator may communicate with me by e-mail, and I will regularly check the e-mail address(es) that I provide to Administrator. I will provide written notice to Administrator within ten (10) days of any change in the contact information provided to Administrator. Administrator may cease providing services and resign as administrator if I do not respond to written correspondence from Administrator or fail to pay Administrator’s fees.

I have carefully read this document and I understand its contents. I understand that upon signing below, this document becomes a legally enforceable agreement under which I will be giving up rights and potential claims. I have been encouraged to have legal counsel review this agreement before signing it.

I have freely signed this document in \_\_\_\_\_ Date \_\_\_\_\_  
(City, State)

**BY**

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_