



# Sell Direction Letter

Date Stamp  
(Office use only)  
Rev. 12/13/2023

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 SELL THE BELOW ASSET FOR MY ACCOUNT:

## Alternative Investment Information

### Private Entity Sale:

Limited Liability Company (LLC)      Limited Partnership (LP)      Private Stock      C-Corporation  
Non-Traded Real Estate Investment Trust (Non-Traded REIT)      Other: \_\_\_\_\_

Entity Name: \_\_\_\_\_ Share Class: \_\_\_\_\_

Total Sale Price: \$ \_\_\_\_\_ Percentage of Ownership: \_\_\_\_\_%

Total Number of Shares / Units To Be Sold: \_\_\_\_\_ Sale Price Per Share / Unit: \$ \_\_\_\_\_

Is this a Full or Partial Sale/Payoff of the Asset?      Full (Only select this option if this is the final payment for the asset)      Partial

### Direct Real Estate Property Sale:

#### Direct Real Estate Property

Property Address: \_\_\_\_\_ Buyer Name: \_\_\_\_\_

Contract Sale Price: \$ \_\_\_\_\_ Percentage of Ownership \_\_\_\_\_%

Is this a Full or Partial Sale of the Asset?      Full (For a seller carryback, contact our office for the appropriate form)      Partial

### Debt Investment Payoff / Sale:

Convertible Note      Unsecured Note      Debenture      Secured Note

Other: \_\_\_\_\_

Borrower Name: \_\_\_\_\_ Date of Final Payment: \_\_\_\_\_  
(If Applicable)

Principal Amount: \$ \_\_\_\_\_ Earnings Amount: \$ \_\_\_\_\_

Is this a Full or Partial Sale/Payoff of the Asset?      Full (Only select this option if this is the final payment for the asset)      Partial

### Secured Note Only:

Real Estate - Property Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Vehicle/Mobile Home - VIN # \_\_\_\_\_

Other - Description: \_\_\_\_\_

**Investment Contact Information** *(If multiple contacts, please include all information within the Special Instructions below)*

**Type of Contact:**      Asset Sponsor/Manager      Escrow/Title/Attorney(s)      Loan Servicer      Borrower

**Contact Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

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

**How Would You Like to Pay the Transaction Fees?**

Vantage Account      Visa      MC      Discover      AMEX

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

**Card Number:** \_\_\_\_\_ **Exp:** \_\_\_\_\_

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

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

**Special Instructions**

**Prior to sale completion, all transaction documents must be notated "Read and Approved" with your signature and date.** *(Example: Subscription documents, real estate notes, promissory notes.)*

Vantage Retirement Plans, L.L.C. ("Administrator") performs recordkeeping and administration duties in connection with Account Owner's self-directed 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 Sell 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 determines 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 nor 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 Sell 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 Sell 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.

I am directing Administrator to complete this transaction as specified above. I confirm that the decision to sell 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 Sell 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 Sell 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.

Unless otherwise requested, I understand that any original documents indicating my ownership of this asset will be destroyed by Vantage. 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.*

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

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



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# Sell Direction Letter

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## When To Use This Letter

If you are selling Private Entities (including LLC, LP, and C-Corp Investments), Non-traded REIT Investments, Direct Real Estate Properties, Convertible Notes, Unsecured Notes, and Secured Notes.

## Documents to Complete & Submit

### Direct Real Estate Property

Closing documents “Read and Approved” by Account Owner  
Satisfaction of Payment and/or Deed of Release & Reconveyance

### Secured Promissory Note

Closing documents “Read and Approved” by Account Owner  
Satisfaction of Payment and/or Deed of Release & Reconveyance

## Submission Options

**Online:** [VantageIRAs.com](http://VantageIRAs.com)

**Mail:** Vantage Retirement Plans, LLC  
8742 E. Via de Commercio  
Scottsdale, AZ 85258

**Fax:** 480.306.8408

**Email:** [Info@VantageIRAs.com](mailto:Info@VantageIRAs.com)

## Processing Times

Vantage will process your transaction within three (3) business days once all documentation is received in good order.

## Helpful Tips

Assets will remain on the books for partial sales and the value will be adjusted to reflect the partial sale.

Full sale assets will be removed from the account once the funds from the sale have been received.

Transactions must not involve disqualified parties as referenced in Internal Revenue Code §4975.

Some transactions may generate Unrelated Business Income Tax (UBIT). Vantage encourages account holders to consult with the asset sponsor/manager or a tax professional to discuss the potential for UBIT.

**Need Help?** Call **866.459.4580** and an Investment Transaction Specialist will assist you.