

SELLING REAL ESTATE



To assist you with selling your Real Estate investment, PENSCO Trust Company (PENSCO) has compiled the following list of things that you should be aware of that may delay processing or could cause your request to be considered a possible prohibited transactions.

Third Party Documents Not Signed “Read & Approved” By the Account Owner

Anything that the escrow company, title company or attorney requires PENSCO’s signature or initials must be sign by the Account Owner as “Read & Approved.”

- Some escrow or title companies will not accept the documents after the Account Owner signs them “Read & Approved.” To expedite the transaction submit both a “clean” and “Read & Approved” copy.

Commonly Missed Third Party Documents

The following documents are required to make your transaction go smoothly, 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 PENSCO’s signature
*Questionnaires must be completed in their entirety by the Account Owner

Vesting Reflected on the Sale Documents

When preparing the sales documents, the vesting should appear the same as it appears on the recorded deed held by the county. If you unable to obtain a copy of the recorded deed from the county, please contact Client Services at 800-962-4238 to assist you.

Selling Your Real Estate Investment to a Disqualified Party Under [Section 4975](#)

The Internal Revenue Service (IRS) prohibits the sale of property held by a retirement account to a disqualified party as defined by section 4975.

Selling Your Real Estate Investment Through a Land Contract

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

- Memorandum of Land Contract
- The Land Contact
- The [Deed of Trust/Mortgage/Secured Note Investment Auhtorization](#) form

Carryback Investments

The following documents are required to make your transaction go smoothly, 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
- The [Deed of Trust/Mortgage/Secured Note Investment Auhtorization](#) form

Real Estate
Investment



Retirement
Account

Parties *not* considered disqualified:

- Step Grandparents
- Step Parents
- Spouse’s Parents
- Aunts, Uncles, & Cousins
- Siblings/Step Siblings
- Step Children & Their Spouses

Parties that are considered disqualified:

- Grandparents
- Parents
- Spouse
- Children/Adopted Children and their spouses
- Grandchildren and their spouses
- A Fiduciary
- A person providing services to the plan, such as a CPA or Attorney.

PENSCO does not provide investment advice, does not sell investments, and does not offer tax or legal advice. PENSCO does not evaluate, recommend or endorse any advisory firm or investment. Investments are not FDIC insured and are subject to risk, including the loss of principal.

REAL ESTATE SALE FORM

Each page of every document that requires PENSICO Trust Company's (PENSICO's) initials/signature must be signed by the client as "Read and Approved"

Please provide the following for PENSICO's Review and Signatures:

- Estimated HUD or Sale Settlement Statement
 - Signed as "Read and Approved" by the client
- Proposed Conveyance Deed
 - Signed as "Read and Approved" by the client
- Additional Escrow/Closing Documents, if applicable
 - Any questionnaires must be completed in their entirety by the client**
 - Signed as "Read and Approved" by the client
- If you are doing a seller carry back 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

YOU MAY FAX THIS FORM AND YOUR DOCUMENTS TO THE REAL ESTATE AND NOTES TEAM AT 303-614-7036

ACCOUNT OWNER INFORMATION

PENSICO Client Account Name: _____
PENSICO Account Number: _____
Phone Number: _____ Email Address: _____

PROPERTY INFORMATION

Property Address: _____
Property Parcel Number or APN: _____
Percentage of Ownership: _____%
PENSICO Asset ID (if known): _____

SALE INFORMATION

Closing Date ____/____/____

This is a:

- Full Sale in the amount of \$_____ (estimated IRA proceeds)
- Partial Sale in the amount of \$_____ (estimated IRA proceeds)

If Partial Sale, please indicate the lot/parcel/address being sold _____

AGENTS RECEIVING COMMISSION

Buyer's Agent Name: _____

Seller's Agent Name: _____

RETURN EXECUTED DOCUMENTS TO

Company Name: _____ Contact Name: _____

Address: _____

City: _____ State/Province: _____ Postal Code: _____

Phone Number: _____

Please Send Documents via (check all that apply)*:

Email: _____ Fax: _____

Regular Mail to address above

Express Mail Delivery to address above and:

Charge my PENSICO account for overnight fee

Use a Third Party's Billing Account # _____

FED EX UPS Other: _____

Use the enclosed prepaid UPS/FED Ex Label

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

I have initialed and/or signed where appropriate, for each document PENSICO Trust Company (PENSICO) needs to initial/sign. I acknowledge that if there is an amendment or any subsequent documents submitted separate from this form for this transaction, I will need to sign the applicable pages as "Read and Approved" before PENSICO will execute.



Account Owner Signature

Date

INVESTMENT PRODUCTS: NOT FDIC INSURED • NO BANK GUARANTEE • MAY LOSE VALUE

Upload forms to:
www.pensico.com/upload

Send mail to:
PENSICO
P.O. Box 173859
Denver, CO 80217-3859

For express deliveries:
PENSICO
1560 Broadway, Suite 400
Denver, CO 80202-3331

Questions?
Call 1-800-962-4238

Fax to: 303-614-7036