

# 1031 Exchange Order Form

Info Needed to Initiate your 1031 Exchange



Please provide information on how we can contact you throughout your exchange. You must also indicate your preference for the type of exchange account you want 1031 CORP. to open for your proceeds. Return the completed form to 1031 CORP. via email to 1031help@1031CORP.com, fax to 610.489.4366 or mail to 100 Springhouse Drive, Suite 203, Collegeville, PA 19426.

## CONTACT INFORMATION FOR PRIMARY CONTACT THROUGHOUT TRANSACTION:

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

Company (if applicable): \_\_\_\_\_

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

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

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

## OVERNIGHT DELIVERY ADDRESS (if different than above). *Note we cannot overnight to a P.O. Box.*

Company (if applicable): \_\_\_\_\_

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

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

## EXCHANGER INFORMATION (Taxpayer completing 1031 exchange):

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

Type of Taxpayer:     Individual     Married Couple     Partnership  
                                  Trust                     Corporation                     Limited Liability Company

If Entity, State of Formation: \_\_\_\_\_

***If entity, attach copy of formation documents and operating agreement that states authorized signers.***

Is Exchanger a foreign taxpayer defined as non-resident alien(s), foreign corporation, foreign partnership, foreign trust or foreign estate?     Yes     No

## REFERRAL SOURCE:

Please give us the opportunity to thank the person who referred you to 1031 CORP.

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

Company (if applicable): \_\_\_\_\_

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

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

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



**TAX AND LEGAL ADVISOR:**

To maximize your tax-deferral, you must acquire replacement property of equal or greater value and equity.

A trade down in value or equity will result in a taxable event. Do you intend to exclude any funds from your exchange and pay tax on this amount?  Yes  No If yes, amount? \$\_\_\_\_\_

Have you discussed the exchange with your tax advisor?  Yes  No

Have you discussed the exchange with your legal advisor?  Yes  No

**1031 EXCHANGE ACCOUNTS:**

Your exchange proceeds will be deposited into a segregated interest-bearing, FDIC insured account titled "1031 CORP. for the benefit of Taxpayer with Taxpayer's Tax Identification Number." Instructions to view your account online and monthly bank statements will be provided.

**RELEASE OF YOUR 1031 EXCHANGE FUNDS:**

Once the funds are deposited into your exchange account, there are only certain times funds can be released.

- 1. For the acquisition of identified replacement property and routine closing costs;
- 2. After the expiration of the 45-Day Identification Period if no property has been identified;
- 3. After the expiration of the 45-Day Identification Period and purchase of replacement property if no additional property has been identified; or
- 4. After the expiration of the 180-Day Exchange Period.

**ADVISORY:** Your Exchange Officer can only provide general information regarding 1031 exchanges. You should discuss your particular situation with a tax and/or legal advisor familiar with 1031 exchanges. By submitting this 1031 CORP. Order Form, I/we authorize 1031 CORP. to initiate a 1031 exchange on my/our behalf. 1031 CORP. should prepare all necessary documentation and open an exchange account in accordance with my/our instructions above. I/we agree to pay a \$250 cancellation fee if I/we elect to not proceed with the exchange after documents are prepared and before closing of my/our first relinquished property.

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_