

Use this checklist for an investment in a Promissory Note/ Mortgage through your IRA. All required documents must be sent in one complete package at least 48 hours prior to the transaction date. It is recommended you schedule an orientation call to guide you through the purchase process.

Investments / Timing	Documents/ Forms	Client Responsibility	Notes
Unsecured Promissory Note	<u>CamaPlan Forms:</u> <ul style="list-style-type: none"> • Asset Purchase Directive • Promissory Note Acknowledgment <u>Client Supplied Documents:</u> <ul style="list-style-type: none"> • Original Note 	<u>CamaPlan Forms:</u> <ul style="list-style-type: none"> • Completed and signed by client • Completed and signed by the borrower <u>Client Supplied Documents:</u> <ul style="list-style-type: none"> • Signed by the client and the borrower, and client will initial "read & approved" 	<ul style="list-style-type: none"> • Copy accepted (fax / email) • Copy accepted (fax / email) <ul style="list-style-type: none"> • Original Note must be provided to CamaPlan before funding
Secured Note / Mortgage	<u>CamaPlan Forms:</u> <ul style="list-style-type: none"> • Asset Purchase Directive • Promissory Note Acknowledgment <u>Client supplied Documents:</u> <ul style="list-style-type: none"> • Signed Note and security paperwork (mortgages, etc.) 	<u>CamaPlan Forms:</u> <ul style="list-style-type: none"> • Completed and signed by client • Completed and signed by the borrower <u>Client supplied Documents:</u> <ul style="list-style-type: none"> • Forward all documents for review. Note & mortgage may not be borrowed until closing. 	<ul style="list-style-type: none"> • Copy accepted (fax / email) • Copy accepted (fax / email) <ul style="list-style-type: none"> • Copy accepted (fax / email)
	<p>Prior to Closing</p> <hr/> <p>Post Closing</p>		<ul style="list-style-type: none"> • Original recorded docs must be delivered to CamaPlan
Existing Notes	<u>CamaPlan Forms:</u> <ul style="list-style-type: none"> • Asset Purchase Directive • Existing Note Acknowledgment <u>Client supplied Documents:</u> <ul style="list-style-type: none"> • Note Assignment • Copy of Original note 	<u>CamaPlan Forms:</u> <ul style="list-style-type: none"> • Completed and signed by client • Completed by Seller/Assignor <u>Client supplied Documents:</u> <ul style="list-style-type: none"> • Signed by Assignor & Client 	<ul style="list-style-type: none"> • Copy accepted (fax / email) • Copy accepted (fax / email) <ul style="list-style-type: none"> • Mail Original Assignment • Copy accepted (fax / email)
	<p>Prior to Closing</p> <hr/> <p>Post Closing</p>	<ul style="list-style-type: none"> • Obtain a Tax Identification Number TIN/EIN for IRA 	

Account Requirements

1. The account must be established 7 days prior to any purchase
2. The account must have sufficient funds to cover the purchase price, maintain a required minimum account balance and any expenses incurred after closing

Additional Information

- If you are purchasing an interest in a partnership, real estate or any other entity required to file a tax return or issue K-1's, you are required to obtain a TIN for your IRA. You may use your own CPA or other professional to obtain the TIN or use CamaPlan's streamlined TIN/EIN process through Kerr & Company. <http://camaplan.com/resource-center/ein-for-ira/>
- **Buyer Name:** CamaPlan Administrator FBO (client name or account #) IRA
- **Buyer Address:** 122 East Butler Ave, Suite 100, Ambler, PA 19002
- The above documents are required to effectively complete your transaction. Incomplete documentation can result in the application of hourly charges and/or a delay in your transaction. If you have any questions regarding these documents, please contact our office or email us at operations@camaplan.com