

Use this checklist and forward to your closing attorney or title officer to insure a timely settlement. Closing documents must be received at least 48 hours before the Settlement date. CamaPlan completes the closing by mailing or wiring funds. It is recommended you schedule an orientation call to guide you through the purchase process.

Timing	Documents/ Forms	Client Responsibility	Notes
<b>Prior to Closing</b>	<u>CamaPlan Forms:</u> • Asset Purchase Directive  <u>Client Supplied Documents:</u> • Sales Agreement - Written in the IRA name (see below for vesting)	<u>CamaPlan Forms:</u> • Completed and signed by client  <u>Client Supplied Documents:</u> • Review Agreement and initial	Indicate on the directive whether a deposit is required.  Fax or email copy accepted
<b>Closing</b>	<u>CamaPlan Forms:</u> • Payment Authorization Form  <u>Client Supplied Documents:</u> • Alta Settlement Statement / • Closing Disclosure/ • HUD1 Settlement Statement • Copy of Deed • Wiring Instructions • Title Insurance Policy* • Hazard Insurance Policy* • Property Management Agreement* • Mortgage Documents*  * May or may not be applicable	<u>CamaPlan Forms:</u> • Completed and signed by client (enter amount to be sent for closing - found on settlement statement)  <u>Client Supplied Documents:</u> • Initialed "Read & Approved" by the client	Fax or email copy accepted
<b>Post Closing</b>	• Original Deed of property recorded • Fully executed copy of closing documents  <u>CamaPlan Forms:</u> • Payment Authorization Form	<u>CamaPlan Forms:</u> Allows CamaPlan to automatically pay invoices received. Choose "Blanket" option	Fax or email copy accepted

### 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:** CAMA SDIRA LLC FBO (client name or acct #) IRA or CamaPlan Administrator FBO (client name or acct #) 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](mailto:operations@camaplan.com)