



**Instructions:** Review the checklist below for the documents required before and after the purchase of your Real Estate Investment. Begin the process by opening and funding your IRA. If you do not have an established IRA with Goldstar, please refer to our online forms section to open your new IRA. Your IRA can be funded by transfer or rollover of IRA funds from your current IRA or Qualified Plan.

**\*\*NOTE\*\* THIS CHECKLIST APPLIES TO A DIRECT PURCHASE OF REAL ESTATE. IF YOU ARE PURCHASING REAL ESTATE THROUGH YOUR LLC, PLEASE REFER TO THE PRIVATELY OFFERED LLC CHECKLIST ON THE GOLDSTAR WEBSITE.**

### Documents Required Prior to Closing

<input type="checkbox"/> Real Estate Investment Direction	This document will be used to authorize GoldStar to pay your earnest money deposit and the balance due at closing from the available funds in the IRA. Goldstar will, upon your instruction, issue a check for the earnest money deposit, however, a wire is required for the closing balance (unless approved by other means). Please include wiring instructions on the Investment Direction for the title company or closing attorney in the designated section of the form.
<input type="checkbox"/> Payment Authorization	This document is used to authorize and direct Goldstar to pay expenses related to the real property for any expenses not paid by the Property Manager.
<input type="checkbox"/> Property Manager Agreement Letter and Third Party Authorization	Required, only if property is income producing. If the property is income producing, the Acknowledgment Letter along with a Third Party Authorization Form must be signed and completed by the IRA owner.
<input type="checkbox"/> Sales Contract and/or Purchase Offer	This must be signed by the IRA owner and the named buyer must be titled as: Goldstar Trust Co., FBO (Client Name) IRA.
<input type="checkbox"/> Phase I Environmental Assessment	Required prior to closing if this purchase is for commercial, agriculture, rural and/or undeveloped properties. The sales contract or purchase offer should include a statement that passing the Phase I Environmental Assessment is required prior to closing. GoldStar will not issue closing funds until the Phase I assessment is provided.
<input type="checkbox"/> Copy of Proposed Deed, Mortgage, or Warranty Deed, as applicable	The proposed buyer must be titled as GoldStar Trust Co., FBO (Client Name) IRA. All pages must be initialed by the buyer as "read and approved." If the Real Estate property is being transferred or rolled over to Goldstar In-Kind, please provide a copy of the existing recorded deed to the property. Deed must be reviewed by GoldStar for approval prior to transfer title.
<input type="checkbox"/> Title Insurance Commitment	All pages must be initialed by the buyer as "read and approved."
<input type="checkbox"/> Settlement Statement	Include Wiring Instructions for the Title company, Escrow Instructions, and all related closing documents. All pages must be initialed by the buyer as "read and approved."
<input type="checkbox"/> Fax or overnight instructions for delivery of the Closing document	Provide any overnight and/or fax instructions for delivery of closing documents to the title company or attorney that is responsible for the closing.
<input type="checkbox"/> Property Insurance Binder	Insured must be titled as GoldStar Trust Co., FBO (Client Name) IRA.
<input type="checkbox"/> Loan Documents	If the IRA is funded with a non-recourse mortgage loan, provide a copy of the non-recourse promissory note, deed of trust, and amortization schedule. The borrower's name must read: GoldStar Trust Co., FBO (Client Name) IRA.



**Documents Required After Closing**

<input type="checkbox"/> Closing Statement	Initialed by the buyer as "Read and Approved."
<input type="checkbox"/> Deed of Trust	Properly Recorded; Original is required unless there is a non-recourse loan. If your state requires a mortgage in place of a Deed of Trust, a copy of the signed mortgage should be returned to GoldStar.
<input type="checkbox"/> Title Insurance Policy	If applicable
<input type="checkbox"/> Property Manager Contract	A copy of a signed contract with an unrelated third party manager or management service is required if the property will be income producing.
<input type="checkbox"/> Lease/Rental Agreement, initialed (if applicable)	Initialed by the buyer as "Read and Approved."
<input type="checkbox"/> Appraisal (if applicable)	Appraisal is required for Roth Conversion or Recharacterization, Required Minimum Distribution, and Distribution In-Kind.
<input type="checkbox"/> Comparative Market Analysis	Comparative Market Analysis (CMA) is required for annual valuation for existing real estate held in an IRA at GoldStar Trust (required by January 10 of each year).

**Important Reminders for Checklist:**

1. Before you set a closing date, make certain that all documents shown above have been received and reviewed by Goldstar Trust for approval. Also verify your uninvested cash balance is sufficient to make your real estate purchase.
2. Goldstar Trust, as your IRA custodian, will remit all payments directly to the escrow agent, title company or closing attorney. Do not fund any expenses, including earnest money deposit, out of pocket. **ALL PAYMENTS MUST BE PAID DIRECTLY BY YOUR IRA. THIS INCLUDES PROPERTY TAXES, UTILITY BILLS, LOAN PAYMENTS, IMPROVEMENT COSTS AND HOA DUES.**
3. If your IRA will be purchasing a percentage of the property, the property title and closing documents must read as follows  
**"GoldStar Trust Co., FBO (Client Name) IRA as to an undivided interest of \_\_\_\_\_%"**
4. If you are financing a portion or all of the purchase with a non-recourse loan, the property must be the only named collateral for the loan. All payments must be made from the IRA. A personal guarantee is not allowable. Debt-financed property in an IRA may be subject to Unrelated Business Taxable Income. Please consult your tax advisor for more information.
5. If property insurance is carried, the insured name must be listed as Goldstar Trust Co., FBO (Client Name) IRA. The coverage should only reflect the property held in the IRA. Annual premium(s) must be paid from the IRA.
6. Your IRA must maintain a minimum cash balance of \$500 to pay expenses.