NEXT GENERATION
TRUST COMPANY

CONTROL YOUR FUTURE, TODAY

Investment / Purchase Kit

Real Estate

Address:
Next Generation Trust Company
401 E. 8th Street, Suite 200H
Sioux Falls, SD 57103

Next Generation Services, LLC
75 Livingston Ave, Suite 304
Roseland, NJ 07068

Toll Free: (888) 857-8058
Phone: (973) 533-1880
Fax: (973) 533-1088

EMail:
Transactions@NextGenerationTrust.com

Get Started Today!

Visit us on the web:
www.nextgenerationtrust.com

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Investment Checklist For Real Estate Purchases

Before You Begin: Improrant Facts to Know Before Purchasing Real Estate	☐ *Do not use this kit if:* • You intend to live on the property or vacation there. • You will be purchasing property through an LLC, LP, or other entity. • You have already made a personal deposit on the property or you have signed contracts in your personal name. ☐ **IF any of the above apply, STOP!** Please call our office to discuss: (973) 533-1880. ☐ *Please note:* In order to make an investment, your account must have passed the right of recision period and you must have cleared funds.
Step One: Complete a Buy Direction Letter for the Deposit	☐ Please Note: We CANNOT sign any offer/purchase documents until we receive the Buy Direction Letter for the deposit. ☐ Fill out the General Asset Information on page 1. ☐ Complete Section A on page 1. • The deposit or applicable amount should be entered under "Total Funding Amount." • The total property price should be entered under "Total Contract Price." ☐ Sign and date on page 2.
Step Two: Real Estate Contract and Purchase Documents	☐ *Please Note:* We must have a contract before sending out funds. ☐ Anywhere the "Buyer" is named in the contracts/purchase documents, it must be in the name of the IRA: ***Next Generation Trust Company as Custodian FBO (Client Name) IRA (Account Number)*** ☐ *Signature Pages Only:* Clients must write "Read and Approved," and inital and date within the margins. Next Generation will sign on behalf of your IRA on the signature lines. ☐ *Please Note:* We do not require originals of these documents. We can sign and date copies and send them out to where we are directed. ☐ *Please Note:* We **MUST** have a copy of the unrecorded deed **BEFORE** closing in order to send out the final funding amount.
Step Three: Complete a Buy Direction Letter for the rest of the Purchase Price	☐ *Please Note:* We need the second Buy Direction Letter before sending out funds for the closing. ☐ Fill out the General Asset Information on page 1. ☐ Complete Section A on page 1. • The final funding amount (total purchase price minus the deposit amount) should be entered under "Total Funding Amount." • The total property price should be entered under "Total Contract Price." ☐ Sign and date on page 2.
Step Four: Review Process	☐ *Please Note:* We attempt to answer all emailed inquiries within one business day. Before a client transaction goes into the queue to be processed, administrative review will be between two and five business days depending on the complexity of the transaction and our volume of transactions. Investment documents are processed in the order in which they are received. Most transactions are completed in two business days provided that we have original, correct documents and cleared funding.
Final Step: Sending the Original Deed/Title	☐ After closing on the property, the original property deed and/or title MUST be sent to Next Generation Services. ☐ Mailing Address as follows: Next Generation Services, LLC *75 Livingston Avenue, Suite 304* *Roseland, NJ 07068*

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401 E. 8th Street, Suite 200H
Sioux Falls, South Dakota 57103
Toll Free: 888-857-8058

Buy Direction Letter

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Instructions:

Complete this form if you would like to instruct us to buy an asset from within your retirement account. You will also need to attach corresponding supporting documents if applicable. Please complete all sections of the General Asset Information, and complete section A, B, or C, depending on your asset type. You may fax or email this form to our office. ***Please contact our office to review all requirements for your purchase.***

Personal Information:

1. Account Holder Name ______________________________ 2. Account Number ______________

3. Contact Information for Closing Agent *(By providing this information, you are authorizing us to speak with this person in order to coordinate your investment.)*

____

I hereby authorize and direct the Custodian and/or Administrator to BUY the following asset for my account:

4. Asset name, description or property address. *(Describe the asset here. Provide the full physical address for real estate and mortgages. For other assets, please describe.)*

____

5. Fees to be paid by:

☐ Deduct from Account

☐ Check

☐ Credit Card *(Please attach credit card authorization, if not already on file.)*

Fees are due at the time of transaction. If no indication is made, fees will be deducted from the cash balance.

6. Funding/Delivery Instructions:

☐ Wire *(Please attach outgoing wire instructions.)*

☐ ACH *(Please attach outgoing ACH instructions.)*

☐ Check *(Please complete the below information.)*

Payee: ______________________________

Address: ______________________________

City, State, Zip: ______________________________

☐ Check here if you want the check Express Delivered (min $30 for service.)

Special Instructions:

Complete ONE of the Following Sections:

A. Buy Real Estate Asset *Complete this section to direct the purchase of a real estate asset.*

Property Description, A.P.N. #/SBL/Legal Description:

____

Total Contract Price *(excluding closing costs)*: $ ______________

Percentage of Ownership: ______________ %

Funding Amount: $ ______________
(The amount due to your account. This may include closing costs and deposits.)

Is the property to be mortgaged?

☐ Yes* ☐ No

*Name of Mortgagor: ______________________________

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Buy Direction Letter

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B. Notes and Mortgages:

☐ Buy existing note ☐ Create new note ☐ Carry back from a real estate sale ☐ Unsecured note

☐ Secured note by ______________________________

Borrower(s) name(s) *If more than one borrower, include all names* ______________________________

Borrower(s) address *Address where payment coupons/borrowers notices are sent* ______________________________

____

Borrower's social security number: ☐☐☐ – ☐☐ – ☐☐☐☐

Borrower's telephone number: ______________________________

Note Amount: *Face Value of Note*
$ ______________________

Funding Amount: *If different from note amount*
$ ______________________

Principal Balance: *(for existing notes ONLY)*
$ ______________________

Percentage of Ownership: ______________ %

Interest Rate: ______________ %

Maturity Date: ______ /______ /______

☐ Amortized

☐ Interest Only

Frequency of Payment: ☐ Monthly ☐ Annually ☐ Other

Payment Amount: $ ______________________

☐ IRA holder is a loan servicer ☐ Third party is a loan servicer (*Please provide contact information separately.*) **If neither are selected account holder is loan servicer.*

C. Other Investments:

Initial Funding
$ ______________________

OR

Further Funding
$ ______________________

D. Signature: *Please read the entire disclosure before signing and dating.*

I understand that my account is self-directed and that the Custodian and Administrator named in the disclosure statement received when the account was established will not review the merits, legitimacy, appropriateness and/or suitability of any investment in general, including, but not limited to, any investigation and/or due diligence prior to making any investment, or in connection with my account in particular. I acknowledge that neither Custodian nor Administrator endorse, approve or recommend any companies, products, services or investments. I acknowledge that I have not requested that the Custodian and/or Administrator provide, and the Custodian and/or Administrator have not provided, any advice with respect to the investment directive set forth in this Buy Direction Letter. I understand that it is my responsibility to conduct all due diligence, including, but not limited to, search concerning the validity of title, and all other investigation that a reasonably prudent investor would undertake prior to making any investment. I understand that neither the Custodian nor the Administrator determine whether this investment is acceptable under the Employee Retirement Income Securities Act (ERISA), the Internal Revenue Code (IRC), Securities Laws, or any applicable federal, state, or local laws, including securities laws. I understand that if the services of Custodian and/or Administrator were marketed, suggested or otherwise recommended by any person or entity, such as a financial representative or investment promoter, such persons or entities are not in any way agents, employees, representatives, affiliates, partners, consultants, subsidiaries of Custodian and/or Administrator. I acknowledge that neither Custodian nor Administrator is responsible for or bound by any statements, representations, warranties or agreements made by any such person or entity. I understand that it is my responsibility to review any investments to ensure compliance with these requirements, including but not limited to whether my investment is a security requiring registration under the Blue Sky Laws or applicable Securities Laws.

I understand that neither the Custodian nor the Administrator is a "fiduciary" for my account and/or my investment as such terms are defined in the IRC, ERISA, and/or any applicable federal, state or local laws. I agree to release, indemnify, defend and hold the Custodian and/or Administrator harmless from any claims, including, but not limited to, actions, liabilities, losses, penalties, fines and/or claims by others, arising out of this Buy Direction Letter and/or this investment, including, but not limited to, claims that an investment is not prudent, proper, diversified or otherwise in compliance with ERISA, the IRC and/or any other applicable federal, state or local laws. In the event of claims by others related to my account and/or investment wherein Custodian and/or Administrator are named as a party, Custodian and/or Administrator shall have the full and unequivocal right at their sole discretion to select their own attorneys to represent them in such litigation and deduct from my account any amounts to pay for any costs and expenses, including, but not limited to, all attorneys' fees, and costs and internal costs (collectively "Litigation Costs"), incurred by Custodian and/or Administrator in the defense of such claims and/or litigation. If there are insufficient funds in my account to cover the Litigation Costs incurred by Custodian and/or Administrator, on demand by Custodian and/ or Administrator, I will promptly reimburse Custodian and/or Administrator the outstanding balance of the Litigation Costs. If I fail to promptly reimburse the Litigation Costs, Custodian and/or Administrator shall have the full and unequivocal right to freeze my assets, liquidate my assets, and/or initiate legal action in order to obtain full reimbursement of the Litigation Costs. I also understand and agree that the Custodian and/or Administrator will not be responsible to take any action should there be any default with regard to this investment. For purposes of this paragraph, the terms Custodian and Administrator include Next Generation Trust Company/ Next Generation Services, its agents, assigns, joint ventures, licensees and/or business partners.

I am directing you to complete this transaction as specified above. I confirm that the decision to buy this asset is in accordance with the rules of my account, and I agree to hold harmless and without liability the Custodian and/or Administrator of my account under the foregoing hold harmless provision. I understand that no one at Custodian and/or Administrator has authority to agree to anything different than my foregoing understandings of Custodian's and/or Administrator's policy. If any provision of this Buy Direction Letter is found to be illegal, invalid, void or unenforceable, such provision shall be severed and such illegality or invalidity shall not affect the remaining provisions, which shall remain in full force and elect. I declare that I have examined this document, including accompanying information, and to the best of my knowledge and belief, it is true, correct and complete.

Transactions with insufficient funds will not be processed until sufficient funds are received. If fees are being deducted from your account, the full amount of the transaction plus fees must be available before your transaction can be processed.

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Account Holder Signature: ______________________________ Date: ______________

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NEXT GENERATION TRUST COMPANY
401 E. 8TH STREET, SUITE 200H
SIOUX FALLS, SOUTH DAKOTA 57103
TOLL FREE: 888-857-8058

REAL ESTATE DISCLOSURE

NEXT GENERATION
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NEXT GENERATION SERVICES, LLC, 75 LIVINGSTON AVE. STE. 304, ROSELAND, NJ 07068 | P: (973) 533-1880 * F: (973) 533-1088

By signing below, I, ______________________________ (client) agree that I have reviewed the following information regarding purchasing ____ (property address) through my IRA:

- The contract must be in the name of your Next Generation IRA. If the contract has been signed in your personal name or any disqualified person/entity's name, the purchase cannot take place with your IRA.
- If a deposit must be put down on the property, the deposit must come from your Next Generation IRA. If the deposit has already been made personally or by a disqualified person/entity, the purchase cannot take place with your IRA.
- The property cannot be used personally or by any disqualified person. According to IRS Code 4975, you may never:
  - ◊ Live on the property while it's held in your IRA.
  - ◊ Use the asset as vacation property personally or by any disqualified person or entity.
  - ◊ Hire Disqualifies Persons to work on the property or allow them to live on the property.
  - ◊ Perform any form of sweat equity - defined as servicing the property personally by means not to be considered intellectual management.
- Funds for the property must flow to and from the purchasing IRA. All expenses must be paid from your Next Generation IRA and all income must be paid to your Next Generation IRA.
- If a property manager is being used, a separate agreement must be provided.
- Rental income should be made payable to your IRA - Next Generation TC FBO (client name) IRA (account number) and mailed to Next Generation Services, LLC, 75 Livingston Avenue, Suite 304, Roseland, New Jersey 07068.
- Fair Market Valuation of the property should be provided to Next Generation on an annual basis. A broker's price opinion or comparative market analysis will suffice. A full appraisal is not required unless distributing the asset.
- If you are unsure whether or not something could be considered prohibted, please call the office.

Next Generation Trust Company/Next Generation Services (NGTC/NGS) does not review the merits or legitimacy of any investment. NGTC/NGS does not endorse or recommend any companies, products, services, or investments. NGTC/NGS does not provide any financial, legal or investment advice.
If the services of NGTC/NGS were recommended by any third party, such persons or entities are not in any way affiliated with NGTC/NGS. NGTC/NGS is not a "fiduciary" as defined in the IRC, ERISA, and/or any applicable federal, state or local laws. All information provided is for educational purposes only. All parties are encouraged to consult with their professional advisors prior to making any investments.

I have read and reviewed the information above and understand the rules and regulations as well as the ramifications should these not be followed.

______________________________ (print name)	______________________________ (account number)
______________________________ (client signature)	______________________________ (date)

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Outgoing ACH/Wire Instructions

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Account Holder Name:

NGTC Account Name:______________________________ Next Generation Account #:______________

Outgoing ACH Direct Deposit (For U.S. Accounts ONLY - Limited to $10,000.00):

Bank Name: ______________________________ Bank ABA/Routing Number: | | | | | | | | | |

Bank Address: ______________________________

City, State, Zip: ______________________________

Beneficiary Account Name: ______________________________ Account Number: ______________

Beneficiary Account Address: ______________________________

City, State, Zip: ______________________________

Outgoing Wires (For U.S. Accounts ONLY):

Bank Name: ______________________________ Bank ABA/Routing Number: | | | | | | | | | |

Bank Address: ______________________________

City, State, Zip: ______________________________

Beneficiary Account Name: ______________________________ Account Number: ______________

Beneficiary Account Address: ______________________________

City, State, Zip: ______________________________

For Further Credit Reference: ______________________________

Outgoing Wires (For International Accounts ONLY):

Bank Name: ______________________________ Bank ABA/Routing Number: | | | | | | | | | |

Bank Address: ______________________________

City, State, Zip: ______________________________ Bank Swiftcode: ______________

Beneficiary Account Name: ______________________________ Account Number: ______________

Beneficiary Account Address: ______________________________

City, State, Zip: ______________________________

Intermediary Bank Name: ______________________________ Bank ABA/Routing Number: | | | | | | | | | |

Intermediary Bank Address: ______________________________

City, State, Zip: ______________________________ Bank Swiftcode: ______________

Beneficiary Account Name: ______________________________ Account Number: ______________

Beneficiary Account Address: ______________________________

City, State, Zip: ______________________________

For Further Credit Reference: ______________________________

Please be aware that if a wire is returned, the receiving bank may deduct additional fees.

Account Holder Signature ______________________________ Date ______________

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Credit Card Authorization Form

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Personal Information:

Account Holder Name ______________________ Next Generation Account # __________

Cardholder Name *(if different)* ______________________

Cardholder Billing Address ______________________

City, State, Zip ______________________

Telephone Number ______________________ Email Address ______________________

Credit Card Information:

Card Type: *Please check ONLY ONE Option*

☐ MasterCard ☐ Discover ☐ Visa *Please Note: We cannot accept American Express. We apologize for any inconvenience this may cause.*

Credit Card Number: __________ / __________ / __________ / __________

Expiration Date: ______ / ______

CCV: __________
(Last three digits on back of card)

☐ Keep card on file for all fees (no invoice will be sent)

☐ One time charge in the amount of $ __________

Signature: *Please securely email, fax, or mail this form to Next Generation Services.*

I, the undersigned, authorize that these charges will appear on my credit card statement under the name Next Generation Trust Company and I accept full financial responsibility for payment of this order. I further agree that this authorization will remain in effect until I revoke it in writing.

Account Holder Signature: ______________________ Date: __________

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New Asset Reminders

Important to Remember

According to IRS Code, §4975, You May Never:

- Live on the property while it's held in your IRA.
- Use the asset as vacation property personally or by any disqualified person or entity.
- Hire Disqualified Persons to work on the property.
- Allow Disqualified Persons to live on the property.
- Pay invoices pertaining to the asset from a personal account.
- Deposit funds pertaining to your asset into a personal account.
- Perform any form of "sweat equity[1]"

[1] "Sweat Equity" is defined as servicing the property personally by means not to be considered intellectual management.

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Things to Consider:
Next Stages

- ☐ After the investment is finalized, some of our clients choose to take a more hands-off approach and hire a property manager to manage transactions pertaining to the property (rental income, utility bills, etc).
- ☐ When submitting funds associated with your IRA for deposit, Next Generation requests a Deposit Coupon to accompany the deposit. This form can be found on our website under "Client Forms" and in the Real Estate Asset Welcome Package.
- ☐ If you plan on renting the property to a tenant, please contact a Next Generation Services representative to discuss how you'll be holding tenant security.
- ☐ Our office is required to request an annual Fair Market Valuation for the property. Please note that we do not need an official appraisal-a broker's opinion of value will suffice.
- ☐ If you are ever unsure whether or not something could be considered prohibited, please call the office.

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