

TFES

TITLE
FINANCIAL
EXCHANGE
SERVICES

DEFERRED EXCHANGE CHECKLIST

Welcome and thank you for choosing Title Financial Exchange Services, Inc. as your §1031 Accommodator. Below you will find a brief overview of the steps involved in your §1031 exchange. This checklist does not address all issues involved in an exchange. We recommend that you seek the advice of your tax and/or legal advisors regarding your specific situation.

Thank you again for your business!

- CONSULTATION:** Consult with tax and/or legal advisors to determine whether or not an exchange is advisable.
- SALE AGREEMENT:** Enter into an “assignable” contract to sell the relinquished property.
- CONTACT TITLE FINANCIAL EXCHANGE SERVICES:** Before closing, contact our office to initiate the §1031 exchange.
 - 1) Contact our office at 866.785.2515 or visit the Order Center at www.titlefss.com.
 - 2) Title Financial Exchange Services, Inc. will prepare the exchange documents for the relinquished property sale.
 - 3) The exchange documents will be forwarded to the closing officer to coordinate signatures.
 - 4) Upon request, copies of the documents are forwarded to the Exchanger prior to closing.
- CLOSING OF RELINQUISHED PROPERTY:** Title Financial Exchange Services, Inc. is assigned, as seller, into the transaction.
 - 1) The closing officer is instructed to directly deed the relinquished property to the buyer, pursuant to the exchange documents, and the sale closes.
 - 2) Exchange proceeds are sent via wire transfer to Title Financial Exchange Services, Inc.
- IDENTIFICATION PERIOD:** Upon closing, the 45-day identification period and exchange period begin.
 - 1) Exchanger has 45 days from the date of closing to identify potential replacement properties.
 - 2) Title Financial Exchange Services, Inc. will send confirmation of exchange proceeds received and the 45-day identification period and 180-day (or the date the tax return is due, whichever is earlier) exchange period timelines. An identification form, including the identification rules and requirements, will also be included.
- PROPERTY IDENTIFICATION:** Exchanger properly submits replacement property identification by the 45th day.
- PURCHASE AGREEMENT:** Enter into an “assignable” contract to purchase the replacement property.
- CONTACT TITLE FINANCIAL EXCHANGE SERVICES:** Call our office after the replacement property contract is accepted.
 - 1) Title Financial Exchange Services, Inc. will prepare the exchange documents for the purchase.
 - 2) The exchange documents will be forwarded to the closing officer to coordinate signatures.
 - 3) Upon request, copies of the documents are forwarded to the Exchanger prior to closing.
- CLOSING OF REPLACEMENT PROPERTY:** Title Financial Exchange Services is assigned, as buyer, into the transaction.
 - 1) The closing officer is instructed to directly deed the replacement property from the seller, pursuant to the exchange documents, and the purchase closes.
 - 2) Exchange proceeds are sent via wire transfer from Title Financial Exchange Services, Inc. to the closing agent.
- COMPLETION OF EXCHANGE:** If all exchange funds are used, and all requirements met, the exchange is complete.
 - 1) Title Financial Exchange Services, Inc. will prepare a final accounting statement showing each transaction involved in the exchange. This statement should be kept and provided to your tax advisor.