

# Like-Kind Exchange Procedures and Information

Investors Title Exchange Corporation (“ITEC”) provides Qualified Intermediary services for property owners who wish to effect a §1031 Exchange. ITEC, in its role as Qualified Intermediary, coordinates the exchange aspects of the transaction with your closing agents. Our duties include drafting standard exchange documents (including an Exchange Agreement, Relinquished Property Assignment, and Replacement Property Assignment), holding the funds between the sale of your old property and the purchase of your new property, and accepting the formal identification of your replacement property within the 45-day identification period. In its role as Qualified Intermediary, ITEC does not provide tax or legal advice or file your tax returns with the IRS. All taxpayers must be represented by counsel.

If you have any questions about our service or you would like to initiate an exchange transaction, please call ITEC at 800.326.4842. We would also be happy to refer you to an attorney or CPA to answer your legal or tax questions.

## Steps in the exchange process:

- 1** Fax ITEC a copy of the Exchange Order Form and contract(s) for the sale at least five days before closing.
- 2** ITEC will produce standard exchange documents and send them to your attorney for review.
- 3** The exchange documents must be signed at or before closing, and the net sales proceeds will be sent to ITEC. You will earn interest on the exchange funds as specified in the Exchange Agreement.
- 4** Identify your replacement property to ITEC within 45 days after closing the sale.
- 5** Contact us at least 5 days before the closing for the replacement property purchase so we can coordinate delivery of exchange documents and funds to the closing agent. The replacement property closing(s) must occur within 180 days of the first Relinquished Property closing. We will need a written authorization from you or your attorney in order to release funds to the closing agent.

Suggested contract language for §1031 Exchange sale and purchase contracts can be found in the Basic Guidelines brochure or at our website, [www.invtile.com/exchanges](http://www.invtile.com/exchanges). Please contact us for our current fees.



Certified Exchange Specialist on Staff



*The Voice of the 1031 Industry*

## Investors Title Exchange & Accommodation

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P.O. Drawer 2687  
Chapel Hill, North Carolina 27515-2687  
T 919.968.2200 | 800.326.4842  
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[invtile.com/exchanges](http://invtile.com/exchanges)

NASDAQ Symbol: ITIC

B-37 (Rev. 10/2015)

## Like-Kind Exchange Order Form



Investors Title  
Exchange & Accommodation

# Like-Kind Exchange Order Form

To Investors Title Exchange Corporation  
Attention Exchange Coordinator  
Phone: 984.364.2752  
Fax: 800.653.9811  
Email: exchanges@invtitle.com

REFERRED BY  
WEST VIRGINIA BANKERS  
TITLE, LLC

From \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

How did you hear about ITEC? Check all that apply.

- Publication: \_\_\_\_\_  Seminar: \_\_\_\_\_  
 Realtor: \_\_\_\_\_  CPA: \_\_\_\_\_  
 Attorney: \_\_\_\_\_  Closer: \_\_\_\_\_  
 Other (Internet/Trade Show/etc.): \_\_\_\_\_

## Exchange Information

### Exchangor:

Name \_\_\_\_\_  
Spouse's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Tax I.D. Number(s) \_\_\_\_\_

### Exchangor's Advisor (the Attorney or CPA advising you):

Name \_\_\_\_\_  
Firm \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

## Relinquished Property

Attach a copy of the contract(s) for the sale of Relinquished Property.

Brief Description \_\_\_\_\_  
(or Address) \_\_\_\_\_

Title Is Currently in the Name(s) of \_\_\_\_\_  
Buyer's Name \_\_\_\_\_  
Effective Date of Contract \_\_\_\_\_ Contract Price \_\_\_\_\_

### Closing Information:

Closer \_\_\_\_\_ Closing Date \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Will Seller be at closing? \_\_\_ Yes \_\_\_ No Will Buyer be at closing? \_\_\_ Yes \_\_\_ No

## Replacement Property (if known)

Attach a copy of the contract(s) for the purchase of Replacement Property.

Brief Description \_\_\_\_\_  
(or Address) \_\_\_\_\_

Title to be Held By \_\_\_\_\_  
Seller's Name \_\_\_\_\_  
Effective Date of Contract \_\_\_\_\_ Contract Price \_\_\_\_\_

### Closing Information:

Closer \_\_\_\_\_ Closing Date \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Will Seller be at closing? \_\_\_ Yes \_\_\_ No Will Buyer be at closing? \_\_\_ Yes \_\_\_ No