

**EQUITY EXCHANGE LLC**  
4866 KITTELY ST NW  
COMSTOCK PARK, MI 49321  
616-942-6017 PHONE & FAX  
exchanges@equityexchange.com

**Exchange Set-up Information; please provide the following via fax or email five days prior to any closings:**

**Exchanger's Name** (how the person doing the exchange holds title to the Relinquished Property (the property being sold by Exchanger,) for example, in individual name(s), in a trust, in an LLC, or as a corporation):

\_\_\_\_\_

**If Exchanger is an entity such as a trust, LLC, partnership or corporation, what are the full names and titles of the individuals who will sign on behalf of the entity?**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Exchanger's contact information:**

\_\_\_\_\_  
**Street** **City** **State** **ZIP**

\_\_\_\_\_  
**Work Phone** **Cell Phone** **Home Phone** **Email**

**Relinquished Property:**

**Anticipated closing date:** \_\_\_\_\_ **Sale Price:** \_\_\_\_\_

**Complete address or description of the Relinquished Property (include the percentage each Exchanger owns if other than 100%.) Attach legal description if no street address is available:**

\_\_\_\_\_  
**Street Address** **Condo/Unit Number**

\_\_\_\_\_  
**City or Township (specify)** **County** **State**

**Is Exchanger related in any way to the Purchaser of Exchanger's Relinquished Property or the Seller of Exchanger's Replacement Property?** \_\_\_\_\_. **If yes, what is their relationship?** \_\_\_\_\_

**Contact information for the title company, or attorney's office where the Relinquished Property closing will take place:**

Company Name	Contact Name	File #	Closer's Email
Street	City	State	ZIP
			Phone
			Fax

**Do you wish to receive any funds from the closing on your Relinquished Property?**

**YES NO** If yes, how much? \$\_\_\_\_\_ **NOTE:** any funds you elect to receive may be subject to capital gains tax. Once we receive the funds, Equity Exchange LLC cannot disburse funds during the 180-day exchange period except for the acquisition of Replacement Property.

**Replacement Property (the property being purchased; if known at this time):**

**Anticipated closing date:**\_\_\_\_\_ **Price:**\_\_\_\_\_

**Complete address or description of the Replacement Property (include the percentage each Exchanger will acquire, if other than 100%.) Attach legal description if no street address is available:**

Street Address	Condo/Unit Number
City or Township (specify)	County
	State

**Complete contact information for the title company, or attorney's office where the Replacement Property closing will take place:**

Company Name	Contact Name	File #	Closer's Email
Street	City	State	ZIP
			Phone
			Fax

**1031 Exchange Service fee for Regular or Simultaneous (same title company) Exchange: \$750**

**Simultaneous (separate/different title companies): \$850**

The 1031 Exchange Service Fee covers the entire exchange of one Relinquished Property for one Replacement Property. The service fee for each additional Relinquished or Replacement Property is \$450 each.

**1031 Exchange Service Fee Schedule for Reverse 1031 Exchanges: \$4000**

The 1031 Exchange Service Fee covers the entire exchange of one Replacement Property for one Relinquished Property. The fee for each additional Relinquished or Replacement Property is \$450.

**1031 Exchange Service Fee Schedule for Improvement Exchanges:            \$4500**

**Exchanger's Bank of Choice Option:**

We normally use a national bank with whom we have a long-standing working relationship, however any Exchanger may elect that Equity Exchange LLC hold the 1031 Exchange Proceeds held in Exchanger's bank of choice however, Equity Exchange LLC will charge a \$175 additional fee for this option.

1031 closing documentation needed with less than 2 business days notice, will incur an additional \$100 Service Fee.

Intermediary will retain any interest earned on the 1031 Exchange Proceeds while held in the qualified escrow.

Intermediary shall also charge a \$50 fee each time Exchanger requests exchange proceeds for anything other than at closing.

**Contract Notice of Exchange Language for Buyers and Sellers:**

The following (or similarly worded clauses) must be added to Exchanger's purchase & sale agreements. (Notices may be as addendums, and may be added as late as closing day.)

**Where Exchanger is selling a Relinquished Property:**

*Seller reserves the right to convert this transaction to an exchange pursuant to Internal Revenue Code section 1031. Buyer agrees to cooperate with Seller and shall execute an Assignment Agreement and any other documents reasonably requested by Seller at no additional cost or liability to Buyer.*

**Where Exchanger is buying a Replacement Property:**

*Buyer reserves the right to convert this transaction to an exchange pursuant to Internal Revenue Code section 1031. Seller agrees to cooperate with Buyer and shall execute an Assignment Agreement and any other documents reasonably requested by Buyer at no additional cost or liability to Seller.*

**Exchanger's Acknowledgement of Equity Exchange LLC's 1031 Exchange Service Fee:**

I, the Exchanger, hereby request that Equity Exchange LLC prepare and deliver my 1031 exchange documentation for my closing, and act as my Qualified Intermediary for my 1031 Exchange. I understand that my 1031 Exchange Service fee is in accordance with the fee schedule above, and that once Equity Exchange LLC emails my exchange documentation to the party or parties closing my transaction, my 1031 Exchange Service fee is due to Equity Exchange LLC. If I find that I am either unable or I do not wish to complete my 1031 exchange, I understand that Equity Exchange LLC's 1031 Exchange Service Fee must nevertheless be paid in full and that the entire 1031 Exchange Service Fee amount is non-refundable.

Exchanger Signature: \_\_\_\_\_ Date \_\_\_\_\_

Exchanger Signature: \_\_\_\_\_ Date \_\_\_\_\_

