1031 Exchange Opening Checklist

Secure Exchange
1031 EXCHANGE SERVICES

A §1031 Like-Kind Exchange transaction requires planning, expertise, and support. This 1031 Like-Kind Exchange Checklist is intended to provide an overview of the steps involved in opening an IRC Section § 1031 tax-deferred exchange.

Pre-Exchange Preparation

- ☐ Consult with your tax and/or legal advisors.
- ☐ Select a Qualified Intermediary, such as, Secure Exchange-1031 Exchange Services

Secure Exchange will:

- Review and qualify the Relinquish and Replacement properties
- Confirm that a 1031 exchange aligns with your reinvestment goals
- Call 206.455.0305 or email Info@SE1031.com

- ☐ Exchange Setup (Before closing)
- ☐ Your §1031 Exchange must be opened while the relinquished property is in escrow
- ☐ Contact Secure Exchange before closing to initiate the exchange

Provide the following:

- Relinquished property address
- Ownership information
- Entity documentation (if applicable), such as Articles of Organization, Trust Agreement Partnership Agreement
- Tax owner(s) mailing address
- Settlement agent / escrow officer contact information

After Sale Records

The 45-day Identification Period begins:

- ☐ Identify potential replacement property(ies) within 45 calendar days
- ☐ Submit your Identification Notice to Secure Exchange

Replacement Property (Property Being Acquired)

Provide:

- ☐ Property Address or legal description
- ☐ Settlement Agent/Escrow officer's contact information

Closing the Replacement Property

- ☐ Secure Exchange will **transfer exchange funds** to the closing agent to complete the purchase
- ☐ The exchange is officially completed
- ☐ A **Final Exchange Report** will be provided detailing:
  - Properties sold and acquired
  - Funds received and applied
  - Exchange fees
- ☐ Provide this report to your Tax Advisor to file **IRS Form 8824**

Additional Contacts (if applicable)

- ☐ Real Estate Agent(s)
- ☐ Attorney or CPA

This 1031 Exchange Checklist is intended to provide a brief overview of the steps involved in an IRC Section 1031 tax-deferred exchange and when Secure Exchange should be contacted throughout the process. This checklist does not address all issues involved in an exchange. Please read all of the exchange documents prepared by Secure Exchange. As a Qualified Intermediary, Secure Exchange cannot provide tax or legal advice. Investors should always seek the advice of their tax and/or legal advisors regarding their specific situation.

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SE1031.com—Clear Answers for Every 1031 Exchange

For Questions or to Get Started: Info@SE1031.com | 206.455.0305