
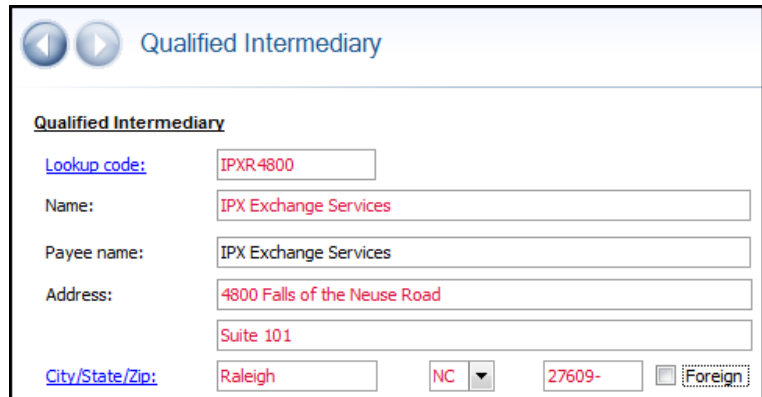


### 1031 EXCHANGE SETUP-BUYER

Follow these steps to prepare a 1031 Exchange for a Buyer, including: adding the Exchange Company; updating the signature details, the header (and footer) for the HUD-1 and/or Closing Disclosure Form; and adding a line to show the incoming proceeds from the 1031 Exchange Company.

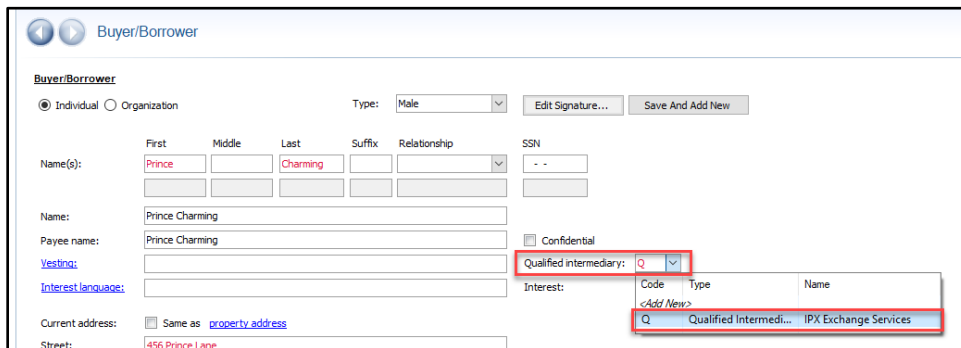
#### Order Contact Screen

1. Click the **Add Contact**  icon.
2. Select **Qualified Intermediary** (which is the Exchange Company).
3. Add the appropriate Exchange Company from the lookup table.



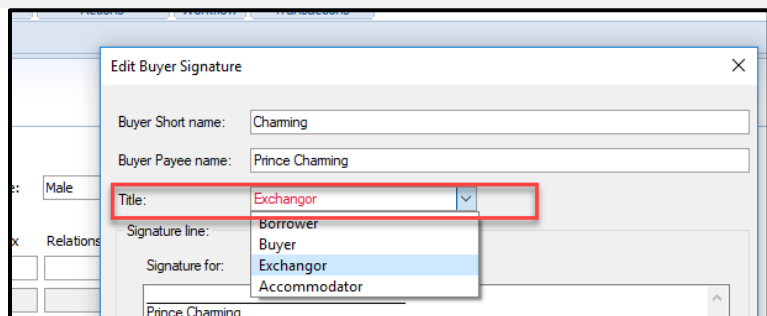
#### Associate the Qualified Intermediary with the Buyer Contact

4. Navigate to the **Buyer/Borrower** screen and choose the QI in the dropdown as shown below.



#### Updating Signature

5. Navigate to the **Buyer/Borrower** screen.
6. Click the **Edit Signature** button.
7. In the **Title** drop-down, select **Exchanger** (this updates the heading on the signature lines and some documents).



### Updating the Closing Disclosure Form Header

8. Navigate to the **CDF Page 1** screen.
9. In the **Transaction information** replace the default name and address with the Exchange Company's.

The screenshot shows the 'CDF Page 1' interface. The 'Transaction Information' field is highlighted with a red box and contains the following text: 'IPX Exchange Services as Qualified Intermediary for Prince Charming, 456 Prince Lane, Raeford, NC 28376'. Other fields include 'Closing Information' (Date issued: (None), Closing date: 02/01/2019 12:00 AM, Disbursement date: 02/01/2019), 'Settlement agent' (A, SoftPro Settle...), 'File #' (CDF-19-0128NC), 'Property' (75 Fairy Tale Lane, Fayetteville, CO 28314), 'Sale Price' (\$275,000.00), and 'Lender' (Sunshine Savings Bank).

### Updating the HUD-1 Header

10. Navigate to the **HUD-1 Header** screen.
11. In the **Name and Address of borrower** field, replace the default name and address with the Exchange Company's.

The screenshot shows the 'HUD-1 Header' interface. The 'D. Name and address of borrower:' field is highlighted with a red box and contains the following text: 'IPX Exchange Services as Qualified Intermediary for Prince Charming, 456 Prince Lane, Raeford, NC 28376'. Other fields include 'HUD-1:' (1, Loan 1 - Sunshine Savings Bank), 'B. Type of loan:' (Conventional Uninsured selected), 'File number:' (HUD-19-0130NC), 'Loan number:', 'Mortgage ins. case number:', 'FHA old case number:', and 'E. Name and address of seller:' (Pinnocchio, Inc., 59-A Wooden Boy Lane, Rockingham, NC 28379).

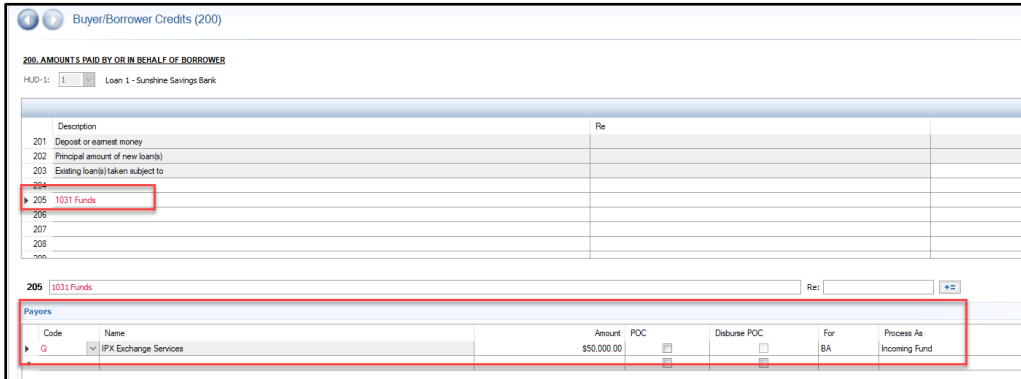
### Setting the Closing Disclosure Form to show the incoming 1031 Proceeds

12. Navigate to the **CDF Page 3 screen, Section L** and add a line to show the incoming funds from the 1031 Exchange Company as shown below. You will need to click the **numbered link** to go behind the line and enter the **Payors** as the **Q** code and **Incoming Fund**. Your Register will now anticipate the Funds coming in.

The screenshot shows the 'CDF Page 3' interface. Section L, 'Paid Already by or on Behalf of Borrower at Closing', is expanded to show 'Charges for Line 07'. A new line is added with the description '1031 Funds' and a value of \$50,000.00. The 'Details' view for this line shows a 'Payor' of 'IPX Exchange Services' with a 'Payee' of 'Incoming Fund'. The 'Amount' is \$50,000.00. A 'Close' button is visible at the bottom right of the details view.

Setting the HUD-1 form to show the incoming 1031 Proceeds

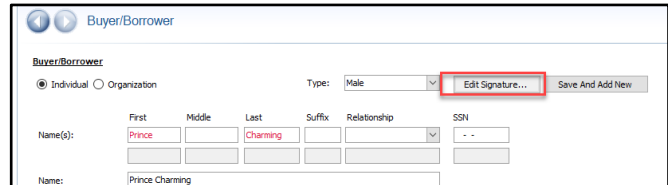
13. Navigate to the **Buyer/Borrower Credits (200)** screen and add a line to show the incoming funds from the 1031 Exchange Company as shown below. You will need to open the Payors screen below the line and enter **Q** as the code and **Incoming Fund** in the **Process As**. Your Register will now anticipate the Funds coming in.



Drawing Documents

- FIRST:** Draw all appropriate documents that require **ONLY** the Buyer/Seller's signature (i.e. deeds)
- SECOND:** When you are ready to draw all other documents that require **BOTH** the Buyer/Seller and Exchange Company's signatures including the HUD-1 or CDF, proceed with the next step.

14. Navigate to the **Buyer/Borrower** screen (the contact with Exchange Company).  
 15. Click the **Edit Signature** button.



16. Edit the signature, as necessary, to reflect the Exchange Company and/or Buyer/Seller

