



# BUYING REAL ESTATE WITH AN IRA, 401k, or HSA INSTRUCTIONS

## SUBMIT TO

### EMAIL

investments@iraclub.org

### MAIL

67 E. Madison St.  
Suite 1510  
Chicago, IL 60603

### FAX

312-283-2615

## IMPORTANT REMINDERS

A disqualified person may not live in or rent the property.

The IRS prohibits personal use of the property under IRC 4975.

Repairs must be done by a 3rd party – you may not put in any “sweat equity”.

## BUYER TITLE ON PURCHASE DOCUMENTS, DEED & TITLE POLICY

- The IRA is the **Buyer**  
Title: IRA Club FBO (Account Owner Name) IRA (Account Number)\_%
- Owner's Address: PO Box A3535 Chicago, IL 60690
- Tax ID: 20-5332361
- Signature Line for Buyer
- "Read & Approved" Signature Line for Account Owner

## PROCESSING NOTE

IRA Club will process your request within 3 business days. An authorized signor at IRA Club executes the documents on behalf of the IRA account when funds are released. If the IRA does not have sufficient funds available, the transaction will not be processed. The administrative review begins upon receipt of all investment documentation. We encourage you to start this process at least one week in advance. Next-Day Service is \$175, and paperwork must be received in good order by 2 PM CT.

## PRE-CLOSING CHECKLIST FOR EARNEST MONEY

- IRA Club Real Estate Investment Direction Form
- Purchase Contract (account owner signed "read & approved")

## DOCUMENTS FOR CLOSING

- IRA Club Real Estate Investment Direction Form
- Proposed Copy of Warranty Deed
- Title Commitment or Title Insurance
- Settlement Statement / HUD
- Escrow Instructions
- Loan Document (only if property is financed)

## REQUIRED DOCUMENTS POST-CLOSING

Send to IRA Club

- Original Recorded Deed
- Original Title Policy
- Copy of Liability Policy

