



## CAPITAL IRA

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Marlton, New Jersey 08053  
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Fill out and submit a Loan

### CHECKLIST FOR IRA LOAN

*Capital IRA does not give investment advice or recommend the purchase of any particular property. You are advised to seek advice from your financial and/or legal advisors.*

**The Tax ID Number to be used in all documents is \_\_\_\_\_**  
*Do not use your personal social security number.*

1.  Open and fund your Capital IRA account before any contracts are signed.
2.  Read and approve all loan documents. *You cannot sign any documents personally and later transfer them to your IRA.* All documents must read as follows:

**Liberty Bell Bank, Custodian for the \_\_\_\_\_, IRA.**

3.  Direction Form.
4.  Any expenses related to the transaction must be made from your Capital IRA account. Forward the loan documents and any other related documents to Capital IRA for administrative review and custodian signature.

*The Capital IRA review and/or approval is solely to determine if the investment is administratively feasible for Capital IRA to process internally and/or with the custodian and is not a substitute for your due diligence review. Capital IRA does not recommend any particular investment nor does it express any opinion as to the prudence or viability of any particular transaction or investment, the value or performance of the investment or whether the transaction or investment is proper for you.*

5.  Send the preliminary title report to Capital IRA together with a complete property description for review.
6.  If the property is vacant land or was vacant land within the last two years, a Phase I environmental audit (and/or Phase II if applicable) is required and must be forwarded to Capital IRA for review.
7.  Send the owner's fire/liability insurance declaration page and information to Capital IRA for review.

**The custodian must sign all loan documents on behalf of the IRA prior to closing.**

8.  Submit a copy of the proposed loan document to Capital IRA.
9.  At or prior to closing, submit the HUD-1 settlement statement for review.

**All forms can be faxed to Capital IRA at (856) 702-6845 (our toll free fax number is (888) 996-9898).**

**For further information, or if you have any questions about this form or your self-directed IRA, please email us at [info@capitalira.com](mailto:info@capitalira.com) or call us at (856) 702-6845 (our toll free phone number is (888) 996-9899).**