

The Closers Step-by-Step Guide to 1031's

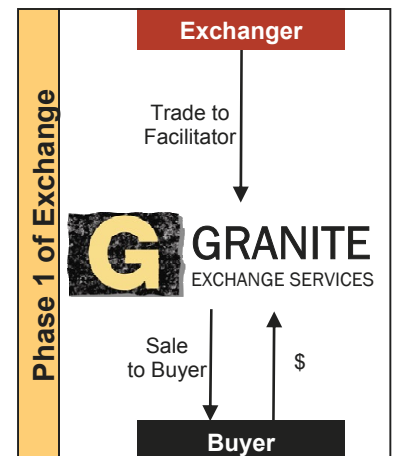


Below is our convenient step-by-step guide to the 1031 exchange process - for Closers.

✓ Check each step when completed.

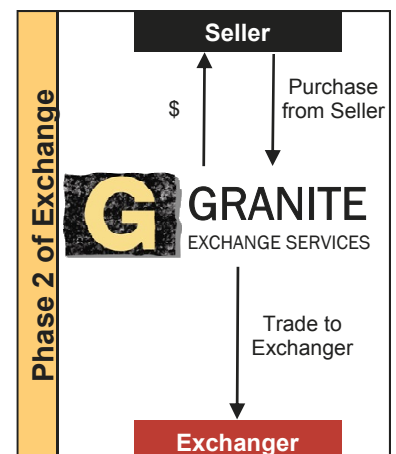
SALE INSTRUCTIONS:

- **Closer:** Email or fax title report and contract to Granite Exchange Services, LLC (GES).
- GES: Returns Exchange documents to Closer via email, fax or mail.
- **Closer:** Coordinates signatures with Buyer/Seller.
- **Closer:** Fax signed Est. Settlement Statement and Escrow instructions to GES for signature.
- GES: Returns signed Estimated Settlement Statement and Escrow instructions with wiring instructions.
- **Closer:** Deed property directly from Seller to Buyer.
- **Closer:** Closing statement should reflect Granite Exchange Services, LLC, FBO (client name) as Seller.
- **Closer:** Wire funds to GES and close escrow.
- **Closer:** Forward the following items to GES:
 - ⇒ GES service fee check.
 - ⇒ Signed exchange documents.
 - ⇒ Copy of the deed.
 - ⇒ Copy of the final Closing Statement.



PURCHASE INSTRUCTIONS:

- **Closer:** Email or fax title report and contract to Granite Exchange Services, LLC (GES).
- GES: Returns Exchange documents to Closer via email, fax or mail.
- **Closer:** Coordinates signatures with Buyer/Seller.
- **Closer:** Fax signed Est. Settlement Statement and Escrow instructions to GES for signature.
- **Closer:** Email or fax wire request with wiring instructions to GES.
- GES: Wires funds to close escrow.
- **Closer:** Deed property directly from Seller to Buyer.
- **Closer:** Closing statement should reflect Granite Exchange Services, LLC, FBO (client name) as Buyer.
- **Closer:** Forward the following items to GES:
 - ⇒ GES service fee check.
 - ⇒ Signed exchange documents.
 - ⇒ Copy of the deed.
 - ⇒ Copy of the final Closing Statement.



Granite Exchange Services, LLC

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