### **NOTE INVESTMENTS**

To assist you with making a Secured (Deed of Trust, Mortgage, etc.) Note investment, PENSCO Trust Company (PENSCO) has compiled the following list of things that you should be aware of that may delay processing or could cause your request to be considered a possible prohibited transaction.

### A Loan Serving Agent is Required

Some of the responsibilities of the Loan Servicing Agent are to collect and forward all payments to PENSCO, maintain records from all parties, collect past due payments and take all necessary actions to correct a default. The Loan Servicing Agent cannot be the Account Owner or the Account Owner's spouse.

### The Borrower Cannot be a Disqualified Party Under <u>Section 4975</u>.

Whether you are investing in a Deed of Trust, a Corporate Note or a Promissory Note to an individual, the borrower cannot be considered a disqualified party under section 4975 nor can the Account Owner be construed as receiving any personal benefit as a result of the investment.

### **Vesting Reflected on the Purchase Documents**

The vesting should read PENSCO Trust Company Custodian FBO [Account Owner Name] IRA \_\_\_\_\_%

"Retirement Plan" or "Solo(K)" may be substituted where appropriate.

### **Commonly Missed Third Party Documents**

The following documents are required to make your transaction go smoothly and to ensure that the vesting is listed properly:

- Copy of the proposed note
- Evidence of collateral

### **Acceptable Types of Collateral**

Types of property currently accepted by PENSCO include: real property, vehicle, manufactured or mobile home, and equipment.

Company shares, participation agreement/mortgage pool and other types of collateral will require additional administrative review.

The type of collateral used to secure the note will determine what third party documents will be needed. Please see page 2 of the <u>Deed of Trust Mortgage Secured Note Investment</u> Authorization.

### Retirement Account

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Note **Investments** 

### Parties not considered disqualified:

- Step Grandparents
- Step Parents
- Spouse's Parents
- Aunts, Uncles, & Cousins
- Siblings/Step Siblings
- Step Children & Their Spouses

### Parties that are considered disqualified:

- Grandparents
- **Parents**
- Spouse
- Children/Adopted Children and their spouses
- Grandchildren and their spouses
- A Fiduciary
- A person providing services to the plan, such as a CPA or Attorney.
- Companies owned by disqualified parties.

PENSCO does not provide investment advice, does not sell investments, and does not offer tax or legal advice. PENSCO does not evaluate, recommend or endorse any advisory firm or investment. Investments are not FDIC insured and are subject to risk, including the loss of principal.





# DEED OF TRUST/MORTGAGE/SECURED NOTE INVESTMENT AUTHORIZATION

## **Checklist**

REC	QUIRED DOCUMENTS FOR DEED OF TRUST/MORTGAGE/SECURED NOTE INVESTMENT REVIEW:
	Fully <b>completed</b> , <b>signed</b> , <b>and dated</b> Deed of Trust/Mortgage/Secured Note Investment Authorization Form
	Loan Servicing Agreement (required) signed by Agent and Account Owner.  • Agent cannot be the client or the client's spouse.  Proposed copy of the Note
	The lender's/beneficiary's name on the Note should read "PENSCO Trust Company Custodian FBO (client name), IRA" ("Retirement Plan" may be substituted for "IRA".). For lender's/beneficiary's address please use PO Box 173859, Denver CO 80217
	Evidence of Collateral (See Page 3 for requirements based on collateral)
	cured Note to a business entity—Please provide all items listed above plus following:
	Documents certifying the formation of the entity
	Evidence that the entity is in good standing
	Operating Agreement or documentation identifying the members of the company
	Important Reminders:
	<ul> <li>Please complete all documents (incomplete forms will delay the review and funding process).</li> <li>Please ensure your PENSCO account has sufficient cash to fund your investment, applicable</li> </ul>

INVESTMENT PRODUCTS: NOT FDIC INSURED • NO BANK GUARANTEE • MAY LOSE VALUE

transaction fees AND account minimum cash requirements.

Please provide all applicable iter	ms listed on page 1 <u>and</u> the following based on the collateral of your secured note investment:
	Proposed copy of the Deed of Trust/Mortgage
	Assignment of Deed of Trust/Mortgage (if applicable)
Real Property	Lenders Title Report (must be within 90 days and 1st or 2nd lien positions only.) The proposed insured should read, PENSCO Trust Company Custodian FBO (client name), IRA ("Retirement Plan" may be substituted for "IRA".)
	Escrow Instructions (if applicable) Account Owner must sign each document as read and approved
	Transfer or Rollover assets from another custodian, also provide the existing Note, Deed of Trust and Lender's Title Policy
	Certificate of ownership in borrower's name
Vehicle, manufactured or mobile home	Registration of title to "PENSCO Trust Company Custodian FBO (Accountholder name), IRA" ("Retirement Plan" may be substituted for "IRA".)
	Security agreement (if applicable)
Equipment	UCC filing
Equipment	Security agreement (if applicable)
Company shares (this investment will require	Security agreement
additional PENSCO administrative review)	Pledge agreement
Participation agreement/ mortgage pool (this investment will require additional PENSCO administrative review)	Participation agreement
Other collateral types	Applicable security agreement





### **DEED OF TRUST/MORTGAGE/SECURED NOTE INVESTMENT AUTHORIZATION**

ACCOUNT OWNER INFORMATION	
First Name:	MI: Last Name:
Account Number:	
I direct PENSCO to (select one): Purchast *Complete and submit the Transfer/Rollover Re	se or Transfer/Rollover the following loan/note* Exchange equest form.
TYPE OF SECURING COLLATERAL:	
Real property Vehicle Co	mpany shares Manufactured or mobile home
Equipment Participation Agreeme	ent/Mortgage Pool
LOAN INFORMATION	
If note secured by deed of trust or mortgage, p	please indicate lien position:
First lien position Second lien position	on
Property Address:	
City:	State: Postal Code:
Loan Number (if available):Date:	
(A) Loan amount: \$	\$%
Purchase price (To be paid from account)	Face value of secured note Percent owned by account (If different from purchase price)
Is this note being purchased at a discount or a	t a premium? Check the appropriate box: Discount Premium
Note: If the purchase price is different from the the purchase price to be paid from the account	face value of the note, you must include both the face value of the note and t.
<b>(B) Terms of the note:</b> 360-day basis	365-day basis Principal and interest Interest only
Interest rate:% Maturity date:	Total number of payments:
Expected payment amount: \$	Date of first payment:
Frequency of payments:	uarterly Annually
BORROWER INFORMATION (For a borrowe	r who is an individual)
Name of Borrower:	
First Name:	MI:Last Name:
Borrower's Social Security #:	
Borrower's Address:	
City:	State: Postal Code:
Borrower's Phone:	Type: Cell Home Business
Borrowing Entity's Email Address:	
OR, for a borrower that is a corporation, LP,	, LLC, or other entity:
Name of Borrowing Entity:	
Contact First Name:	MI:Last Name:
Title at Company:	
Borrowing Entity's Tax ID#:	State in which company is registered:
Borrowing Entity's Address:	
City:	State: Postal Code:
Borrower's Phone:	Type: Cell Home Business
Borrowing Entity's Email Address:	
	leed of Trust/Mortgage/Secured Note Investment Authorization IRA-5055 (05/14) 4 of 9



FUNDING INSTRUCTIONS					
Payee Name:					
Street Address:					
City:	State:		Postal (	Code:	
Primary Phone:		Type:	Cell	Home	Business
Other Phone:		Type:	Cell	Home	Business
(Select one below)					
Check					
☐ Wire or ☐ ACH					
Please complete wire/ACH instructions below or attach w	viring/ACH instructions.				
Bank Name:					
ABA Number:					
Bank Account Name:					
Bank Account Number:					
Ref Number:					
DOCUMENTS FORWARDING INSTRUCTIONS					
The address listed above (If no box is checked the	default will be the address	listed in the	funding ins	tructions sect	ion.)
Other (Please complete the information below.)					
Recipient's Name:					
Street Address:					
City:	State:		Postal (	Code:	
(Select one below)					
Regular Mail (if not received by recipient, PENSCO v	will charge a \$100.00 speci	al services f	ee to re-cre	ate documen	ts).
Overnight (charge my PENSCO Account)					
Overnight (use pre-addressed air bill, included)					
Overnight (send via 3rd party billing) Account #			Fed Ex	UPS	

<sup>\*\*</sup>If no box is checked the default will be to overnight at the client's expense. Please refer to the fee schedule for details\*\*





### LOAN SERVICING AGREEMENT

NOTE: You may provide your own form of Loan Servicing Agreement. If so, this form is not required.

#### **RECITALS AND AGREEMENT**

PENSCO Trust Company (PENSCO) is the directed custodian of a retirement plan (Plan) that is beneficially owned by the Account Owner. The Account Owner has instructed PENSCO to acquire on behalf of the Plan a note secured by a deed of trust or mortgage (Note). PENSCO requires the Account Owner to appoint a loan servicing agent (Agent) to service this loan (separate Loan Service Agreements are required for each Note purchased by an Account Owner within his/her account.) The Account Owner appoints Agent to provide the services listed in this agreement and the Agent accepts such appointment. The Account Owner and Agent agree that the Agent is the Agent of the Account Owner, and not of PENSCO. The Account Owner acknowledges that PENSCO has not advised the Account Owner with respect to the selection of an Agent, and the Account Owner agrees that he/she alone, and not PENSCO has sole responsibility for the selection, retention, termination and monitoring of the Agent. The Account Owner and the Agent agree that PENSCO has a limited role in its capacity as directed custodian of the Plan and hereby agree that PENSCO will not be responsible for any of the Agent's duties or for the enforcement of this agreement.

### AS LOAN SERVICING AGENT, I AGREE TO:

- 1. Payments/Expenses. Collect and book all payments received from the borrower and other parties. Forward these payments to PENSCO within five business days along with instructions as to how we should apply these funds to the account (i.e., principal & interest breakdown if applicable). If any disbursements are necessary, the Agent will be responsible for ensuring that invoices or payment instructions are forwarded to us for payment or paid directly from the loan servicing account. The Agent will not make any disbursement or pay any expense without the Account Owner's authorization.
- 2. Records. Retain records for all parties. Records include but are not limited to: payment history (funds received from the borrower and any funds dispersed by the Agent to cover expenses), bank statements, and loan documents (executed note, recorded mortgage/ deed of trust, and final title policy). Upon request the Agent will provide a full accounting of these records to the Account Owner or PENSCO. The Agent will provide any demand statement for payoff and/or verification of payment history.
- 3. **Default.** The Agent will proceed diligently to collect any past due payments and take all necessary actions to correct a default. The Agent will act upon the request and under the direction of the Account Owner during default proceedings. The Agent will promptly notify the Account Owner and PENSCO if the Agent is aware of any of the following: (a) default on the subject Note or senior liens; (b) if the borrower fails to maintain proper homeowner's insurance; (c) if the property is vacated or abandoned; (d) any sale, transfer, encumbrance, or assignment of the subject property; (e) the death, bankruptcy, insolvency, or other disability of the Borrower that might impair repayment of the loan; (f) any damage to the property; (g) any pending or threatened condemnation proceeding related to the property; (h) any pending or threatened litigation involving the property; (i) any lack of repair, waste, or other deterioration of the property. In the event that the deed of trust or mortgage becomes worthless, the Agent agrees to provide documentation to Account Owner and PENSCO immediately.
- 4. **Non-Enforcement of Rights.** The Agent agrees not to waive, modify, release or consent to postponement on the part of the Borrower of any term of the Note without notice to, and prior written consent of the Account Owner, and notice to PENSCO.
- 5. **Insurance.** The Agent will monitor and ensure that the borrower maintains adequate hazard and liability insurance on the subject property as acceptable by the Account Owner. All insurance policies will contain a standard mortgage clause in favor of, and with loss payable to, the Plan. Insurance policies will contain a provision to notify the Account Owner and PENSCO in the event of cancellation, termination, or modification of the policy.
- 6. **Tax Reporting.** The Agent will provide, prepare and file Form 1098 (Mortgage Interest Statement) to comply with all regulatory deadlines. Any tax reporting requiring the lender's Tax ID Number will be reported using the custodian's Tax ID Number 02-0526633.
- 7. **Compliance with Law.** The Agent will comply with all applicable federal, state, and local laws, rules, ordinances and regulations. This agreement will be governed by the laws of the state where the property is located.
- 8. **Compensation of the Agent.** As compensation for servicing the note, the Account Owner agrees to pay the Agent, who is not a disqualified party, the following amount. (Spouses may not act as loan servicers on this loan, even if uncompensated.)

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LOAN SERVICING AGREEMENT	CONT.)						
This Servicing Agreement is entered to the loan between the Account Ov dated/	d into as of vner's retirement a	day of ccount with PE	ENSCO and Borrov	, wer in the	T e amount of	his agreeme \$	nt pertains
Borrower Name (print)							
First Name:		MI:	Last Name: _				
Mailing Address:							
City:			State:		Postal C	Code:	
Agent Name (print) Cannot be clier	nt <mark>or</mark> the client's sp	ouse.					
First Name:		MI:	Last Name: _				
Mailing Address:							
City:			State:		Postal C	Code:	
Primary Phone:				_ Type:	Cell	Home	Business
Other Phone:				_ Type:	Cell	Home	Business
Email Address:							
Account Owner Name (print)							
First Name:		MI:	Last Name: _				
Mailing Address:							
City:			_ State:		Postal (	Code:	
Primary Phone:				_ Type:	Cell	Home	Business
Other Phone:				_ Type:	Cell	Home	Business
Email Address:							
SAFEKEEPING OF ORIGINAL NO	TE AND SECURIT	TY INSTRUME	NT (must be eithe	r PENSC	CO or Loan S	Servicing Age	ent)
The original promissory note and se			•				,
Loan Servicing Agent (The Loa reason - e.g., sale, payoff, etc. PE the recored documents are availa	NSCO must recei	will be respon	sible for producing he executed/reco	g the orig orded do	inal docume cuments w	ents, when re ithin 90 days	equested for any s or as soon as
The agent and the account owner	,	<u>ate</u> this section	on.				
Agent Signature						Date	
Account Owner Signature  All parties should keep a copy of thi	s form for their rec	ords.				Date	
	F PRODUCTS: NOT	FDIC INSURED				ALUE	
www.pensco.com/upload	PENSCO		For express delivery PENSCO			ll 1-800-962-4	238
'	P.O. Box 173859 Denver, CO 80217-38	359	1560 Broadway, St Denver, CO 80202				

7 of 9





# IMPORTANT DISCLOSURES AND ACKNOWLEDGEMENTS

Account Owners may loan funds from their Plan by instructing PENSCO Trust Company (PENSCO) to acquire promissory notes secured by deeds of trust or mortgages provided that certain administrative requirements are satisfied. (For convenience, promissory notes secured by both deeds of trust and mortgages are referred to in these documents as "Notes;" The Account Owner may also be referred to as "You and Your" and PENSCO may be referred to as "We, Our Custodian"). Because all PENSCO retirement plans are self-directed by the Account Owner, PENSCO requires that its responsibilities in connection with these types of investments be strictly limited. It is important for you to understand these limitations fully and to acknowledge and agree to them prior to directing us to acquire a Note on your behalf.

### WHAT PENSCO IS NOT RESPONSIBLE FOR

The Account Owner, and not PENSCO, will be responsible for any decision regarding the retention of a Note or any lender action to foreclose on a mortgage. Without limiting the foregoing, we will not be obligated to do any of the following: investigate the financial strength of borrower, or their ability to prepay the obligation; ensure that the mortgage or deed of trust is properly recorded; calculate or monitor the amount of any payments (including principal, interest, insurance premiums, taxes, or other amounts payable under the Note); make demands for payment; send notices of default; take any step to require the borrower to comply with any other terms of the loan documents; obtain a survey of the mortgaged property or a mortgagee's title insurance policy; ensure that hazard and liability insurance has been obtained; inspect the property securing the Note for any reason, including determining the existence of environmental hazards or violations; determine the existence of and impact of any liens, easements, covenants or other matters affecting title to the property securing the Note; have any discussions with the borrower or any other person regarding the mortgaged property; verify the status or validity of the Note, including but not limited to whether or not the collateral property has been lost to foreclosure; take any steps to acquire title to or possession of the mortgaged property or other collateral, or accept title to the mortgaged property or other collateral, whether by deed in lieu of foreclosure or otherwise.

## LOAN SERVICE AGENT/SERVICING AGREEMENT REQUIREMENT

PENSCO requires that the Account Owner appoint a servicing agent to administer the Note. Enclosed with the Deed of Trust/ Mortgage/Secured Note Investment Authorization Form is a Loan Servicing Agreement ("Servicing Agreement") that satisfies our administrative needs with regard to the Note being held as an investment in the Plan. The Servicing Agreement sets forth the responsibilities of the servicing agent. We neither recommend the use of this Servicing Agreement nor require that this form be used. An Account Owner may submit his or her own form of Servicing Agreement, which we will review for purposes of determining that it adequately limits the role and responsibilities of PENSCO.

Account Owner acknowledges that we are under no duty to investigate or inquire about the qualifications of the servicing agent he or she may select, nor is it required to monitor the actions of the servicing agent. Account Owner further

agrees that we will have no liability for any losses occurring because of actions or negligence of the servicing agent. We will not be responsible for any errors and omissions in the Servicing Agreement or for any actions taken by the servicing agent.

If this investment requires payment of any kind, the Account Owner will provide written instructions.

Under the provisions of the PENSCO plan documents, each Account Owner determines how investments in the Account Owner's account will be made. We do not provide investment advice or recommendations with respect to the investment of assets of the Plan in Notes generally, or in any loan in particular. Although PENSCO has no such investment responsibility, it has established minimum administrative standards for Notes. These standards are intended to minimize administrative difficulties for us and in no way constitute representations by us that Notes meeting these requirements are suitable for investment by the Account Owner's Plan. Thus, by instructing PENSCO to acquire a Note on his/her behalf, the Account Owner represents that each of the following statements is true: (a) The Note is a first or second lien; (b) The property securing the Note is real property (e.g., a primary residence, vacation home, town home, condominium, or apartment complex), personal property (e.g., a mobile home, car, equipment or aircraft); (c) Any existing loan secured by the property is not in default; (d) The property securing the Note does not contain any hazardous waste or other materials that would constitute a violation of, or cause the application of, any environmental law or regulation; (e) for mortgages/ deeds of trust Title insurance insuring the Plan's Note will be obtained for the benefit of PENSCO (as custodian); (f) The investment is not a "party in interest" transaction and therefore does not constitute a prohibited transaction as defined in Section 4975 of the Internal Revenue Code; and (g) The interest payable under the note is not usurious under applicable state law.

IMPORTANT: By signing the Deed of Trust/Mortgage/ Secured Note Investment Authorization Form and Important Disclosures and Acknowledgements, the Account Owner represents that each of the above requirements has been satisfied. PENSCO has no responsibility to verify that any of the above requirements has been satisfied. Even if all of the above requirements have been satisfied, we may decide for administrative feasibility purposes not to allow the Plan to purchase the Note. Satisfaction of the above requirements does not constitute an endorsement or recommendation by PENSCO of an investment in the Note.

### **RISK FACTORS**

When purchasing a Note secured by property, there are inherent risks. While PENSCO points out some risks, it has no duty to do so, and this information is not to be considered all inclusive. Each Account Owner, and not PENSCO, is solely responsible for identifying the risks associated with purchasing and holding the Note in his or her retirement plan. As such, we strongly recommend that you consult with legal counsel and/or an investment professional who is familiar with the risks of purchasing Notes secured by property in a retirement plan. By signing the Deed of Trust/ Mortgage/Secured Note Investment Authorization Form and instructing us to purchase the Note as Custodian of your



retirement plan, you represent that you have consulted with such a professional, or have waived that right to do so.

In the event of a foreclosure or similar action, you represent that we may hold title to the collateral property for the benefit of your retirement plan. In such an event, you also represent that you understand there may be liability above and beyond the amount of the investment (example: ad valorem property taxes, foreclosure costs or liability arising under Environment Laws). It is also possible that you may lose your entire investment and collateral interest to a senior lien-holder.

Losses may also occur or be caused by the presence of, on or about the property securing the Note, any hazardous substances, or by any person or entity complying or failing to comply with any Environmental Law. The term "Environmental Law" means any law, rule, regulation, or ordinance relating to protection of the environment or human health. The term "Hazardous Substance" means any substance defined as hazardous or toxic, or otherwise regulated by any Environmental Law.

Losses may also occur as a result of an act of fraud or negligence.

### **ACKNOWLEDGEMENT AND SIGNATURE**

- 1. I understand that I am responsible, and PENSCO and its related entities are not responsible, for selecting and reviewing the above investment and for determining the suitability, nature, value, risk, safety and merits of the investment that I authorize PENSCO to make for my Account.
- 2. I understand that PENSCO is not related to or affiliated with the management or selling agent(s) of the investment(s) that I have directed PENSCO to purchase for my account. I acknowledge that PENSCO has not reviewed, recommended or commented on the investment merits, risks, suitability or management of the asset(s) I have selected and I authorize PENSCO to process this transaction. I therefore agree to release, indemnify, defend, and hold PENSCO and its related entities harmless from any claims arising out of making such investment. I also understand and agree that PENSCO and its related entities will not be responsible to take any action should the investment noted herein become subject to default, including fraud, insolvency, bankruptcy, or other court order or legal process.
- 3. I agree that any dispute regarding this investment shall be submitted to binding arbitration pursuant to the Commercial Rules of the American Arbitration Association and the terms of the Custodial Agreement. I understand that the prevailing party

shall be entitled to recover all legal fees, reasonable costs and expenses and that these shall be in addition to any award of damage or any other relief to which the prevailing party is entitled.

- 4. I have consulted my own attorney and hereby represent that PENSCO may hold title to this Note and/or its collateral, where applicable. I hereby represent to PENSCO that I understand the risks involved with this investment, specifically, that there may be liability above and beyond the amount of the investment in the collateral property (example: ad valorem property taxes on the property or liability arising under Environment Laws). The losses will include any losses caused by, or arising out of, the presence, on or about the Property, of any Hazardous Substances, or any person or entity complying or failing to comply with any Environment Law. The term "Environmental Law" means any law, rule, regulation, or ordinance relating to protection of the environment or human health. The term "Hazardous Substance" means any substance defined as hazardous or toxic, or otherwise regulated by any Environmental Law.
- 5. I represent that the above investment is not a prohibited transaction, as defined in the Internal Revenue Code and Department of Labor regulations.
- I acknowledge that this investment is not insured by the FDIC, is not an obligation of or guaranteed by PENSCO and is subject to risk, including the possible loss of principal.
- I agree that this Deed of Trust/Mortgage/Secured Note Authorization is further subject to all the terms and conditions of the Custodial Agreement.
- 8. I acknowledge that no funds will be paid to my PENSCO account if an exchange from one asset (existing asset) held in my PENSCO account is made to another issued by the same asset sponsor (new asset). I request that PENSCO update its records to reflect the exchange transaction and the new asset into my account. I agree to indemnify and hold PENSCO and its related entities harmless and its affiliates, successors and assigns from any and all claims, damages and losses that may result from such transaction.

Please sign, date and provide all requested information.

IN	VESTMENT PRODUCTS: NOT FL	OC INSORED - NO BANK GOARD	ANTEL	WAT LOOL		
	VECTMENT DECEMENT OF	DIC INSURED • NO BANK GUAR	ANTEE .	MAYLOSE	/ΔI UF	
Loan Number:		Purchase Amount \$				
Borrower Name:						
Email Address:						
			_ Type:	Cell	Home	Business
Print Name:						
Account Owner Signa	ature				Date	

www.pensco.com/upload

Fax to: 303-614-7036

Send mail to: PENSCO P.O. Box 173859 Denver, CO 80217-3859 For express deliveries: PENSCO 1560 Broadway, Suite 400 Denver, CO 80202-3331

Call 1-800-962-4238