

# Secure Exchange 1031 Exchange Checklist

1031 EXCHANGE SERVICES

A §1031 Like-Kind Exchange transaction requires planning, expertise, and support. This 1031 Like-Kind Exchange Checklist is intended to provide an overview of the steps involved in opening an IRC Section § 1031 tax-deferred exchange.

**Review your transaction with tax and/or legal advisors.**

**Select a Qualified Intermediary, such as, Secure Exchange-1031 Exchange Services**

- Contact Secure Exchange, when considering a 1031 well before closing to qualify the Relinquish and Replacement properties and to initiate the Exchange transaction: call 206-455-0305 or email [Info@SE1031.com](mailto:Info@SE1031.com)
- Secure Exchange will confirm that a 1031 exchange is appropriate for your goals and situation.

**Your Section § 1031 Exchange MUST be opened while in escrow on your Relinquish (selling) property's sale.**

- Contact Secure Exchange before closing to initiate the 1031 exchange transaction
- Exchangers must sign the Exchange Agreement first.

**Section § 1031 Exchange Document Request Checklist**

- Contact Secure Exchange when your Relinquish property goes pending.

○ **Relinquished Property (Property Being Sold)**

- Property address or legal description
- Copy of the executed Purchase and Sale Agreement\*
- Preliminary Title Report\*
- Estimated Closing Date
- Escrow Officer contact information closing your sale
- Relinquish property closes: Start searching for Replacement Property

○ **Ownership and Entity Information**

- Name(s) of titleholder(s)
- Entity documentation (e.g., Articles of Organization, Trust Agreement, Partnership Agreement)
- Tax ID or Social Security Number will be requested
- Contact information for all parties involved (telephone numbers and email addresses)



**45-Day Identification Period to Identify Replacement Property(s)**

- Identify potential Replacement property(s) within 45 calendar-days of sale.
- Submit the Identification Notice to Secure Exchange

○ **Replacement Property (Property Being Acquired)**

- Property address or legal description
- Copy of the executed Purchase and Sale Agreement\*
- Estimated closing date
- Preliminary Title Report (if available)\*
- Escrow Officer contact information closing your purchase

○ **Close on Replacement property(s)**

- Qualified Intermediary transfer funds to complete your purchase.
- Your Exchange is complete
- Secure Exchange will provide you with a Final Report with a breakdown of what was sold, purchased, funds received and applied to the purchase(s) exchange fees.
- Provide your Tax Advisor with § 1031 Final Report, information is used to file the IRS Like-Kind Exchange Form 8824.

**Additional Contact(s)**

- Real estate agent(s)
- Attorney or CPA (if involved)

*This 1031 Exchange Checklist is intended to provide a brief overview of the steps involved in an IRC Section 1031 tax-deferred exchange and when Secure Exchange should be contacted throughout the process. This checklist does not address all issues involved in an exchange. Please read all of the exchange documents prepared by Secure Exchange. As a Qualified Intermediary, Secure Exchange cannot provide tax or legal advice. Investors should always seek the advice of their tax and/or legal advisors regarding their specific situation.*

**Secure Exchange**   
1031 EXCHANGE SERVICES

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