

# SELL DIRECTION LETTER

GENERAL PURPOSE

 **New Direction**  
TRUST COMPANY  
1070 W. Century Drive  
Louisville, CO 80027  
P: 877-742-1270 | F: 303-665-5962

## 1. NDTCO ACCOUNT INFORMATION

Account Holder Name: <b>John Doe</b>	New Direction Account Number: <b>1000000</b>
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## 2. ASSET SALE DETAILS

### PROCESSING OPTIONS

Asset Type to Sell	Type of Sale	Processing Time Options	Mailing Options
<input type="radio"/> Non-Real Estate Asset	<input type="radio"/> Partial Asset Sale	<input checked="" type="radio"/> Standard Processing (3 Business Days)	<input type="radio"/> Standard Mail (Non-Real Estate Only)
<input checked="" type="radio"/> Real Estate Asset	<input checked="" type="radio"/> Full Asset Sale	<input type="radio"/> Express Processing (1 Business Day) (Rush fee applies)	<input checked="" type="radio"/> Overnight Mail (Overnight Fee applies)

### BUYER INFORMATION

Buyer Name: <b>Jane Doe</b>	Escrow/Title Company/ Attorney Name(s):
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Special Instructions:

### NON-REAL ESTATE ASSET INFORMATION

Asset Name/Description:	Total Sale Price:	Asset Value Remaining (\$0 for full sale):
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### REAL ESTATE ASSET INFORMATION

Property Address: <b>123 Main St.</b>	City: <b>Anytown</b>	State: <b>CO</b>	ZIP: <b>00000</b>
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Percentage of Ownership: <b>100%</b>	Contract Sales Price: <b>\$250,000.00</b>	Closing Date: <b>12/31/2019</b>
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Is there any debt financing (mortgage) on this property? <input type="radio"/> Yes <input checked="" type="radio"/> No	Name of Lender:
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## 3. FEE PAYMENT OPTIONS

Pay transaction fees via:	<b>Credit Card Information (NDTCO accepts Visa, MasterCard, Discover and American Express)</b>	
<input type="radio"/> Credit Card	Card Number:	3-digit Security Code:
<input checked="" type="radio"/> My Account	Exact Name on Card:	Expiration Date:

## 4. AUTHORIZATION

I confirm that I am directing New Direction Trust Company (NDTCO), the Custodian, to complete this transaction as specified above. I understand that my account is self-directed, and I take complete responsibility for any investment directive I choose for my account, including directing my custodian to sell the custodial asset/investment specified in this form. I certify that I have done my own due diligence investigation prior to instructing the Custodian to sell this custodial asset/investment for my account. I understand that acceptance of my directive to sell this custodial asset/investment should not be construed as a favorable opinion as to the prudence or suitability of my directive. NDTCO's review of any asset the Account Holder desires to sell from their Custodial Account should in no way be construed as a "due diligence" review. I understand that the Custodian does not determine whether this investment directive to sell is acceptable under the Employee Retirement Income Securities Act (ERISA), the Internal Revenue Code (IRC), or any applicable federal, state, or local laws, including securities laws. I understand that it is my responsibility to review any investment directives I give to my custodian to ensure compliance with these requirements. I acknowledge that the Custodian has not provided or assumed responsibility for any tax, legal or investment advice with respect to this investment directive, and I agree that Custodian will not be liable for any loss which results from my decision to sell this investment. I understand that in processing this transaction the Custodian is only acting as my agent, and nothing will be construed as conferring fiduciary status on the Custodian. I agree that the Custodian will not be liable for any investment losses sustained by me or my account as a result of this transaction. I agree to indemnify and hold harmless the Custodian from any and all claims, damages, liability, actions, costs, expenses (including reasonable attorneys' fees) and any loss to my account as a result of any action taken in connection with this investment directive or resulting from serving as the Custodian for this investment, including, without limitation, claims, damages, liability, actions and losses asserted by me.

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I understand that if this Form and any accompanying documentation are not received as required, or, if received, are unclear in the opinion of the Custodian, or if there are insufficient undirected funds in my account to fully comply with my instructions to sell the investment and to pay all fees, the Custodian may not process this transaction until proper documentation and/or clarification is received, and the Custodian will have no liability for loss of income or appreciation.

I understand that all communication regarding this transaction must be in writing and must be signed by me or by my authorized agent on my behalf, and that no oral modification of my instructions will be valid. I understand that no person at the office of the Custodian has the authority to modify any of the foregoing provisions. I certify that I have examined this Form and any accompanying documents or information, and to the best of my knowledge and belief, it is all true, correct and complete.

If fees are being deducted from my account, the full amount of the transaction plus fees must be available before the transaction can be processed.

## SALE AND ASSET SPECIFIC DISCLOSURES

### Additional Documentation Required

Official sale documents must be included with this Sell Direction Letter. Transactions without complete documentation are delayed until complete paperwork is received. Please note that some specific assets will require additional documentation in order to complete the sale of the custodial asset listed above. Please see the specific transaction guide for a full list of required documentation.

### Limited Interested Party Designation

In order to aid the sale of real estate specific assets, NDTCO will, from time to time, give out general transaction information without receiving direct authorization from the Account Holder. This information will include but is not limited to; general progress updates on the real estate transaction, confirmation of the completeness and correctness of forms or sale related documents, and any other updates that can be given without the disclosure of non-public personal identifying information. If the Account Holder wishes NDTCO to give out more specific transaction related information, they may elect to designate an individual(s) or entity as a Limited Party Designee. Please see the Limited Party Designee form for additional information regarding designating an LIPD for this specific transaction.

### Original Documents

Any original documents maintained by NDTCO for this asset will be mailed to your address on file if you are doing a full sale.

### Real Estate Asset Sales

All Real Estate transactions must be sent via overnight mail. If you elect standard mail on this form, NDTCO will, in accordance with this policy, send the sale document via overnight mail. You will be charged the overnight mailing fee listed on the NDTCO Fee Schedule.

## 5. SIGNATURE

Account Holder Signature:

Date Signed:

11/5/2019