



1. Account Holder's Name		2. Account Number	
3. Related Asset Name and/or Property Address			
4. Job Description (explanation of what you need us to do)		5. Cash Handling Instructions	
		Check: Make check payable as follows: American Estate & Trust, LC FBO <Account Holder>	
		Wire: Bank Name: Wells Fargo Account #: 3393886381 Routing #: 121000248 Account Name: American Estate & Trust, LC	

6. Special Instructions			
Email Docs To: _____ <i>Email Address</i>		<i>I do hereby direct American Estate & Trust, LC to execute the documents on behalf of my account. As the account holder of this account, I have read and understand all terms and conditions contained in the documents that I have provided to American Estate & Trust. I understand that American Estate & Trust is only executing these documents at my direction and I agree to hold American Estate & Trust harmless for any legal or financial ramifications that may arise from this transaction.</i>	
Mail Original Docs To:			

<i>Street Address</i>			

<i>City</i>	<i>State</i>	<i>Zip</i>	
Send Via: FedEx Overnight 2 Day		_____	
USPS 1st Class Overnight 2 Day		Account Holder Signature	
Providing Own Shipping Label		Date	

PLEASE SEE PAGE 2 FOR IMPORTANT INSTRUCTIONS



This form is to be used to authorize AET to execute documents on your behalf. (Selling property, Assignment of interest, Quitclaim Deed, Deeds of Trust etc.)

It is important that you follow these instructions carefully to avoid delays. You can expect normal processing time to be 3-5 business days.

We will not accept documents by fax or email.

Account Holder Job Form, please be sure to state on the lines provided:

1. Account Holder's Full Name
2. Account number
3. Related Asset and Property Address
4. Provide detail instruction on what you need us to do. List of specific documents you would like AET to execute on your behalf (examples: real estate purchase contract, settlement statement, warranty deed, closing documents, etc.)
5. Payment method information
6. Select which method you would like the executed documents to be sent. Mail, Email, FedEx, USPS. If mailing, you must provide a prepaid shipping label, otherwise, AET will charge your IRA account for shipping costs.

AET will need to sign the real estate purchase contract on your behalf.

For account holders with an active account, When the documents are complete, please upload them, along with the real estate purchase contract or closing documents from the title company, in .pdf format, to the **documents tab** in your IRA account. Please choose "**Job**" from the dropdown menu as the document type. The documents must be uploaded by you to your IRA account. AET will not accept emailed or faxed documents. Once you upload the documents, AET has between 3-5 business days to review and/or execute. Once you upload the documents, please check your email inbox periodically (including junk and spam folders) for messages from AET as to any revisions that may need to be made.

NOTE* For account holders with a closed account, you must mail the documents to AET along with a prepaid shipping label to:

American Estate & Trust
6900 Westcliff Dr. Ste 603
Las Vegas, NV 89145

Title Company:

Please email the closing documents, for AET to execute, to the AET account holder. The account holder must upload the closing documents to the documents tab in his/her account. When preparing the closing documents, for AET to execute, please add "By" and "Its" signature lines. AET will return a copy of a company resolution, for one of its three authorized signers, with the closing package. A copy of the AET wire instructions/ mailing address are indicated on the form to complete the seller's disbursement sheet.