



# Private Investment Issuer Representation Letter

Looking for an easier, faster way to submit paperwork? Try the **SERVICENOW** option at [www.StrataTrust.com/Forms](http://www.StrataTrust.com/Forms)

- ◆ E-sign and transmit directly to STRATA
- ◆ Safely upload supporting documentation
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Onboarding a new private alternative investment to STRATA Trust Company's ("STRATA's") platform starts with a pre-custody review to ensure we can custody the asset.

*This form typically takes less than 5 minutes to complete.*

## Let's Get Started

STRATA's pre-custody review requires that this Representation Letter be completed and signed by the investment issuer, general partner, managing member, officer, or trustee of the named investment.

Are you the investment issuer?

- Yes       No

Have you previously onboarded an investment with STRATA?

- Yes       No

## Limited Liability Company (LLC)–Structured Real Estate Custody Requirements

STRATA will accept LLC-structured real estate investments for onboarding that:

- ✓ Have multiple members (i.e., not a single-member LLC)
- ✓ Are located within the U.S. or have a U.S. office/agent
- ✓ Are not in default, bankruptcy, or receivership
- ✓ Are not working interests – in the case of oil & gas offerings

Checking this box certifies your investment meets the above requirements.

## Supporting Documentation Required

STRATA requires the following documentation to custody LLC-structured real estate investments:

- The LLC offering document – Operating Agreement, LLC Agreement, Private Placement Memorandum, or offering circular
- The subscription document (if any)
- A copy of the formation document or corporate filing, with the state filing stamp - Articles of Incorporation, Articles of Organization, or Certificate of Formation
- Any other offering documents

## Investment/Issuer Information

Name of Investment Offering	Investment Issuer/Sponsor
Issuer Mailing Address	City, State Zip
Email Address	Phone

**Client Services** 866.928.9394 | [NewInvestments@StrataTrust.com](mailto:NewInvestments@StrataTrust.com) | Online: [www.StrataTrust.com/Service-Request](http://www.StrataTrust.com/Service-Request)



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## Additional Investment Issuer/Sponsor Contacts

Please list the contact information for the following departments if different from any information provided above. STRATA will use this information if we need to reach out for updated valuations, written purchase confirmations, or other company information.

Valuation Contact Name	Email	Phone
Purchase Confirmation Contact Name	Email	Phone
Investor Relations Contact Name	Email	Phone

## Investment Details

- Limited Partnership    
  Limited Liability Company    
  Common Stock    
  Preferred Stock    
  REIT  
 Secured Note    
  Corporate Debt /Convertible Note Debt    
 Other: \_\_\_\_\_

Will an original document of ownership be issued for stock or notes?

- Yes      No

Will Warrants be issued?

- Yes      No

## Valuation Information

Current Price per Share/Unit \$ \_\_\_\_\_

(A default price of \$1 will be used if an investment is not unitized and the Investment Issuer reports individual values per investor.)

Pricing Frequency     Monthly     Quarterly     Annual

If the annual value is expected, please list the date to be completed:  
\_\_\_\_\_

Will the Investment Issuer or its third-party fund administrator provide periodic fund statements to investors?     Yes     No

If "Yes," please send duplicate copies to STRATA via email at: [InvestmentUpdates@StrataTrust.com](mailto:InvestmentUpdates@StrataTrust.com).

Fund Administrator Name	Email	Phone
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## Investment Funding Instructions

Please provide the wiring instructions for the investment below. (If the wiring instructions change in the future, please provide STRATA with updates in writing signed by an officer of the Investment Issuer.)

Bank Information	Bank Name	Phone
Bank Location	City	State
ABA Routing # (must be 9 digits)		
For Credit To	Account Name	Account #
For Further Credit To	Account Name	Account #

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## Terms and Conditions

1. Issuer agrees and represents that it will register ownership of the Investment, and issue and send any payments to the IRA custodian, in the following name:  
STRATA Trust Company, Custodian  
FBO (Accountholder Name) IRA (Account Number)  
PO Box 23149  
Waco, TX 76702  
TAX ID: 26-2637994
2. Issuer agrees to send written confirmation to acknowledge the purchase to STRATA, and such confirmation may include the original stock certificate, debt instrument, LP or LLC certificate, periodic investor statements, or any agreement signed by both parties in the event an original certificate or instrument is not issued.
3. Issuer agrees to provide investors that invest through a STRATA account with all offering documents, including but not limited to any subscription documents, private placement memorandum, limited partnership agreement, operating agreement, or any other document it has available with regard to the Investment.
4. Issuer agrees to send all income associated with the Investment directly to STRATA in a timely manner. Issuer agrees that under no circumstances will the Issuer distribute monies or assets directly to STRATA Accountholders.
5. Issuer agrees that, upon request from STRATA to re-register and change the vested ownership of record, that it will promptly make the change of ownership and issue confirmation to evidence the new ownership change to the successor custodian or to the Accountholder individually, in accordance with the instruction given by STRATA.
6. Issuer agrees that STRATA has not endorsed or approved the Investment in any way, and Issuer agrees that it will make no representation to the contrary. Issuer understands that STRATA does not conduct any due diligence review of Issuer's Investment. Issuer fully acknowledges that acceptance by STRATA of said Investment solely indicates that the Investment meets the criteria to be deemed administratively feasible by STRATA. This means that the Investment fits within the current operating systems and procedures that STRATA has in place. Issuer acknowledges that it will not construe acceptance by STRATA as any endorsement or evaluation of merit, prudence, viability, or suitability of any kind; nor will it construe such acceptance as any indication of compliance with any sanction, legal authority, or regulatory statute.
7. Issuer agrees to send correspondence such as tax forms (if applicable), K-1's (if applicable), financial statements, voting information, or other material directly to the Accountholder.
8. Issuer agrees to notify STRATA and Accountholders in writing of any address change, name change, dissolution, bankruptcy, or other relevant condition of the Investment, including any significant change in its legal structure.
9. Issuer agrees to not use STRATA's name in any form of advertising, including print, radio or web, or any other form of communication without the express written consent of STRATA. Issuer understands that upon receiving verbal acceptance of its Investment by STRATA, that it may direct potential investors to STRATA website for access to STRATA forms, including the new account applications and other materials.
10. If Issuer's Investment has potential to generate Unrelated Business Taxable Income (UBTI), Issuer agrees to make the investor aware of the potential, and, if UBTI is generated, the Issuer represents that the UBTI information will be included on IRS Form 1065 (Schedule K-1) each year and issued directly to the IRA investor at the investor's home address.
11. Issuer understands that, as an IRA custodian, STRATA must report the fair market value of each account to the Internal Revenue Service each year. Issuer hereby agrees and acknowledges that it will provide, upon request, an annual fair market value or good faith estimate of the named Investment to STRATA as of year-end. The fair market value or good-faith estimate should be compliant with Revenue Ruling 59-60 (as applicable), or if the Investment is a trading fund (private equity fund, hedge fund, etc.), Issuer agrees to provide the capital account balance on an annual or more frequent basis.



\_\_\_\_\_  
Issuer Authorized Signature

\_\_\_\_\_  
Date

## Form Submission Options (Please submit using one method below)

- Fax: 512.495.9554
- Email: [NewInvestments@StrataTrust.com](mailto:NewInvestments@StrataTrust.com)
- US Mail: PO Box 23149, Waco, TX 76702
- Overnight: 7901 Woodway Drive, Waco TX 76712

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