

## **Instructions Paperwork - REO Program**

The Buyer must submit a complete set of original paperwork as described below in order to purchase REO properties direct from Lenders through PIP-West and Platinum REOs and Acquisitions.

The two Platinum REOs & Acquisitions documents that accompany these Instructions are as follows:

- Agency Agreement For REO Acquisitions
- Non-Disclosure and Non-Circumvention Agreement with REO Acquisition Letter of Intent

The instructions for each form are as follows:

### **1) “Agency Agreement For REO Acquisitions”**

As the "**Principal**" (**the Buyer**), fill in your “titling” name and the other information both at the top of **page 1** and in the "Principal" portion on the top **of the last page**, which includes your **notarized signature(s)**.

### **2) “W-9 Form - Request for Taxpayer Identification Number”**

As the **Principal/Buyer**, fill in your “titling” name, your contact information and your Federal Tax ID#, and sign where indicated. The form is also available on the [www.irs.gov](http://www.irs.gov) website.

### **3) “Non-Disclosure and Non-Circumvention Agreement with REO Acquisition Letter of Intent”**

As the **Principal/Buyer**, follow the instructions below as **“Party #1”**:

- (a) **Pages 1-7:** Initial at the bottom left of *each* page (under “Party #1”).
- (b) **Page 6:** Complete information and signatures in **“Party #1”** box as follows:
  - “Signature” (*authorized signature of Buyer*)
  - “Print Name”, “Date Signed”, “Company Name”, “Official Title for Company”, “Country of Nationality”, Document Name for Proof of ID” and “ID Number”
  - “Witness” (*Signature of Witness, after Buyer ID Checked & Verified*)

**Note:** *The Witness must be someone that can be easily contacted for confirmation during the transaction process, and may be (1) someone in a responsible position at your company, or (2) a local notary that you engage to only verify the ID of the authorized signature.*

- (c) Provide Copy of the Proof of ID document.  
(e.g. Driver's License or Passport page)
- (d) Provide Contact information for the "Witness" (on a separate sheet in case contact by the Lender is necessary during the transaction period)
- (e) Page 7 (REO Acquisition Letter of Intent): Complete all information and signature(s) as follows:
- Name of "Principal/Buyer" (on top line)
  - Purchase Amount and Date of LOI submission
  - All property selection criteria (Maximum % of Fair Market Value, Property Type, States and Counties, and Level of Repair Requested (No Rehab to Major Rehab)
  - All "Buyer" information, including signature
  - All "Buyer's Rep" information (if any), including signature
  - All "Proof of Funds" information

Note: Leave BLANK the following:

- (a) "Due Diligence Period Requested". Lenders initially specify 14 days, but the Buyer can readily request additional time if needed.
- (b) LOI Expiration Period. Lenders fill it in once the proof of funds has been done, and then specify a period commensurate with the due diligence period above.

Before mailing the original paperwork, I recommend faxing or emailing the forms first to confirm proper completion.

Please mail the original paperwork to PIP-West at the following address:

**Platinum REO and Acquisitions , LLC**  
**Attn: Don Fullman**  
**23974 Aliso Creek Road, Suite 465**  
**Laguna Niguel, CA 92677-3908**