

YOU

1

Submit: a) Investment Authorization, b) Draft of the Promissory Note*, and c) Draft of the Deed of Trust*.

MTC

2

Mails you a check from your IRA issued to the borrower in the amount of the loan.

YOU

3

a. Have the borrower sign and notarize the Promissory Note and the Deed of Trust.
b. Give the check to the borrower.
c. Mail the signed/notarized Promissory Note to MTC.
d. Submit the Deed of Trust to the local County Clerk's office for recording.

COUNTY
CLERK

4

Records the Deed of Trust and mails it back to MTC.

*** Important Notes:**

1. You will need to draft a Promissory Note that includes the following:
 - Amount of loan
 - Date of issuance
 - Interest rate
 - Interest compounding period (annual, quarterly, monthly, daily, none)
 - Re-payments terms
 - Maturity date
2. The lender must be listed as "Madison Trust Company, Custodian FBO [Your Name & MTC Account #]".
3. The Promissory Note must be notarized.
4. If the borrower is a business entity, you will also need to submit:
 - a. Documents certifying formation of the entity
 - b. Evidence that the entity is in good standing
5. You will also need to draft a Deed of Trust. You may contact an attorney or real estate professional to assist you with drafting this to ensure that the document is properly prepared. The Deed of Trust must be titled "Madison Trust Company, Custodian F/B/O [Your name & MTC Account #]" and should state "Record and return to: Madison Administration Company 21 Robert Pitt Drive Suite 201 Monsey, NY 10952".