

# 2009 Independent Special Trustee's Schedule

## REAL ESTATE

This Schedule must be completed if the trust owned real estate during 2009. A separate Schedule should be completed for each fractional interest in or parcel of real estate. Please answer the questions that follow and provide the requested supporting documentation. This information is needed in order to properly account for trust income and expenses for the year, and to accurately reflect the value of the real estate as of December 31, 2009.

### Action Items

1. **Complete a Real Estate Schedule for each fractional interest or parcel owned by the trust during 2009.** *(Please make additional copies, as needed.)*
2. **Attach supporting documentation.** *(If not already provided.)*
  - Include a copy of any Income & Expense Reports for 2009.
  - Include a copy of any closing statements and deeds issued upon a sale of the property during 2009.
  - Include information required to prepare 1099s as indicated in item 12.

*\*If requesting the preparation of 1099s, the account schedule (F6400A) needs to be submitted by January 16, 2010*
3. **Mail this completed form to Renaissance Administration LLC by February 1, 2010.**

**NOTE:** *If any information requested herein is in the custody of both the Primary Trustee and Independent Special Trustee, only one report need be provided to Renaissance Administration LLC. Thus, the Primary and Independent Special Trustee may wish to coordinate their efforts to provide Renaissance Administration LLC with any requested documentary evidence.*

### Required Information

1. Name of Trust: \_\_\_\_\_
2. This is Exhibit No. \_\_\_\_\_ of \_\_\_\_\_ (complete a separate Schedule for each real estate interest)
3. Street or mailing address of this property: \_\_\_\_\_
4. Trust's percentage ownership in the property: \_\_\_\_\_ %
5. Date property was titled in name of the trust: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
6. Was this property sold by the trust in 2009?
  - a.  Yes — if "yes", the date of the sale was: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 — if "yes", has the closing statement been provided to Renaissance Administration LLC?  yes  no  
 — if "yes", Purchaser: \_\_\_\_\_ Relationship to Donor: \_\_\_\_\_
  - b.  No
7. Was the property leased and producing income during 2009?
  - a.  Yes — if "yes", Lessee: \_\_\_\_\_ Relationship to Donor: \_\_\_\_\_
  - b.  No
8. **Independent Special Trustee's 2009 Real Estate Income Report:**
  - a. Amount of rental income received in 2009 from this property: \$ \_\_\_\_\_
  - b. Other income received in 2009 which relates to this property: \$ \_\_\_\_\_  
 (please specify) \_\_\_\_\_
9. Was Real Estate Tax paid on this property?  yes  no If yes: Date \_\_\_\_\_ Amount \_\_\_\_\_

**10. Independent Special Trustee's 2009 Real Estate Expense Report: 2009 rental expenses paid from trust assets are as follows:**

	<u>Ordinary/Recurring Expenses</u>	<u>Capital Improvements</u>
a. Advertising expenses	\$ _____	\$ _____
b. Auto & travel expenses	\$ _____	\$ _____
c. Cleaning & maintenance	\$ _____	\$ _____
d. Commission expenses	\$ _____	\$ _____
e. Insurance expenses	\$ _____	\$ _____
f. Legal expenses	\$ _____	\$ _____
g. Appraisal expenses	\$ _____	\$ _____
h. Accounting expenses	\$ _____	\$ _____
i. Other professional fees	\$ _____	\$ _____
j. Property management fees	\$ _____	\$ _____
k. Mortgage/other interest expenses	\$ _____	\$ _____
l. Repairs	\$ _____	\$ _____
m. Supplies	\$ _____	\$ _____
n. Taxes	\$ _____	\$ _____
o. Wages & salaries	\$ _____	\$ _____
p. Utilities	\$ _____	\$ _____
q. Association dues	\$ _____	\$ _____
r. Other _____	\$ _____	\$ _____
Total	\$ _____	\$ _____

11. Were trust real estate expenses paid from non-trust assets during 2009 for which you wish to be reimbursed from trust assets? (For example, did you pay trust real estate expenses from personal funds?)

- a.  Yes -- if "yes", specify the total amount for which you seek reimbursement, and provide a copy of paid invoices or receipts. \$ \_\_\_\_\_
- b.  No

12. See attached insert, *Independent Special Trustee: 1099 Report*.

**Valuation\***

**Valuation of Real Estate as of 12/31/09:** \$ \_\_\_\_\_

*Note: If trust's ownership in property is less than 100%, only include value for portion of asset owned by the trust.*

\*Qualified appraisal required if donor who serves as trustee supplies this information. [Treas. Reg. 1.664-1(a)(7)]

**Certification**

**I certify that the information provided in this Schedule (and any Supporting Schedules and Exhibits hereto) is true and correct to the best of my knowledge and belief:**

**Please sign here:** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
(signature of Independent Special Trustee) (date) (name-- please print)

\_\_\_\_\_ (street address, city, state and zip of Independent Special Trustee) \_\_\_\_\_ (phone number)

\_\_\_\_\_ (fax number) \_\_\_\_\_ (e-mail address)

**If Renaissance has questions about this asset, we should contact:**

\_\_\_\_\_ Name \_\_\_\_\_ Phone

**I hereby certify that the individual named above is a duly appointed Independent Special Trustee of the above referenced trust, and is authorized to report the value and/or activity of the hard-to-value asset reported on this form (and any Supporting Schedules and Exhibits hereto). I understand that failure to comply with the Independent Special Trustee provisions of the trust agreement governing the trust may cause the tax exempt status of the trust to be compromised and the disqualification of the trust and the loss of certain income tax, gift tax, and/or estate tax benefits that the creator of the trust is otherwise eligible to claim.**

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
(signature of Trustee) (date)