

1031 Exchange Worksheet

Purpose: This worksheet is designed to help you plan and track a 1031 exchange, which allows real estate investors to defer capital gains taxes by reinvesting proceeds from the sale of one property into a "like-kind" property. This worksheet will guide you through each step of the 1031 exchange process, from identifying properties to completing the exchange within the IRS-mandated timeline. *Remember to confirm all requirements and timelines as they may have changed from the creation of the worksheet*

Initial Property (Relinquished Property)

- **Property Address:**

- **Property Type (Single-Family, Multi-Family, Commercial, etc.):**

- **Date of Purchase:**

- **Original Purchase Price:**

- **Current Fair Market Value (FMV):**

- **Estimated Selling Price:**

- **Mortgage Balance (if applicable):**

- **Closing Costs (Selling):**

- **Capital Gains from Sale:**

- **Net Proceeds from Sale:**

- **Date of Sale:** _____

Replacement Property (Identified Property)

Property 1 (Identified Property)

- **Property Address:**

- **Property Type (Single-Family, Multi-Family, Commercial, etc.):**

- **Estimated Purchase Price:**

- **Mortgage Amount (if applicable):**

- **Closing Costs (Buying):**

- **Cash Required to Close:**

- **Expected Cash Flow (if rental property):**

Property 2 (Optional Identified Property)

- **Property Address:**

- **Property Type (Single-Family, Multi-Family, Commercial, etc.):**

- **Estimated Purchase Price:**

- **Mortgage Amount (if applicable):**

- **Closing Costs (Buying):**

- **Cash Required to Close:**

- **Expected Cash Flow (if rental property):**

Property 3 (Optional Identified Property)

- **Property Address:**

- **Property Type (Single-Family, Multi-Family, Commercial, etc.):**

- **Estimated Purchase Price:**

- **Mortgage Amount (if applicable):**

- **Closing Costs (Buying):**

- **Cash Required to Close:**

- **Expected Cash Flow (if rental property):**

Timeline of the 1031 Exchange

Key Milestones	Deadline Date	Completed (Yes/No)	Notes
Date of Sale of Relinquished Property	_____		
45-Day Deadline to Identify Replacement Properties	_____		Must identify up to 3 properties within 45 days.
180-Day Deadline to Close on Replacement Property	_____		Must close on one of the identified properties.
Closing Date for Replacement Property	_____		

Exchange Intermediary Details

- **Qualified Intermediary Name:**

- **Company Name:**

- **Contact Information:**

- **Intermediary Fees:**

Financial Summary of 1031 Exchange

Relinquished Property

- Selling Price:
-

- Less: Selling Expenses (Commission, Closing Costs, etc.):
-

- Net Proceeds:
-

Replacement Property

- Purchase Price:
-

- Closing Costs:
-

- Mortgage Amount:
-

- Cash Required at Closing:
-

Tax Deferral Calculation

- Capital Gains Deferred:
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- Depreciation Recapture Deferred:
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Risk Assessment

Potential Risks to the Exchange Process

- **Failure to Identify Replacement Properties within 45 Days:**
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- **Inability to Close on Replacement Property within 180 Days:**
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- **Unexpected Issues with the Replacement Property (Title, Inspection, etc.):**
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- **Changes in Market Conditions (Interest Rates, Property Values):**
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Exchange Completion Checklist

Task	Status (Completed/Not Completed)	Notes
Sale of Relinquished Property Completed		
Qualified Intermediary Funds Secured		
Replacement Properties Identified		
Inspection and Due Diligence on Replacement Property		
Financing Secured for Replacement Property (if applicable)		
Closing on Replacement Property Completed		
1031 Exchange Documents Finalized and Submitted		

Post-Exchange Review

- **Did the exchange meet your investment goals?**
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- **New Cash Flow (Post-Exchange, if applicable):**
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- **Future Plans for the Replacement Property (Hold, Rent, Sell):**
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- **Any Lessons Learned from the Exchange Process?**
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This **1031 Exchange Worksheet** helps you manage each step of the exchange process, ensuring compliance with IRS rules while keeping track of timelines, financials, and the selection of replacement properties. By staying organized and planning ahead, you can maximize the benefits of the 1031 exchange and defer capital gains taxes effectively.