

TROPTIONS · INSTITUTIONAL DOCUMENT SYSTEM

Investment Property Acquisition Playbook

Property Lock, Hotels, Multifamily, and Deal Execution Flow

For: Brokers, owners, project sponsors, and client advisors

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Executive Summary

This playbook provides a practical workflow to lock investment properties and hotels using TROPTIONS settlement orchestration: intake, qualification, property control, diligence, funding-route alignment, closing readiness, and controlled disbursement. It is designed for non-technical operators and front-line client teams.

Who This Document Is For

Client advisors, brokers, property owners, acquisition teams, and project sponsors needing a repeatable process that can be explained quickly to clients while keeping legal and compliance boundaries clear.

Required Information

- Client profile (individual, LLC, fund, family office)
- Asset type (single-family rental, multifamily, hotel, mixed-use)
- Deal target amount and timeline
- Jurisdiction and closing state/country
- Counterparty details (broker, seller, title/escrow)
- Preferred route (cash, lender-backed, structured, staged funding)

Required Documents

- & Client KYC/KYB package
- & Broker engagement or representation agreement
- & Letter of intent (LOI) or purchase offer
- & Preliminary title report
- & Property financials (rent roll, T12, STR report, or hotel P&L)
- & Inspection report and major capex notes
- & Insurance quote or binder draft
- & Proof of funds packet or lender pre-qualification

Step-by-Step Process

Step 1: Deal Intake

Capture deal basics using a one-page intake card: property type, purchase target, expected close date, and decision maker.

Step 2: Property Lock Strategy

Select lock method: LOI, purchase contract with contingencies, escrow deposit schedule, and defined exclusivity window.

Step 3: Diligence Sprint

Run a 5-track review: legal title, property operations, engineering/inspection, insurance, and funding readiness.

Step 4: Funding Route Match

Map the deal to best route: private lender, strategic buyer, merchant credit settlement, or staged disbursement with conditions.

Step 5: Approval Gates

Clear KYC, legal, compliance, and governance gates before any live settlement instruction or final execution.

Step 6: Close and Settle

Coordinate closing checklist with title/escrow and approved providers; document waterfall and post-close obligations.

Step 7: Post-Close Control

Track reserve funding, insurance activation, reporting schedule, and covenant deadlines in one operator log.

Approval Gates

- & KYC/KYB complete for all principals
- & Title/ownership review cleared
- & Legal structure reviewed (buyer entity, signatory authority)
- & Funding route approved for current readiness level
- & Compliance and governance sign-off
- & Escrow/title closing package accepted

Readiness Checklist

- & Deal card completed
- & LOI/offer submitted
- & Diligence package assembled
- & Insurance package prepared
- & POF or lender pre-qual attached
- & Closing checklist validated

What Stays Blocked

- No live settlement instruction before approvals
- No guarantee of financing or lender acceptance
- No custody, brokerage, or legal advisory service implied

Common Blockers

- Missing title exceptions resolution
- Unclear source-of-funds evidence
- Insufficient POF documentation
- Hotel/property financials not lender-ready
- Counterparty documents incomplete

TROPTIONS System Handling

TROPTIONS tracks each stage as a gated workflow and provides readiness visibility, document orchestration, and settlement coordination support. Operational steps remain simulation-first until explicit legal, compliance, and governance approvals clear.

Final Checklist Before Submission

- & Client/entity verification complete
- & Property lock method documented
- & Diligence findings recorded
- & POF/lender evidence accepted
- & Approvals complete
- & Escrow/title package signed
- & Settlement plan logged
- & Post-close obligations scheduled

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