

HARTMAN INVESTOR SERVICES FORM # 11-10

Services the following funds: HARTMAN INCOME REIT, INC *
HARTMAN SHORT TERM INCOME PROPERTIES XIX, INC * HARTMAN DEVELOPMENT FUND LLC *
HARTMAN SHORT TERM INCOME PROPERTIES XX, INC * HARTMAN TENANT IN COMMON

INSTRUCTIONS: Please use this form to alter, change, restructure, or change the title of an account in any of the programs noted above. This form is also used for ownership changes. This form is NOT used for standard contact information changes for that please see form 11-01. All actions require various supporting documentation to be attached as noted. Failure to provide the necessary materials will result in delay or rejection of your request. Each modification of a unique account requires a separate transfer form. Should you have any questions, please call (713) 586-2645. This form must be signed by the registered account owner(s) to be effective. Please return all completed forms via mail only:

PHOENIX AMERICAN FINANCIAL SERVICES
2401 KERNER BLVD
SAN RAFAEL, CA 94901
ATTN: TRANSFERS

SECTION 1 - NATURE OF TRANSFER/REGISTRATION CHANGE

Current Account Registration Title: _____

Current Account Shareholder Number: _____

Type of Registration Change (check applicable)

- 1. Individual account to Individual or Entity account (transfer)
- 2. Individual account to Joint account (transfer)
- 3. Joint account to Individual or Entity account (transfer)
- 4. Legal Name Change by Investor (account title change)
- 5. UGMA account to Individual account (transfer)
- 6. Trust account; Change of Trustee (ownership change)
- 7. Account being transferred into or out of Trust (ownership change)
- 8. Custodial transfer of IRA assets (ownership change)
- 9. Other action which requires direct modification of the owning entity which is not listed above

*** Please see Section 4 for guidance and documentation requirements for all of the above actions***

SECTION 2 - UNIVERSAL REQUIREMENTS

ALL TRANSFER AND CHANGE OF OWNERSHIP REQUESTS MUST BE ACCOMPANIED WITH A COMPLETED W-9 FORM. PLEASE SEE THE IRS WEBSITE FOR BLANK W-9 FORMS.

EXACT New Account Title/Registration: _____

EXACT Full Legal Name of New Owner(s): _____

TAX - ID: _____

Account Being Split? Y / N If yes, note percentage of original shares _____
If account is being split this is form # _____ of _____ derived from the original (example 1 of 3)

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New Residence Address: _____

New Distribution Address (if same as above write N/A): _____

Phone: _____ E-mail: _____

SECTION 3 – TRANSFER FEE

ALL TRANSFER REQUESTS MUST INCLUDE A \$38.69 CHECK MADE OUT TO **PHOENIX AMERICAN FINANCIAL SERVICES**. FAILURE TO INCLUDE THE TRANSFER FEE WILL RESULT IN THE TRANSFER OR CHANGE OF REGISTRATION REQUEST BEING REJECTED.

SECTION 4 – DOCUMENTATION REQUIREMENTS

Please note the listed requirements for each scenario that corresponds with the nature of transfer declaration in Section 1. All noted materials must be provided.

- 1) Individual to Individual transfer.
 - a. If due to secondary market sale please provide:
 - i. Copy of sale agreement – *Note all secondary market sales must be approved by Hartman Investor Services prior to becoming final.
 - b. If due to the death of the investor please provide
 - i. Certified Copy of the Death Certificate
 - ii. Letters Testamentary if asset is governed by a Will or Testament
 - iii. Affidavit of Domicile if asset is NOT governed by a Will or Testament
 - iv. If any other materials govern the assignment of an executor, manager, or beneficiaries please provide copies.
- 2) Individual to Joint account transfer.
 - a. If due to marriage please provide:
 - i. Copy of marriage certificate
- 3) Joint account to Individual account.
 - a. If due to Divorce please provide:
 - i. Copy of Divorce Decree
 - ii. First page, last page, signature page, and RELEVANT paragraph of the property settlement.
 - b. If due to the death of a joint investor please provide
 - i. Certified Copy of the Death Certificate
 - ii. Letters Testamentary, Affidavit of Domicile, and/or any other instructions ONLY if asset is NOT going to the surviving joint owner.
- 4) Legal name change by investor(s).
 - a. If due to change of legal name of investor please provide:
 - i. Official copy of court order changing name.

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- 5) UGMA (Uniform Gifts to Minors Account) to Individual account transfer.
 - a. If due to UGMA account passing directly to child's control please provide:
 - i. Copy of Birth Certificate.

- 6) Change of Trustee for an account formatted as a trust.
 - a. If a trustee is being added, removed, or substituted please provide:
 - i. First, Last, and Signature page of the Trust Agreement.
 - ii. Certification of Incapacitation if a trustee is being declared incapacitated.
 - b. If due to the death of a trustee please provide:
 - i. Certified copy of Death Certificate

- 7) Account being transferred into or out of Trust.
 - a. If the asset is being placed into or being removed from a Trust please provide:
 - i. First, Last, and Signature page of the Trust Agreement

- 8) Custodial transfer of IRA assets.
 - a. NOTE: Hartman Investor Services strongly prefers to receive direct notification of standard IRA transfers from custodial holders via their own specific transfer documentation. This option is primarily provided for special cases and corrective action. Please additionally note that this form will only update the records of Hartman Investor Services and PAFS. Custodians will require their own separate documentation. With the preceding conditions noted please provide:
 - i. Corporate Resolutions from both old and new custodian.
 - ii. Please note that both custodians must sign this form and provide medallion signature guarantees.

- 9) Other specialized actions not covered by the prior options.
 - a. Please provide:
 - i. A full, DETAILED, letter of instruction explaining the specific action that is needed on the account. This letter must be signed by all registered owners with Medallion Signature Guarantees. This letter is in addition to this form and all other required materials. All special requests will be reviewed by Hartman Investor Services prior to account modification being approved.

SECTION 5 – SIGNATURES AND FINAL INSTRUCTIONS

Please attach to this COMPLETE form all materials requested in Sections 2, 3, and 4. Please sign below as required noting that ALL required signatures must have Medallion Signature Guarantees for this form to be valid and effective. Forms requesting the split of an account as documented in Section 2 may share the materials requested in sections 3 & 4 but each receiving party must still complete the full 11-10 form and provide a signature. On completion send this form to Hartman Investor Services at the address noted in the main instruction section.

Signature of transferring owner, manager, trustee, or custodian

Print Name: _____ Date: _____

Signature: _____ Tax-ID: _____

(Medallion Signature Guarantee Here)



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Signature of co-transferring owner, manager, or trustee (if none write N/A)

Print Name: _____ Date: _____

Signature: _____ Tax-ID: _____

(Medallion Signature Guarantee Here)

Signature of receiving owner, manager, trustee, or custodian

Print Name: _____ Date: _____

Signature: _____ Tax-ID: _____

(Medallion Signature Guarantee Here)

Signature of co-receiving owner, manager, trustee (if none write N/A)

Print Name: _____ Date: _____

Signature: _____ Tax-ID: _____

(Medallion Signature Guarantee Here)

NOTE: In some cases where a transfer or format change does not affect the individual(s) or entity(ies) owning the asset the same person may need to sign as both the originating transferor and receiving transferee. This is especially common in trust modifications. If additional signature blanks are required you may duplicate and attach an additional copy of this page.

Those signing above hereby attest that they are the registered owner(s) of the account presented for modification and that the information presented herein is accurate. This request will supersede all previous requests and the information contained herein will remain in effect until it is superseded by a later written request. This information will be used solely by Hartman Investor Services and Phoenix American Financial Services as transfer agent for the various Hartman programs as noted above.

All Securities cleared through Allied Beacon Partners, Inc 7501 Boulders View Drive, Suite 601 Richmond, VA 23225
Member NASD SIPC