

Broker Field Guide

Speed favors the prepared: how brokers earn faster answers — and close more loans

Three disciplines separate the files that get worked first from the files that wait: a protected broker relationship, a fit-first conversation, and a submission built for a decision.

This whitepaper is a collaborative effort by the Propel Real Estate Capital team, representing views from Propel Real Estate Capital and Stronghill Texas.



In commercial bridge lending, speed is decided before underwriting begins. Propel Real Estate Capital can close in as few as five days — but that clock starts from a complete file.¹ The difference between a five-day close and a five-week stall is rarely the strength of the deal. It is the condition the file arrives in, and the way the people around it communicate.

Every lending team triages. When a submission arrives, the first internal question is not “do we like this?” It is “do we have enough to know whether this deserves scarce attention?” A file that clears that bar moves up the list. A file that needs multiple clarification loops before anyone can even assess it drops — no matter how good the underlying transaction might be.

The brokers who consistently reach the front of the stack are not lucky, and they are not simply the ones with the cleanest credits. They are translators, expectation-setters, and relationship carriers who do three things with discipline: they protect the broker–borrower relationship inside a coordinated process, they test fit before anyone assembles a full package, and they submit files built for a decision rather than a document chase.

This paper covers those three disciplines in order — the partnership standard, the fit-first conversation, and the priority file — and equips each one with the working tools to run it: a role map, a call protocol, a six-question framework, a risk playbook, worksheets, templates, and a readiness scorecard a broker can put into the very next submission.

The Prepared → Fast Pathway



Preparation **creates the conditions** for speed.

¹Closing timelines assume a complete file. Every transaction remains subject to Propel Real Estate Capital’s transaction-specific review.

The partnership standard: protect the relationship, verify the facts

Broker-friendly is an operating model, not a slogan. The broker remains the relationship lead, the source of context, and an active participant from introduction to closing. At the same time, closing responsibly requires factual clarity — the borrower's story, the collateral, the use of funds, and the exit, confirmed at the source. A sound process delivers both. Three beliefs get in the way:

1. Belief: “A direct lender–borrower conversation means the broker is being cut out.”

In practice: A direct factual call is a coordinated operating step, not a change in who owns the relationship. The broker leads the introduction, sets expectations, and stays visible in material communication. Facts are clarified with the broker, not around the broker.

2. Belief: “Once the file is submitted, the broker's job is done.”

In practice: Roles stay explicit through closing: the broker owns the relationship, the borrower owns the facts, and Propel owns the credit decision. Every substantive conversation ends with a written recap — what is missing, who owns it, and when it is due — so no one reconstructs a phone call from memory.

3. Belief: “Role and fee conversations can wait until closing.”

In practice: The broker's role and fee are disclosed early, and broker participation is acknowledged openly. Any transaction-specific arrangement is documented rather than assumed — which is exactly how surprises are prevented on both sides of the table.

The payoff is cumulative. A sound process makes the current transaction progress and the next one easier to start, because trust is built through consistent behavior rather than a one-time application. The three exhibits that follow turn the standard into an operating system: who owns what at each moment, how the coordinated call runs, and which behaviors move files — or stall them.

Most friction in brokered deals is not bad faith. It is unassigned work.

Who owns what at each moment of the transaction — and the written output that closes each loop

MOMENT	BROKER OWNS	BORROWER / SPONSOR OWNS	PROPEL OWNS	WRITTEN OUTPUT
Initial fit	Transaction context; relationship lead; a specific ask	Accurate facts; authority to discuss the opportunity	Preliminary fit questions; requested next step	Fit response or short missing-item list
Joint factual call	Introduction; participation; expectation setting	First-hand answers on sponsor, collateral, uses, timing, and exit	Focused questions; preliminary structure; issue spotting	Recap with open items, owner, and date
Underwriting follow-up	Keep the borrower engaged; consolidate updates; flag changes	Documents and prompt explanations	Credit review; vendor and closing coordination	Updated status and the next decision point
Decision / next step	Communicate with the borrower; confirm expectations	Confirm acceptance, conditions, or withdrawal	Proceed, structure differently, request more information, or decline	Decision and action plan shared with the broker (and borrower / sponsor)

A useful rule: the broker owns the relationship, the borrower owns the facts, and Propel owns the credit decision. The written recap connects all three.

Material facts and next steps should not live in separate inboxes. The broker is copied or included as appropriate, and a shared recap goes out whenever facts, responsibilities, or timing change.

A direct call is not an end-run. It is a controlled step with a written finish.

The broker-protected factual call, in three moves

STEP	WHAT HAPPENS	WHY IT MATTERS
1. Broker-led introduction	The broker states the purpose, identifies the participants, confirms the broker's role, and sets communication expectations — on the record.	The relationship is acknowledged explicitly before any factual question is asked.
2. Joint factual discussion	Propel confirms the facts directly with the borrower — sponsor, property, request, sources and uses, timing, repayment path, and known issues — with the broker included as agreed.	First-hand answers replace the telephone game; credit, processing, and closing work from one clean record.
3. Written recap	Everyone receives the same list: missing items, the owner of each one, the due date, and the next decision Propel will make after receipt.	Momentum is protected on both sides; no one reconstructs a call from memory.

IN THE FIELD: HOW THE CALL OPENS

The broker: *"Propel will use this call to confirm transaction facts and identify the next underwriting step. I will remain involved throughout, and material follow-up will stay broker-visible."*

Propel: *"Understood. We will keep the broker included, focus the discussion on the transaction, and send written next steps after the call."*

End with a decision point: state what Propel expects to decide once the listed items arrive — preliminary fit, revised structure, a term discussion, additional review, or a decline.

Lender attention is earned through behavior, file after file.

The behaviors that move a partnership forward — and the ones that create avoidable rework

HELPS THE PARTNERSHIP		CREATES AVOIDABLE REWORK	
— Realistic borrower expectations		— Changing facts without explanation	
— Early disclosure of the primary risk		— Generalized urgency with no documented date	
— Fast, first-hand factual answers		— Late payoff, lien, tax, or insurance information	
— A complete capital stack with no hidden liens		— A vague or unsupported repayment path	
— Broker-visible calls and written recaps		— Side conversations that leave the broker or the credit team out	
— Prompt notice when facts or timing change		— Open items with no owner or due date	
HONEST PACKAGING	COORDINATED ACCESS	RELIABLE FOLLOW-THROUGH	
Known issues are stated early, with the available support and a proposed path.	The broker stays visible while factual questions reach the right person.	Dates, documents, and updates arrive as represented — or are reset early.	

Trusted partners still bring imperfect transactions. The goal is not perfection — it is the willingness to explain the obstacle, show the support, and propose the next step before the lender discovers the issue later.

Working tools: prepare the partnership before the next call

Two tools put the partnership standard into practice: a pre-call checklist that sets expectations before coordinated borrower communication begins, and an open-item tracker that gives every substantive conversation its written finish.

PRE-CALL CHECKLIST

✓ **Borrower is prepared for factual questions** — the purpose of the call and expected topics are clear.

✓ **Relationship and fee expectations are documented** where applicable — not assumed.

✓ **Primary questions are listed** — the call focuses on facts that affect fit or structure.

✓ **Open items will have owners and dates** — no generic “we will follow up” ending.

✓ **Broker role is stated** — the broker remains the relationship lead and an active participant.

✓ **Communication visibility is agreed** — participants know who will be copied or included.

✓ **The meeting has a defined decision target** — fit, structure, terms, missing items, or closing steps.

✓ **The written recap goes to the participants** — a shared record protects the transaction and the relationship.

Open-item tracker

OPEN ITEM	OWNER	DUE	IMPACT / NEXT DECISION
Current payoff statement(s)	Borrower / broker	[date]	Confirm liens and net proceeds
Property facts / value support	Broker / borrower	[date]	Preliminary sizing or structure
Sponsor liquidity support	Borrower	[date]	Evaluate sponsor support
Documented closing / maturity date	Broker	[date]	Confirm priority and timing

Fit first: six questions before any document chase

An opportunity outside a lender’s appetite wastes two calendars at once — the lender’s and the broker’s — and it costs the borrower credibility with both. That is why the first useful answer is a reasoned fit response, delivered before anyone assembles a full underwriting package. Fit first does not mean underwrite first: it means collecting enough facts to decide where the opportunity belongs in the conversation and what the next conversation should be. A fast no protects your time. A slow maybe spends it.

Exhibit 4

Every fit check ends in one of four answers — and each one directs the next action.

The four fit responses

PROCEED	STRUCTURE DIFFERENTLY	REQUEST MORE INFORMATION	DECLINE PROMPTLY
The opportunity appears directionally within appetite. Move to a structured review or a preliminary terms discussion.	The request may work with revised leverage, reserves, added support, adjusted uses, or another change.	One or two missing facts prevent a useful response. Ask only for the items that resolve the gap.	The principal mismatch is clear. A reasoned “not a fit” protects more time than an extended “maybe.”

A useful preliminary fit response directs the broker to the next best action — and a preliminary fit is not an approval; a transaction-specific review still applies.

Old-school hard money training got this right: ask who, what, where, when, why, and how.

The six questions that frame any transaction — plus the seventh element that focuses the follow-up

QUESTION	WHAT TO PROVIDE	WHAT IT HELPS PROPEL ASSESS
Who	Sponsor, borrower, guarantors, entity, experience, liquidity, and contact information	Decision-maker clarity, sponsor strength, and the people responsible for the transaction
What	Asset type, current use, occupancy, loan amount, transaction type, and known condition issues	Product category, collateral fit, and preliminary sizing questions
Where	Property address, submarket, and the facts that support marketability	Texas location, market context, and potential valuation difficulty
When	Requested funding date, requested term, maturity or closing date, and the consequence of delay	Whether timing is real and whether the file is ready enough to act
Why	Acquisition, refinance, payoff, cash out, working capital, construction, or another stated use	Business purpose, proceeds logic, and issues that need explanation
How	Purchase or payoff stack, borrower cash, other sources, reserves, and exit strategy	Capital stack, repayment path, and transaction-specific risk
Primary risk	Name the single issue most likely to drive structure or decision	Where the first follow-up question should be focused

Minimum initial fit summary: one paragraph identifying the sponsor, property, request, use of funds, timing, capital stack, repayment path, and primary risk — then the response being requested.

A perfect package aimed at the wrong lender still wastes time.

Where Propel leans in — and the patterns that draw a harder look

PROPULSION LANES

Texas small-balance bridge and investor loans.

Flexible, asset-based capital conversations on Texas collateral — the core of the book.

Commercial bridge. Short-term capital for commercial real estate requiring transitional or time-sensitive financing.

Investment residential. Investor-oriented collateral within Propel's stated product categories.

Multifamily / mixed-use. Transactions where property facts, income, and exit can be evaluated.

Land, ground-up, and flex capital. Categories that may fit with strong value, sponsor, budget, and exit support.

CAUTION LANES

Land and transitional assets. May require more conservative structure and stronger exit support.

Cash-out or complex payoff files. Require a complete sources-and-uses and lien / payoff explanation before expectations are set.

Weak sponsor or unclear exit. May require lower leverage, reserves, added support, a different structure, or a decline.

Limited-market or hard-to-value locations. May require stronger evidence of marketability and value.

Incomplete facts. A broad category cannot overcome an unclear borrower, capital stack, or repayment path.

TYPICAL LEVERAGE

65%–75% LTV

TERMS

12–18 Months

PAYMENTS

**Interest Only
options**

LENDER FEES

2+ points

Typical criteria shown above are transaction-specific.²

²Typical criteria are transaction-specific and subject to review of collateral, sponsor, structure, value, and a complete file. A preliminary fit response is not an approval.

Every deal has a primary risk. Name it before the lender finds it.

The risk playbook: what to surface early, the support that helps, and the preliminary paths

PRIMARY RISK	WHAT PROPEL NEEDS EARLY	USEFUL SUPPORT	POSSIBLE PRELIMINARY PATH
Value / marketability	Current property facts, condition, use, and the basis for value	Photos and available value or market support	Proceed, request support, reduce sizing, or decline
Sponsor strength	Experience, liquidity, guarantors, and a direct explanation of any known issue	PFS / liquidity support and relevant track record	Proceed, add support, revise structure, or decline
Capital stack / payoff	Every lien and use of proceeds, including cash out, costs, and reserves	Current payoff(s), lien detail, and sources-and-uses	Proceed, adjust proceeds, require contribution, or request more detail
Exit strategy	The specific repayment path and the milestones required to reach it	Refinance, sale, lease-up, or completion support	Proceed, shorten / revise structure, request support, or decline
Timing	The documented date, the consequence of missing it, and file readiness	Contract, maturity, payoff expiration, or other deadline evidence	Prioritize, reset expectations, or wait for readiness
Location / market	Why the collateral can be evaluated — and sold or refinanced — in its market	Available marketability and value support	Proceed, require stronger support, structure conservatively, or decline

A trusted broker does more than forward attachments. The broker states the primary risk, discloses what is known, and packages the support that helps the lender address the issue proactively.

Working tools: ask for the right first decision

A fit check should direct the next action — not open a second, unstructured document request. Two tools keep the ask sharp: the fit-check email and an eight-point checklist to run before sending it.

THE FIT-CHECK EMAIL

Subject: FIT CHECK — [Market] | [Asset] | \$[Request] | [Purpose]

- **Who:** sponsor, borrower, and guarantors
- **What + where:** asset, current use, and address
- **When + why:** funding date, requested term, and use of funds
- **How:** sources and uses plus the repayment path
- **Primary risk / open item:** one sentence
- **Requested response:** proceed / structure differently / request more information / decline

No document package is required at this stage.

FIT-CHECK CHECKLIST — KNOW ENOUGH TO ASK FOR A USEFUL ANSWER

- | | |
|--|---|
| ✓ Texas collateral is identified — address and submarket. | ✓ Product category is stated — commercial bridge, investment residential, multifamily / mixed-use, land, ground-up, or flex capital. |
| ✓ Sponsor and borrower are identified — with guarantors, experience, and liquidity context. | ✓ Loan request is specific — amount, use of funds, requested terms, and timing. |
| ✓ Capital stack is visible — purchase or payoff, liens, cash contribution, costs, cash out, and reserves. | ✓ Repayment path is specific — refinance, sale, lease-up, completion, or another supportable exit. |
| ✓ Primary risk is disclosed — value, sponsor, payoff, exit, location, or timing. | ✓ Requested response is explicit — proceed, structure differently, request more information, or decline. |

Build the priority file: package for a decision

Fit confirmed, the goal changes: send enough for Propel to understand the transaction, identify what is missing, and state the next decision — without a week of drip-fed questions. Light-doc does not mean no-doc. A priority file makes the first internal credit conversation easy: here is the transaction, here is why it may fit, here is the primary risk, here is what is missing, and here is the next action.

Exhibit 8

Seven steps take a submission from first framing to a specific ask.

The priority-file workflow

STEP	WHAT IT MEANS	WHAT IT PRODUCES
1. Frame the transaction	Write the one-page narrative before forwarding any attachment.	A credit conversation the lender can scan in minutes
2. Document the facts	Assemble sponsor, property, and request support that matches the transaction type.	The starter pack — core facts first, specifics second
3. Show sources and uses	Account for every dollar and every lien, including cash out and reserves.	A balanced capital-stack worksheet
4. Disclose the primary risks	Name the known issue, the available support, and a proposed path.	Early risk disclosure instead of late discovery
5. Confirm the deadline	Replace “ASAP” with a documented date, its consequence, and evidence.	Urgency the lender can act on
6. Identify missing items	List each open item with an owner, a due date, and its impact on review.	A missing-item list that reads as control
7. Request a specific action	Ask for a fit check, structure discussion, terms, document review, or a joint call.	A submission that ends in a decision path

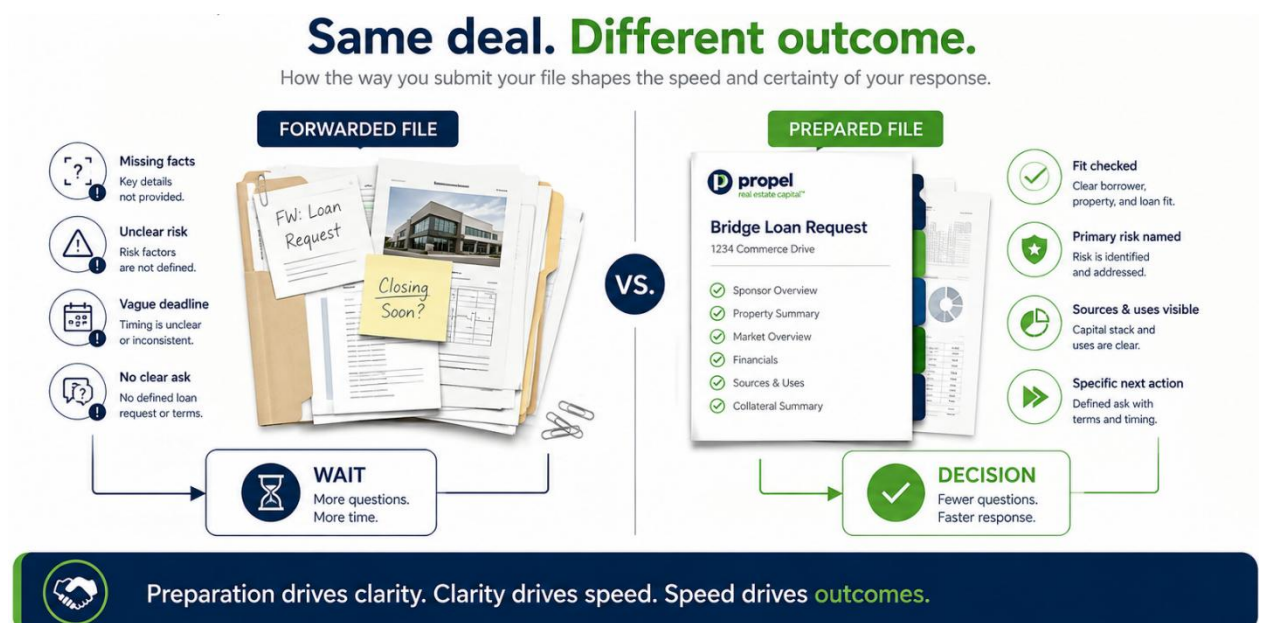
The outcome of the workflow is a useful yes, a useful no, a revised structure, or a short next-item list — never silence.

Don't just forward a file — frame the credit conversation.

The one-page transaction narrative: seven sections, one scannable page

SECTION	WHAT TO INCLUDE	WORKING PROMPT
Borrower / sponsor	Sponsor, guarantors, borrowing entity, contact information, relevant experience, and liquidity	Who is responsible for the transaction, and why are they credible?
Collateral	Address, asset type, current use, occupancy, condition, photos, and known issues	What is the property today, and what does the lender need to understand first?
Loan request	Amount, use of funds, requested term, target funding date, and known constraints	What is being requested, why, and by when?
Sources and uses	Purchase price or payoff, liens, borrower cash, broker fee, costs, cash out, working capital, and reserves	Where does every dollar come from, and where does it go?
Exit strategy	Refinance, sale, lease-up, construction completion, or another specific repayment path	How is the loan expected to be repaid?
Primary risk / open items	Credit, value, title, payoff, location, deadline, or missing document	What issue could change the structure or stop the transaction?
Requested next action	Fit check, structure discussion, preliminary terms, document review, or joint borrower call	What exactly should Propel do next?

The one-page rule: short enough to scan in minutes, complete enough to orient credit. Attachments support the story — they should not force the lender to discover it.



The file starter pack

Light-doc does not mean no-doc: the right first package prevents a week of drip-fed questions. Send the core facts first, then add the documents that match the transaction type.

ALWAYS INCLUDE

- Application or intake summary
- Photo ID for principals
- Entity documents and signing authority
- PFS or liquidity support
- Use-of-funds narrative
- Property facts and current photos
- Documented deadline, if timing is material

REFINANCE / RESCUE

- Current payoff statement(s)
- 12-month payment history, if available
- Existing lien details
- Property tax and insurance status
- Known title or survey issues
- Explanation of cash out or working capital

INCOME ASSETS

- Rent roll
- Current leases
- Operating statements or P&L
- SNDAs or estoppels, where applicable
- Occupancy and property-use facts
- Exit or refinance support

CONSTRUCTION / RENOVATION

- Scope of remaining work
 - Budget and draw plan
 - Project timeline and current status
 - Sponsor experience and liquidity support
 - Construction or completion risk disclosure
 - Completion and exit strategy
-

Priority principle: send enough to let Propel say “proceed,” “not a fit,” or “here is exactly what we need next.” State known obstacles up front instead of burying the primary issue inside a document dump.

Lead with what the deal type demands. Income property: occupancy, income, leases, and the exit — disclose vacancy or tenant issues. Refinance or rescue: payoff, liens, taxes, insurance, and title — disclose default or maturity pressure. Construction or renovation: remaining scope, budget, draw plan, and completion path — disclose cost or schedule issues. Land or cash out: value, marketability, sources and uses, and a specific exit — disclose limited-market or proceeds risk.

Worksheet: make every dollar and lien visible

A complete sources-and-uses worksheet prevents proceeds surprises and cash-out confusion. For any line you cannot fill in, write the open question instead of leaving it blank — a visible open question is a to-do; an empty cell is a red flag.

Uses

USES	AMOUNT	SOURCE / SUPPORT	THE QUESTION IT ANSWERS
Payoff existing debt	\$ _____	Current payoff statement(s)	How many liens? Any default interest or expiration?
Property taxes / insurance	\$ _____	Tax office, policy, or invoice(s)	Any closing, escrow, or coverage issues?
Closing costs	\$ _____	Title or legal estimate(s)	Who pays, and when?
Broker fee	\$ _____	Fee agreement / transaction documents	Is the amount included in total uses? (Typically listed on the settlement statement.)
Cash out / working capital	\$ _____	Use-of-funds explanation	Why is it needed, and how does the collateral support the request?
Construction / rehab reserves	\$ _____	Budget and draw plan	How will funds be controlled and released?
Other uses	\$ _____	Supporting documents	What is the purpose and support?

Sources

SOURCES	AMOUNT	EVIDENCE
New loan proceeds	\$ _____	Requested Propel loan amount
Borrower cash contribution	\$ _____	Evidence / source of cash
Other sources	\$ _____	Identify the source and its availability

Balance check: total sources equal total uses. List every lien, confirm payoff requests have been initiated, and explain any cash out before the lender has to reconstruct the stack.

Real deadlines, early disclosure, missing-item control

Urgency becomes actionable only when the file is ready enough for the lender to respond. “Need to close ASAP” is not a deadline — a documented date with a consequence is. Risk disclosure works the same way: an issue disclosed early is a problem the team can solve; an issue discovered late is a surprise that costs the file its momentum.

REAL DEADLINE EVIDENCE	EARLY RISK DISCLOSURE, IN FIVE PARTS
— Signed contract closing date	— What is known
— Maturity or payoff expiration	— What is not yet known
— Tax sale or foreclosure date	— The available support
— Rate lock or third-party deadline	— The proposed mitigation or structure
— Another documented date — with its consequence	— The owner and due date for the next fact

Missing-item tracker

MISSING ITEM	OWNER	DUE	IMPACT ON REVIEW
Payoff statement	Borrower / broker	[date]	Cannot confirm net proceeds or lien payoff
Liquidity support	Borrower	[date]	Cannot evaluate sponsor support
Rent roll / leases	Borrower	[date]	Cannot confirm current income facts
Budget / draw plan	Borrower	[date]	Cannot evaluate construction or reserve structure
Deadline evidence	Broker	[date]	Cannot prioritize timing confidently

Urgency plus readiness: state the deadline, explain the consequence of missing it, provide the support required to act, and identify what must happen next.

Submit it so it gets read

A good submission email is not long — it is complete enough to orient the lender and specific enough to earn a specific response. Before hitting send, score the file honestly.

THE SUBMISSION EMAIL

- **Subject:** [Market] | [Asset] | \$[Request] | [Purpose]
- **Summary:** one short paragraph covering sponsor, collateral, request, use, timing, and exit
- **Key facts:** sources and uses, existing liens, primary risk, and the documented deadline
- **Attachments:** the one-page narrative plus organized starter-pack documents
- **Missing items:** each item with its owner, due date, and impact
- **Requested action:** fit check, structure discussion, preliminary terms, document review, or joint borrower call
- **Borrower communication:** state whether the borrower is ready for a broker-led factual call, and provide times

The broker readiness scorecard

Score each category 0 (nothing yet), 1 (partial), or 2 (complete) — before promising speed to the borrower.

CATEGORY	0 — NONE	1 — SOME	2 — COMPLETE
Fits Propel’s product categories	☐	☐	☐
Borrower / sponsor facts	☐	☐	☐
Property facts and photos	☐	☐	☐
Payoff / capital stack	☐	☐	☐
Income support, if applicable	☐	☐	☐
Exit strategy	☐	☐	☐
Primary risk / deadline	☐	☐	☐
Specific requested action	☐	☐	☐

Reading your score — 0–6: build the file. 7–11: workable, but expect friction. 12–16: a strong submission, likely to get attention quickly. Send the file at any score, and Propel will tell you what is missing before you lose a week.

Two files, same deal: the way a transaction arrives determines how fast it moves.

How back-of-stack submissions and priority files differ across the three disciplines

	The file that waits: forwarded, not framed	The priority file: built for a decision
The narrative How the transaction is introduced	A thin email and a stack of attachments; the lender must reconstruct the deal before evaluating it. The story emerges over days of follow-up questions.	A one-page narrative: sponsor, collateral, request, sources and uses, exit, and primary risk. The thesis is understandable in minutes; attachments support the story rather than hide it.
The facts Capital stack, documents, and disclosure	Liens, cash out, and costs surface one at a time during underwriting. Known issues wait to be discovered — and each discovery costs momentum. Missing items are acknowledged only when requested.	Every dollar and every lien is visible in a sources-and-uses worksheet from day one. The primary risk is named up front, with available support and a proposed path. Missing items are listed with an owner, a due date, and their impact on review.
The communication Access, urgency, and next steps	Every question travels through a relay; answers arrive late, summarized, or incomplete. “Need to close ASAP” stands in for a deadline. The submission ends with “let me know your thoughts.”	Broker-led introductions put factual questions to the source while the broker stays visible. A documented date, its consequence, and evidence the file is ready to move that fast. The submission ends with a specific ask: fit check, structure discussion, terms, or a joint call.

What brokers can do now

None of this requires new software or a bigger back office. It requires a sequence — and the first steps fit inside the next deal you touch:

- **Run the six-question fit check before assembling anything.** One paragraph per question, the primary risk in a single sentence, and an explicit response request (Exhibits 4 and 5). You will know it worked when the answer that comes back directs your next action instead of opening a document chase.
- **Package the file around its primary risk.** Name the issue most likely to drive structure or decision, put the supporting evidence beside it, and propose a path (Exhibit 7). The one-page narrative and the capital-stack worksheet carry the rest — every dollar, every lien, no silent gaps.
- **End every submission with owners, dates, and a named ask.** List each missing item with who owns it and when it lands, then request a specific decision — and score the file against the readiness scorecard before promising speed to the borrower. Make the written recap the operating rhythm on every substantive call; it is the habit that turns one closed loan into a repeat relationship.

The brokers who close fastest are not the ones who push hardest. They are the ones who arrive prepared — relationship protected, fit confirmed, file built for a decision — so that speed has somewhere to go.

SUBMIT A TRANSACTION

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