

**GIFT LETTER**  
**DONOR SECTION:**

I/We \_\_\_\_\_ am/are \_\_\_\_\_  
(Name of Donor/s, Please legibly print all donor's names) (Relationship/s to Recipient/s)

of \_\_\_\_\_  
(Name of Recipient/s)

I/We:  Have Given: \$ \_\_\_\_\_  
 Will Give: \$ \_\_\_\_\_

This gift is to used for the purchase or refinance of the following property:

\_\_\_\_\_  
(Property Address)

The gift funds will be, or have been drawn on my/our account with:

\_\_\_\_\_ Account #: \_\_\_\_\_  
(Name of Donor's Bank)

\_\_\_\_\_  
(Address of Donor's Bank)\

- I/We certify that my/our gift was or is given in good faith and no repayment of the gift is expected.
- I/We certify that these funds were not made available to me/us from any person or entity with an interest in the sale of the property including the seller, real estate agent or broker, builder, Loan Officer or any entity associated with them

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Donor's Signature)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Donor's Signature)

\_\_\_\_\_  
(Donor's Address & Phone Number)

**RECIPIENT/S SECTION**

I/We certify that the funds referenced by this letter are a gift and are not expected to be repaid.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Applicant's Signature/s)

**TO BE COMPLETED BY DONOR'S BANK**

This is to certify that \_\_\_\_\_ does have or did have sufficient funds on deposit, and available, with this institution to make the gift cited herein.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Name of Bank Official) (Title of Bank Official)

(Affix Bank Identifying Stamp Here) =>

Section 1010 of the TITLE U.S.C. Federal Housing Administration transaction provides: "Whoever, for the purpose of influencing in any way the action of such Administration makes, passes or publishes any statement, knowing the same to be false ... shall be fined not more than \$5,000.00 or imprisoned not more than two years or both.

## **GIFT LETTER INSTRUCTIONS**

During the course of your mortgage application interview, the fact that a part of your closing costs and down payment will be funded by a gift was discussed. In order to assist you in completing the gift letterform you have been given, the instructions listed below have been prepared.

It is important that you understand the reason for the requirements. Stated negatively, we must insure that the funds you will be using to consummate your transaction will not be either borrowed funds or funds derived from an illegal source. In a more positive vein, your creditworthiness is enhanced if the funds you bring to the closing table are either assets you've been able to accumulate on your own, or assets that are made available to you which are not tied to any repayment schedule.

These procedures are meant to indicate the flow of the funds and to insure that you have in fact received the gift.

### **If the gift has already been given.**

1. A fully completed gift letter signed by the donor and depository verifying the availability of funds that were transferred.
2. A bank statement showing the deposit of the funds.
3. A copy of the Donor's canceled check.

### **If the gift has not been given.**

1. A fully completed gift letter signed by the donor and depository verifying of funds to be transferred.
2. A copy of the check drawn on the donors account made to the borrower in the amount of the gift.
3. A copy of the deposit slip indicating the funds has been deposited into the borrower's account.
4. A copy of the donor's cancelled check, both sides, or some other evidence from the donor's bank that the gift check has cleared the donor's account.

## **REMEMBER!!!**

You cannot be cleared to close until the appropriate information is received and approved. Don't delay! Don't put off a trip or a phone call to the donor----do it immediately.

**DON'T FORGET THE GIFT LETTER!!**