

Gift Letter & Requirements

Step 1: The person giving you your gift, the Donor, must complete and sign the "Gift Letter" below. Your signature is also required.

Step 2: Additional Donor Requirements - Source of gift funds - provide the following:

- A copy of the gift check OR wire transfer form showing gift amount transferring out of account
- A copy of the bank statement showing gift withdrawal OR a bank printout that is stamped and signed by the bank showing gift withdrawal
- A copy of the bank statement showing gift funds clearing as well as a 30 day history prior

Step 3: Additional Client Responsibilities - Transfer of gift funds - provide the following:

- A copy of the bank statement showing the gift being deposited with the funds showing as available in the balance

Gift Letter

_____ (person giving the gift) has given a gift of money. The gift amount is \$_____. I have given the gift to _____ (Client's name). The person receiving the gift is my _____ (relationship). The gift was given on _____ (date and year). These funds are to be used in connection with a mortgage loan transaction involving property located at _____ (address of property Client is financing.) I did not receive the gift funds from any person, business, entity, etc. that has any interest in the property being sold or any person connected to the transaction such as the seller, real estate agent/broker, builder, mortgage banker or any entity associated with them. The gift does not have to be repaid.

Was this gift given as Earnest Money Deposit? Yes No

Gift Donor's Printed Name: _____

Gift Donor's Address: _____

Gift Donor's Telephone Number: _____

Gift Donor's Signature and date: _____

Client Signature and date: _____