

**How to Document a Gift**

* Gifts can be done 4 ways: 1.) Gift donors can give you a personal check to deposit to your account 2.) Gift donors can give you a certified cashier’s check to deposit to your account 3.) Gift donors can transfer money into your account from their account electronically 4.) Gift donors can give a certified cashier’s check made payable to your closing agent to be held by the closing agent until the closing in which case the check would not be deposited to your own account prior to closing
* Gift letter to be signed by you and the gift donor (I will provide the specific gift letter that needs to be signed)
* Copy of the certified gift check made payable to you or the closing agent, or copy of the front/back of the **cleared** gift check if personal check was used. CASH GIFTS ARE NOT ACCEPTABLE UNDER ANY CIRCUMSTANCES.
* A copy of your gift donor’s most recent, actual, official bank statement with all pages and no info blacked or whited out. If there are cash deposits to their bank account before they give you the gift, the gift will not be able to be used towards your funds to close regardless of where it came from.
* Account history print out of the donor’s bank account from the ending date of the statement through the date the gift is done to show the gift coming out (there cannot be any gaps in dates between the end date of the last statement and the start date of the print out)
* An account history print out from the ending date of your last bank statement through the date that the gift check is deposited to your account (there cannot be any gaps in dates from the end date of your last bank statement to the beginning date of your account history print out). If the gift is done by a certified check to the closing agent, this requirement will not apply.
* If the gift is done by a certified check to the closing agent, the closing agent will have to be the payee listed on the check and your name will need to be referenced on the memo line. I will just need a copy of the cashier’s check, and you will need to give the closing agent the check right away to hold onto until the closing. The closing agent must then give me a signed letter on their letterhead confirming they have received it and are holding onto it until the closing. If the gift ends up being more than the amount needed for closing, the closing agent will cut you back a check for the remainder at closing.
* You may receive a gift only from a relative, employer or labor union, close friend (only if a very long relationship can be provided in very great and extensive detail), fiancé (only if relationship can be proven by sharing a bank account, copy of engagement ring receipt, or newspaper engagement announcement), charitable organization, government agency, or public entity with a program that provides home ownership assistance. Relatives eligible to be gift donors are limited to: mom, dad, son, daughter, brother, sister, grandparent, aunt, uncle. Step family may also gift as long as documented proof of relationship can be provided. Cousins are NOT eligible to be gift donors.

Please check with your gift donor before doing the gift to be sure that they are willing and able to provide all of the required documents in their entirety, as no exceptions can be made. If the donor is unwilling or unable to provide any of the required items, the gift money cannot be used towards your funds to close.

Thank you,

Alie Bard

Mortgage Loan Officer NMLS#1622143

Kash Mortgage Group Inc