

# Gift Letter

Each section of the Gift Letter must be fully completed including dates and signatures of donor and recipient (borrower). Read this form carefully and be prepared to follow these instructions exactly.

## I. General Information

I, \_\_\_\_\_ of \_\_\_\_\_  
Donor(s) Donor's mailing address (street, city, state, zip code)

\_\_\_\_\_ will give (or have given) a gift of \$ \_\_\_\_\_  
Donor's phone

to \_\_\_\_\_ my \_\_\_\_\_  
Recipient (borrower) Relationship - If not a relative, state clearly defined interest in borrower

in time to close the mortgage transaction on the purchase of the property located at:

\_\_\_\_\_  
(Street, City, State, Zip Code)

## II. Location of Funds

The location of funds must be indicated unless the donor is an immediate family member providing equity credit on the property being sold.

If funds are verified on deposit as of the date of application, the funds are in the borrower's account at:

\_\_\_\_\_  
(Borrower's Account Information: Depository name, address and account number)

## OR

If funds are given after application, the funds are in the donor's account at:

\_\_\_\_\_  
(Donor's Account Information: Depository name, address and account number)

## III. Donor/Recipient Certification

This is a bona-fide gift, and there is no obligation, expressed or implied either in the form of cash or future services, to repay this sum at this time. The funds given to the homebuyer were not made available to the donor 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.

WARNING: Section 1010 of Title 18, U.S.C. Department of Housing and Urban Development Transactions provides, "Whoever, for the purpose of ... influencing in any way the action of such Department... makes, passes, utters, or publishes any statement, knowing the same to be false... shall be fined not more than \$5,000 or imprisoned not more than two years, or both."

\_\_\_\_\_  
Donor Signature(s) Date

\_\_\_\_\_  
Recipient Signature(s) Date

## IV. Documentation

Documentation verifying **availability**, **transfer**, and **receipt** may be required. Review the Lenders Commitment Letter for any specific required documentation.

**Please Return to:**