

GIFT LETTER

For consideration of a gift of funds received by a loan applicant, the donor of the gift must complete the following information and return the form to the Mayor's Office of Housing for verification.

I, _____ (Donor), do hereby certify the following:
(Print Name of Donor(s))

I have made a gift of \$ _____ (amount) to _____ (recipient) whose relationship is: _____ (relationship)

- (1) This gift is to be applied toward the purchase of the property located at: _____ (property address)
- (2) These funds: _____ are currently on deposit and will be transferred to applicant on _____.
_____ were on deposit and transferred to applicant on _____.
_____ will be given to applicant for deposit at loan closing in the form of a cashier's check with Donor as the remitter.

I/we understand that this gift will require documentation, including proof that I/we have the ability to give the gift and receipt of gift by applicant. Mayor's office of Housing may verify my/our funds by contacting:

Name of Bank/Depository: _____

Street Address, City/State/Zip: _____

Account Number: _____

- (3) No repayment of the gift is expected or implied in the form of cash or by future services of the recipient.
- (4) 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.

_____/_____
Donor Signature Date

_____/_____
Donor Signature Date

Donor Street Address

Donor Street Address

City/State/Zip

City/State/Zip

Telephone #

Telephone #

APPLICANT'S CERTIFICATION

I/we acknowledge that the funds listed above were not borrowed in any way nor did they come from any interested person (s) associated with this transaction (builder, seller, mortgage brokers or real estate agent, etc.)

Applicant, Printed Name

_____/_____
Applicant Signature Date

Co-applicant, Printed Name:

_____/_____
Co-applicant Signature Date

Applicant Phone Number

Applicant email address

Applicant Address

City/State/Zip

You may attach additional pages, as necessary.