

# Gift Letter

To Whom It May Concern:

I/We \_\_\_\_\_ phone# \_\_\_\_\_  
(Donor's Name)

Of \_\_\_\_\_  
(Donor's Address)

Do hereby certify that I/We have given or will give a gift of \$ \_\_\_\_\_

To \_\_\_\_\_ and \_\_\_\_\_  
(Recipient) (Recipient)

my \_\_\_\_\_ and \_\_\_\_\_  
(Relationship) (Relationship)

To be applied toward the purchase of the property located at:

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

The source of this gift is:      Checking \_\_\_\_\_      Savings \_\_\_\_\_      Other \_\_\_\_\_

\_\_\_\_\_  
(Depository name & address)      \_\_\_\_\_  
(Account Number)

**Certifications:**

**I/We the donor(s) hereby do certify that this is a bona-fide gift, there is no obligation of repayment expected, or implied for this gift either in the form of cash or future services from the above mentioned recipient(s) to purchase the above mentioned property.**

**I/We also certify that these gift funds are not being made available to me/us, the donor from any person or entity with an interest in the sale of the property, including but not limited to, the seller, real estate agent or broker, builder, loan officer or any entity associated with them, or an interest in the sales transaction.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Donor)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Donor)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Recipient)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Recipient)

For loan approval purposes, this gift letter must be fully completed and executed by donor and homebuyer. **Additionally, evidence of the transfer of gift funds must be provided and documented as follows:**

**If gift funds have already been transferred to the homebuyer, provide:**

1. Copy of **canceled check** or other **withdrawal document** showing the withdrawal is from the donor's personal account.
2. Copy of homebuyer's **deposit slip** or bank statement that shows the deposit.

**If gift funds are to be provided at closing, provide:**

1. Copy of **withdrawal document** or canceled check for the amount of the gift showing the funds came from the donor's personal account. If the donor borrowed the gift funds and, thus, cannot provide the documentation from his or her bank or other savings account, the donor must provide evidence that those funds were borrowed from an acceptable source, i.e., not from a party to the transaction. "Cash on hand" is not an acceptable source of donor's gift funds.
2. Bring the actual gift check to closing. It must be a **cashier's check** (or money order or official bank check) to closing showing the donor as "remitter" and the homebuyer as "payee". The title company's closing agent must provide \_\_\_\_\_ with a copy of the front and back of the gift check brought to closing to evidence transfer of the funds in the amount of the gift.

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."