



### SAMPLE GIFT LETTER

Borrower: \_\_\_\_\_

Borrower: \_\_\_\_\_

Property: \_\_\_\_\_

Loan Number: \_\_\_\_\_

#### Gift Donor Information

\_\_\_\_\_  
Print Gift Donor's Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Relationship to Applicant

#### The gift funds will be:

\_\_\_ Transferred prior to closing.

\_\_\_ The gift funds will be paid at closing.

#### Gift Information

Amount of Gift \$ \_\_\_\_\_

I understand that the applicant has applied, to the lender named above, for a mortgage loan to finance the purchase of a residence. So that the applicant will have a sufficient cash investment to purchase the property, I have given the applicant a gift in the amount stated above. I give this gift freely with the understanding that the applicant has no obligation to pay it back at any time in any form. These funds were not made available by any person or entity with an interest in the transaction, including a builder, developer, realtor, or loan officer.

I am writing this gift letter to induce you to make a mortgage loan to the applicant. I represent that the information in this letter is true and accurate. I understand that this letter may be submitted to investors, private mortgage insurers or to the federal government to support an application for mortgage insurance or the purchase of the mortgage and that it is a federal crime to make a false statement in this letter.

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date





## INSTRUCTIONS TO DONOR REGARDING GIFT PROCESS

1. Provide fully executed ORIGINAL gift letter.
2. Provide one (1) of the following:
  - When gift funds are paid by check, provide:
    - A copy of the cancelled check (front and back), or
    - The donor's bank statement, or
    - A withdrawal slip clearly indicating the donor's name, address, and a withdrawal amount that matches the amount shown on this gift letter.
    - If the gift funds are transferred to the applicant's account prior to the loan closing, a verification of deposit (such as a deposit slip or bank statement showing the deposited funds and new balance in the applicant's bank account) is also required.
  - When gift funds are paid by certified bank check, provide:
    - A copy of the certified check. The donor must be listed as remitter on the bank check and the amount of the check must match the gift letter.
    - If the certified funds are sent directly to the applicant, a verification of deposit (such as a deposit slip or bank statement showing the deposited funds and new balance in the applicant's account) is also required.
  - When gift funds are wired to the title company, provide wire documentation, which must include the donor's name, account number, and an amount of transfer that matches the amount shown on this gift letter.
  - When gift funds are wired directly to the applicant, provide wire documentation, which must include evidence of the transfer of funds from the donor's account to the applicant's account, as well as the donor's name, the donor's account number, and an amount of transfer that matches the amount shown on this gift letter.