



## Checklist for Gifts of Real Estate

### General Information

Donor's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number Home \_\_\_\_\_  
Business \_\_\_\_\_

Location of Property \_\_\_\_\_

Type of Property \_\_\_\_\_

Owners of Record \_\_\_\_\_

Ownership (circle one):  
Sole      Joint      General Partnership      Limited Partnership      Community Property

Does the ownership include mineral rights, water rights, any restrictive easements, covenants or rights of way, etc.? \_\_\_\_\_

Legal description (from owner's documents): \_\_\_\_\_

Impending litigation with regard to the property \_\_\_\_\_

Valuation and date of most recent appraisal \_\_\_\_\_

Annual property taxes \_\_\_\_\_

Fees (association fees, sewer, water or other operating costs) \_\_\_\_\_

Liens, encumbrances, mortgages, etc. \_\_\_\_\_

Status of this year's taxes and holding costs (including delinquent fees)

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Zoning uses (residential, commercial, etc.)

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Has the property been the subject of any regulatory designations (such as wetland or facade easement)? If so, list type of designation and regulatory agency:

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Proposed delivery date of deed:

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Date of physical inspection of property:

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**DOCUMENTS TO OBTAIN**

**Date  
Received**

Title Opinion:

Donor asked to supply:

**Appraisal:**

Must be ordered, paid for and submitted within 60 days of deed delivery.

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**Deed:**

Shows how title is vested and is used to prepare the title transfer.

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**Property Tax Bill:**

Shows assessed value of land, improvements, actual tax and any assessments.

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**Income/Expense Pro Forma For Three-Year Period:**

If commercial income-producing property.

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**Association Agreement:**

Ownership rights and responsibilities of some properties, primarily residential or condominiums, are governed by a Home Owners Assn. The agreement should include fees or assessments, together with a statement showing the condition of any reserve fund for deferred maintenance.

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**Conditions, Covenants and Restrictions:**

Conditions, covenants and restrictions are required of most subdivisions. A copy of these will show how the property may be use and what restrictions may apply.

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**Lease or Rental Agreements:**

If the property is leased or rented to others, a copy of each rental agreement should be obtained showing the terms of the agreement, term of rental, deposits, etc.

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**Notes and Trust Deeds or Mortgages:**

If the property is leased or rented to others, a copy of each rental agreement should be obtained showing the terms of the agreement, term of rental, deposits, etc.

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**Current Mortgage Statement:**

Will show the current status of a loan and will be helpful in identifying and discussing the loan with the lender.

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**Insurance Policy:**

Will verify cost of Insurance and provide information for the Foundation to transfer insurance, if desired, after gift is made.

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**Plot Map/Property Line:**

This indicates location of property and is an important step in acquiring much of the information for gift analysis.

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**Inspection Reports:**

Where inspection reports are available from previous activity related to the property, such as Code Officers, inspection reports, or structural assessment reports by an engineer.

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**Fund Agreement:**

Outline of donor's charitable interest.

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**Donor/Donee Transfer Agreement:**

Must use Foundation approved agreement form (if appropriate depending on the type of gift). The agreement should be drafted with legal counsel to meet the needs of each gift.

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