Gift of Real Estate
Gift Acceptance Checklist

Form of gift: _____ Outright _____ Retained Life Interest _____ Bargain Sale

Name of Donor(s): _____

Address: _____

Phone: _____ Email: _____

Form of ownership: _____ Sole _____ Joint/Survivor _____Undivided

Location of Property: _____

Purchase Date: _____ Cost Basis (including capital improvements): _____

Type of Property: ____ Residential ____ Commercial ____ Undeveloped _____ Farmland

Brief description of property, including area: _____

Property Tax Assessment: _____ Paid to date? _____

Does a mortgage exist of the property? _____ Balance due: _____

Has the property been depreciated? _____ By what method: _____

Appraisal in file: _____

Environmental review in file: _____ Date of Review: _____

Asbestos on property: _____ Details: _____

Property manager (name & photo): _____

Donor's Attorney: _____

Donor's Accountant: _____

Annual income from property: _____ if commercial, provide financials from last 3 years. If leased, provide copy of lease agreement.

Annual costs of property: _____ Insurance (confirm insurance) _____

Maintenance: _____

Property taxes: _____ Other: _____

Are any of the following on the property or in the immediate area?

_____ Gas stations

_____ Factories

_____ Landfills

_____ Underground storage tanks

_____ Storage sheds

_____ Any other environmental hazards

For any item above, provide details:

Are there any easements, liens lawsuits, regulatory designations or other restrictions on the property? If so, please describe:

Has the property been offered to other charities with the last three years? If yes, describe:

Has the property been on the market in the last three years? Is yes, describe:

Any recent sale of neighboring properties? If yes, describe:

Potential buyers of property (names and phone #):