

Sample Gift Letter

Housing Authority to Provide Gift Letter On Their Own Letterhead

**Gift Letter**

\_\_\_\_\_ of \_\_\_\_\_  
(Name of Donor) (Donor's Address)

\_\_\_\_\_ will give (or have given) a gift of \$ \_\_\_\_\_  
(Donor's Phone) (Amount of Gift)

to \_\_\_\_\_  
(Recipients / Borrower Name)

in time to close the mortgage transaction on the purchase of the property located at:

\_\_\_\_\_  
(Property Street, City, State and Zip Code)

The location of funds must be indicated. If funds are verified on deposit as of the date of application, the funds are in the borrower's account at:

\_\_\_\_\_  
(Borrower's Account Information: Depository name, address and account number)

**OR** If funds are given after application, the funds are in the donor's account at:

\_\_\_\_\_  
(Donor's Account Information: Depository name, address and account number)

**DONOR / RECIPIENT CERTIFICATION:**

This is a bona-fide gift, and there is no obligation, expressed or implied either in the form of cash or future services, to repay this sum at this time. The funds given to the borrower 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.

*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."*

\_\_\_\_\_  
Donor's Signature Date

\_\_\_\_\_  
Donors' EIN

\_\_\_\_\_  
Recipient's Signature Date

\_\_\_\_\_  
Recipient's Signature Date