

[Your firm name and logo]

Gift letter, FHA-insured mortgage

[Date]

Lender: [Lender name]

FHA case or loan number: [Number, if assigned]

Borrower(s): [Borrower full name(s)]

Property: [Property address, or "to be determined" if the lender allows it]

To the underwriter,

Donor

Donor full name: [Donor name]. Street address: [Donor street address, city, state, ZIP]. Telephone: [Donor phone number].

Donor type and relationship

I am the borrower's [relationship, for example father, sister, mother-in-law]. I give as [a family member / the borrower's employer / the borrower's labor union / a close friend / a charitable organization / a government homeownership program].

Amount

The amount of this gift is \$[exact dollar amount].

Repayment

No repayment is required. The borrower owes me nothing for these funds, in cash or in services, at any time.

Where the funds sit

The funds are held in my [checking / savings / money market] account at [Financial institution]. They are not cash kept outside a financial institution.

Timing of the transfer

The funds [were transferred to the borrower's account on [transfer date] / will be paid to [Settlement agent name] at settlement by wire, certified check, cashier's check or official bank check].

No stake in the sale (optional)

I am not the seller, a real estate agent, the builder, the developer or the lender in this purchase, and no such party will reimburse me. (Use this clause unless the gift-of-equity clause applies.)

Close friend (optional)

I have known the borrower since [year], as [how you know each other]. I can supply [documents showing the relationship] if the lender asks.

Gift of equity (optional)

I am the seller of the property and a family member of the borrower. I am giving \$[equity amount] of equity, the difference between the appraised value of \$[appraised value] and the sales price of \$[sales price].

Gift of land (optional)

The gift is the land at [land address or parcel number], which I owned before transferring title to the borrower on [title transfer date].

Donor signature: _____ Date: _____

[Donor name]

Borrower signature: _____ Date: _____

[Borrower name]

Co-borrower signature: _____ Date: _____

[Co-borrower name, if any]