



Real Estate Gift Checklist

OWNERSHIP

How is the real estate owned?

Whose name(s) are on the deed?

When was the property purchased?

LOCATION

What is the official address/location of the property?

TYPE

Describe the type of real estate:

- | | |
|--|---|
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Duplex |
| <input type="checkbox"/> Townhouse | <input type="checkbox"/> Condo |
| <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Farm |
| <input type="checkbox"/> Vacant Land | <input type="checkbox"/> Timeshare |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Apartment Building |

PERCENT

What percent of the property is being given?

- 100%
 Less than 100%

If less than 100%, who will own the remaining part and how will ownership be divided?

IMPROVEMENTS

List improvements on the property, date built, condition, and square footage:

OCCUPATION

Is the building occupied? If so, by whom and under what legal obligation?

ZONING

What is the current zoning on the property?

Is there potential for zoning change?

OWNER DATA

When did the current owners purchase or acquire the property?

What is the owners' cost basis in the property?

VALUE

What is the current appraised value?

Who conducted the appraisal?

When was the appraisal conducted?

Has the property been on the market in recent years?

If so, what was the asking price?

Have there been any offers to buy the property within the last three years?

TAXES and LIENS

What are the annual real estate taxes on the property?

Are there any liens on the property?

Mortgages?

Other liens?

CARRYING COSTS:

What on-going carrying costs are associated with the property?

Condo fees?

Utilities?

Other costs?

INCOME

Is there any regular income associated with the property?

If so, what are the terms?

ENVIRONMENTAL CONCERNS

Has the property ever been used as a dumping site?

Have any hazardous materials ever been stored on the property?

Are there any storage tanks (either above or below ground) on the property?

Has a Level One Environment Study been conducted on the property?

Is there any evidence of asbestos or lead in property buildings?

INSURANCE

Is the property covered by liability insurance?

By which company?

Does the charity have a copy of the policy?

REALTOR INFORMATION

What are the names and contact information for several knowledgeable realtors in the area?

DOCUMENTS NEEDED:

- | | |
|---|--|
| <input type="checkbox"/> Deed | <input type="checkbox"/> Appraisal |
| <input type="checkbox"/> Title Insurance | <input type="checkbox"/> Liability Insurance |
| <input type="checkbox"/> Survey | <input type="checkbox"/> Tax Statement |
| <input type="checkbox"/> Environmental Review | |