

Gift Fund *Playbook*

A quick start guide for qualified donors who want to help
buyers achieve their dream home.





What You'll Find

- Gift funds 101
- Myth vs Fact cheat sheet
- 15 minute action planner you can complete today
- Pro tips for a smooth gift transfer
- Printable gift letter template

Gift Funds 101

DEFINITION:

Money that never has to be repaid, transferred from an acceptable donor to the borrower or settlement agent.

ACCEPTABLE DONORS:

Relatives by blood, marriage, adoption, or legal guardianship; fiancé/fiancée; domestic partner.

**Acceptable Donors may vary based on loan product. Please consult with your Loan Officer for more information.*

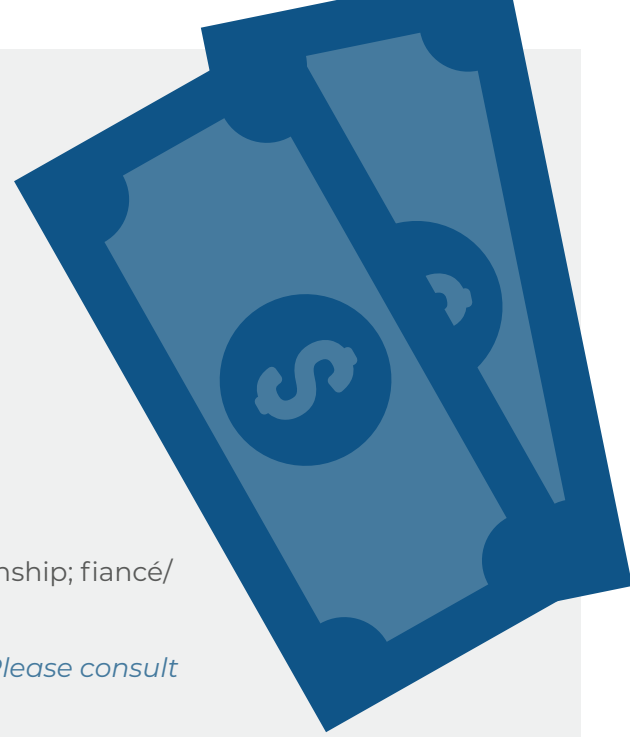
UNACCEPTABLE DONORS:

The seller, builder, real estate agent, loan officer, or any party with a financial interest in the sale.

Remember: *If it sounds like a loan, looks like a loan, or feels like a loan, your underwriter will treat it as a loan.*

REQUIRED DOCUMENTATION:

Everyone's situation is unique, and the documentation needed for Gift Funds may vary by loan program. Please consult with an Inspire Home Loans loan officer on specific loan program documentation requirements for your gift funds scenario.



Myth vs. Fact

Myth

"Cash deposits are fine."

"A verbal promise is enough."

Fact

Cash deposits trigger red flags; use traceable methods like wires or cashier's checks.

Lenders need a signed, dated gift letter—no exceptions.

15 Minute Action Plan

1. **Confirm you're an eligible donor.** Make sure you qualify as an acceptable donor under the loan program.
2. **Touch base with the buyer's loan officer.** Ask for the preferred gift letter template and ask any question you may have regarding next steps.
3. **Draft and sign the gift letter.** Fill in the dollar amount, property address, and account information where funds will be coming from.
4. **Send gift funds.** Transfer from the account disclosed in the gift letter.
5. **Submit proof of transfer to the lender.** Borrower will submit the receipt of gift funds, bank statements, and any additional documentation requested by the lender.

PRO TIPS FOR A

Smooth Gift Transfer



Submit gift funds early. Send funds at least 72 hours before settlement to avoid closing-day jitters.



Save all proof of transfer and donor bank statements to prepare for any underwriter documentation requests.



Loop in the loan officer. Let them know once the transfer is completed so they can tick the file immediately.

Gift Letter

Borrower(s) Name: _____

Property Address: _____

Donor's Name: _____

Donor's Phone Number: _____

Donor's Address: _____

Relationship to Borrower: _____

I/We certify the following:

I/We made or will make a gift of \$ _____ on ____/____/____.

No repayment of this gift is required or expected.

The source of the gift was from:

Bank: _____ Account Number: _____

Donor Signature

Date

Donor Signature

Date

Borrower Signature (Recipient)

Date

Borrower Signature (Recipient)

Date

THE DONOR(S) WILL BE REQUIRED TO PROVIDE EVIDENCE OF THEIR ABILITY TO DONATE GIFT FUNDS AND EVIDENCE OF RECEIPT OF THOSE GIFT FUNDS FROM THE DONOR'S ACCOUNT PER UNDERWRITER REQUIREMENTS.



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