



**Checklist for Considering the
Acceptance of Real Property Gifts**

Donor's Name: _____

Address: _____

Email: _____ Phone #: _____

Date: _____

PLEASE PROVIDE AS MUCH OF THE FOLLOWING INFORMATION AS POSSIBLE.

Location of property:

Ownership: (fee simple, joint tenancy, etc.)

Purchase date:

Appraised Cost basis including improvements:

Please Attach all Appraisal Documentation.

Date of Most Recent Appraisal:

Contact Information for Appraiser:

Does a mortgage or lien exist on the property? YES NO

Has property been depreciated? _____ If so, by what method?

Has a Phase 1 Environmental Study Been Conducted on the Site? YES NO

If so, please attach all Phase 1 Environmental Study Documentation.

TO BE COMPLETED BY STAFF PRIOR TO ACCEPTANCE

This gift is recommended for acceptance and will be used to further the mission of Howard University. This gift is compliant with the Howard University Gifts of Real Property Acceptance Policy and has been approved by the appropriate Authorizing Official and/or the University Gift Acceptance Committee.

*Authorized University Official _____ Date Approved: _____

Gift Acceptance Committee _____ Date Approved: _____

** Authorized University Officials – The University’s CFO, Vice President for Development & Alumni Relations, or Director of Capital Asset Development*

Howard University reserves the right to review the appropriateness and usefulness of any/all real property gifts prior to acceptance. Gift that fall outside the standards of acceptance, as determined by the GAC/University Gift Acceptance policies, will be rejected with a written explanation. Please note that the University will not accept a gift of real estate without an appraisal no older than ninety (90) days, a Phase I Environmental Study no older than one hundred and eighty (180) days, and clear title to the Property.