

Checklist for Considering the Acceptance of Real Property Gifts

Donor's Name:				
Address:				
Email:	Phone #:			
Date:	_			
PLEASE PROVIDE AS MUCH OF THE Location of property:	E FOLLOWING INFORMATION AS POSSIBLE.			
1 1 7				
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 Conduc	cted on the Site? YES NO			

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

If professional services are used (realtors, apprais	sers, environmental engineers, etc.), how should
arrangements be made to gain access to the proper	erty?
Property Manager Name / Phone:	Donor's Attorney Name / Phone:
Donor's Accountant Name / Phone:	Assessor's Parcel Number:
BRIEF PROPERTY DESCRIPTION:	
AResidentialDonor's homeM	Iulti-family
Seasonal homeI	Rental property
BCommercial, please describe:	
CPrevious uses of property, describe:	
DUndeveloped land, please describe:	
AREA DESCRIPTION:	
Are any of the following on the property, former	ly on the property, OR in the immediate area? Please
check if YES:	
Gas Stations	Underground storage tanks
Factories	Any potential environmental "red flags"
Landfills	Storage sheds
Please provide details for any of the items checked	ed above:
PROPERTY CASH FLOW: (Please attach copies of most recent annual inconleases involving the property).	ne statement, current rent rolls, and copies of all existing
Projected Annual Revenue \$ Proj	ected Annual Expenditures \$
Projected Net Cash Flow \$	
VALUE AND MARKETABILITY OF PROP	ERTY:
Executor/trustee estimate of fair market value \$	Basis for opinion?
Any recent sales of neighboring properties? YES	S NO If YES, describe:
What is the property tax assessment? \$	

Have there bee	n any appraisals or real	ltor market an	nalyses performed on the property in the pas	st two years? If yes,
please list dates	s and values given:			
\$	Date			
\$	Date			
Has the proper	ty been on the market r	ecently? YE	ES NO	
Property Liens	:			
(1)Firs	t mortgage Balance due	e: \$		
(2)Oth	er liens, please describe	e:		
(3)Easo	ements, please describe	: :		
Maintenance no	eeding immediate atten	tion please de	escribe and include estimated cost:	
Has owner mad	de plans to do repairs?	YES	NO	
MAJOR EXI	PENDITURES TH <i>a</i>	T MAY BE	E REQUIRED PER STATUTES OF I	COCAL, STATE,
	AL GOVERNMENT			<u> </u>
Please describe cost to correct:	•	rements that	the property may not be in compliance with	and the estimated
Earthquake Pro	otection:		Environmental:	
Other governm	ental Requirements (Fi	ire, Flood, etc):	
Is there the foll	lowing on the property	?		
Asbestos	YES NO	_	Urea Formaldehyde Insulation YES	NO
	r of the above, please g o sale, full disclosure, e	•	to extent and location. Also describe local	requirements (i.e.
Is property insu	ired? YES	NO	If not, please explain:	
Materials to ge	t from executor/trustee	, if applicable	»:	
Pictures o	f property		Most recent tax bill	
Appraisals	s and market Analyses		Engineering reports	
Please list nam property:	es and phone numbers	of realtors tha	at donor recommends who would be potenti	al marketers of the
Does donor have	ve names of potential b	uyers of the p	property? If yes, please list with phone #:	
Is there a pre-a	rranged sale agreement	? YES	NO	

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 1 Environmental Study no older than one hundred and eighty (180) days, and clear title to the Property.