

# Asset Donation Form Real Estate

To help your NCF team evaluate the giving potential of a specific complex asset, please answer all applicable sections (indicate N/A otherwise).

## GIVER INFORMATION

### Giver

Title First Name Initial Last Name

\_\_\_\_\_

Email Date of Birth

\_\_\_\_\_

Preferred Method of Contact *(Check one)*

Email  Home Ph.  Bus. Ph.  Mail  Cell

### Notice address

Address: Including P.O. Box, street address, suite or apt #

\_\_\_\_\_

City State Zip

\_\_\_\_\_

Home Phone Business/Cell Fax

\_\_\_\_\_

NCF Giving Fund Name (if none, please open one at [ncfgiving.com](http://ncfgiving.com))

\_\_\_\_\_

NCF Giving Fund Number \_\_\_\_\_

### Your advisors

In order to provide you with an exceptional gifting experience, we may need to speak with your advisors on various tax matters related to your gift. When necessary, NCF's Tax Compliance Department will either contact you for further information, or you may request that we contact your advisors directly for assistance.

May we contact your professional advisor, if necessary? Yes  No

If yes, please list his/her contact information below

\_\_\_\_\_  
Name, Email Address, Phone

### Spouse, if giving jointly

Title First Name Initial Last Name

\_\_\_\_\_

Email Date of Birth

\_\_\_\_\_

Preferred Method of Contact *(Check one)*

Email  Home Ph.  Bus. Ph.  Mail  Cell

### Tax information

Effective Federal Tax Rate: \_\_\_\_\_ % State Tax Rate: \_\_\_\_\_ %

Giver's Estimated Adjusted Gross Income (AGI): \_\_\_\_\_

### Your NCF contact name and local office

\_\_\_\_\_

## TIMING

What is the deadline for completing the gift? \_\_\_\_\_

Please note our illustrations will show tax efficiency based on the charity receiving the gift prior to any binding agreements being executed.

Is this Property currently being marketed for sale?  
Yes  No  I'm not sure

### If yes:

Do you anticipate the Property selling within 6 months?  
Yes  No  I'm not sure

Have any potential buyers been identified?  
Yes  No  I'm not sure

Are any of the potential buyers one of the following?  
(Check all that apply)

Family member  Tenant  Unrelated Party

Do you have a broker? Yes  No  If yes, please list name below

\_\_\_\_\_  
Name and Contact Phone Number

What percentage of the Property do you own? \_\_\_\_\_%

What percentage of the Property do you want to gift? \_\_\_\_\_%

## PROPERTY INFORMATION

\_\_\_\_\_  
Address: Including P.O. Box, street address, suite or apt #

\_\_\_\_\_  
City State Zip County

What is the current estimated fair market value (FMV) of the Property? \_\_\_\_\_

How is the FMV derived? Appraisal  Estimate  Other

What is your adjusted income tax basis in your ownership of the Property?

If unknown, please list an estimate and consult your tax advisor. \_\_\_\_\_

Approximate annual cost to maintain the property: Taxes \_\_\_\_\_ Insurance \_\_\_\_\_  
Owners Association Fees \_\_\_\_\_ Other \_\_\_\_\_

Approximate number of acres \_\_\_\_\_ Vacant land (no structures) Yes  No

How do you own the Property? In your individual name  In a trust  In a holding company

How is the owner listed on the deed: \_\_\_\_\_

Property use: Agricultural  Leased Building (s)  Vacant Lot  Other

### If leased:

If leased, will the tenant still occupy the Property at the time of the gift? Yes  No

Is there a third party Management Agreement? Yes  No

If yes, will the Property Manager continue after the gift is made? Yes  No

(NOTE: we cannot pay a related party to manage the Property)

If no, are you willing to act as the Manager? Yes  No

Do you have a mortgage on the Property? Yes  No

### If yes:

What is the estimated amount of the mortgage? \_\_\_\_\_

Was the debt obligation incurred more than 5 years ago? Yes  No  I'm not sure

What is the amount of total debt that is over 5 years old? \_\_\_\_\_

## INITIAL DOCUMENTS NEEDED

Who should we contact to provide the following information?

\_\_\_\_\_

Contact Information (Name, Email Address, Phone)

- Owner's Form K-1 or Schedule C
- Owner's Tax Return

## NEXT STEPS

Once you decide to move forward in making your complex gift, we will need the following to complete our due diligence. (NOTE: We use these documents to identify legal requirements to transfer the Property.)

- Phase 1 environmental report without any Recognized Environmental Conditions (generally not required for single family dwellings under 5 acres.) If a report already exists, we will need a Reliance Letter from the environmental engineer.
- Title Insurance report if applicable
- Copy of the current Property and Casualty Insurance Policy (if improved) and Commercial General Liability (if vacant land)
- Copy of the deed including legal description
- Most recent property tax bill (taxes must be paid at the time of gift)
- Covenants, Conditions & Restrictions Agreements (if any)
- Lease Agreements (if any)
- Certificate of Insurance (if applicable)
- Rent Roll (if applicable)

## NEXT STEPS Continued

- Property Management Agreement (if any)
- Recent appraisal/valuation or real estate comp (if available)
- Copy of the deed including legal description
- If held in a trust or holding company, please provide the applicable trust instrument or holding company's organization documents, potentially including Articles, Bylaws, Operating Agreement, Partnership Agreement or other similar document.

**Please email these documents to your NCF contact.**