

# GENESEO

## THE GENESEO FOUNDATION, INC. REAL PROPERTY GIFT INQUIRY FORM

This form is to be used for all proposed charitable gifts of real property to the Geneseo Foundation, Inc. benefiting the operations and supporting the mission of SUNY Geneseo. Its completion is a requirement and part of the procedures and policies adopted by the Gift Acceptance Committee of the Geneseo Foundation, Inc. Board of Directors.

The intent of this process is to ensure that gifts of real property are properly documented, the intent of the donor is recorded, and the gift can be properly stewarded. The Geneseo Foundation, Inc. and SUNY Geneseo appreciate and value the contributions of their supporters.

Process (to be completed in this order):

- 1) Completion of the Real Property Gift Inquiry Form by donor(s)
- 2) Completion of the Field Checklist
- 3) Signature of and acceptance by the Vice President for College Advancement/Executive Director ("VPCA/ED")
- 4) Notification to donor(s)
- 5) Transfer of real property and related paperwork
- 6) Receipt of transfer and gift acknowledgement to donor from the VPCA/ED

### **DONOR TO COMPLETE FORM ON REVERSE**

#### **DONOR CHECKLIST**

\_\_\_\_\_ Completed Real Property Gift Inquiry Form

#### **Documentation as available:**

- \_\_\_\_\_ Copy of most recent appraisal
- \_\_\_\_\_ Copy of insurance policy
- \_\_\_\_\_ Topographic map
- \_\_\_\_\_ Tax map
- \_\_\_\_\_ Aerial photo
- \_\_\_\_\_ Soil survey
- \_\_\_\_\_ Survey
- \_\_\_\_\_ Latest tax notice

**REAL PROPERTY GIFT INQUIRY FORM  
(DONOR TO COMPLETE)**

**I. OWNERSHIP**

Full names and addresses of all owners, use additional pages, if necessary.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Business) (\_\_\_\_\_) \_\_\_\_\_ (Home) (\_\_\_\_\_) \_\_\_\_\_

Type of ownership: \_\_\_\_\_ Sole \_\_\_\_\_ Joint \_\_\_\_\_ General Partnership

\_\_\_\_\_ Limited Partnership \_\_\_\_\_ Community Property

Does ownership include mineral rights, water rights, any restrictive easements, covenants, etc.?

\_\_\_\_\_

**II. LOCATION**

Street address \_\_\_\_\_

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

How is the property designated on the tax maps? \_\_\_\_\_

What is the nearest large town or city? \_\_\_\_\_

Distance from nearest large town or city? \_\_\_\_\_

Directions from nearest large town or city \_\_\_\_\_

**III. FINANCIAL AND TITLE INFORMATION**

How did you acquire this property? \_\_\_\_\_

How long have you owned this property? \_\_\_\_\_

What did you pay for property? \_\_\_\_\_

Is there an unpaid mortgage? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Amount of unpaid mortgage \$ \_\_\_\_\_

Please describe any liens or encumbrances: \_\_\_\_\_

Is there any pending litigation with regard to the property? If so, please describe:

\_\_\_\_\_

Are there tenants on the property? \_\_\_\_\_(Yes) \_\_\_\_\_(No)

Annual rental income \$ \_\_\_\_\_

Do you have a recent appraisal? \_\_\_\_\_(Yes) \_\_\_\_\_(No)

Appraisal date \_\_\_\_\_ Appraised (approximate) market value \$ \_\_\_\_\_

Please provide a copy of the appraisal, if possible.

Amount of annual taxes \$ \_\_\_\_\_ When are taxes due? \_\_\_\_\_

Zoning? \_\_\_\_\_

Has the property been the subject of any regulatory designations (such as wetlands)? If so, please list type of designation and regulatory agency:

\_\_\_\_\_

Do you have title insurance? \_\_\_\_\_(Yes) \_\_\_\_\_(No)

Name of title insurance company \_\_\_\_\_

What is the policy number? \_\_\_\_\_. Please provide a copy of the policy, if available.

Have any insurance claims been made with regard to the use of this property? If so, please describe.

\_\_\_\_\_

#### IV. DESCRIPTION

\_\_\_\_\_ Residence \_\_\_\_\_ Vacant Land

\_\_\_\_\_ Condominium \_\_\_\_\_ Rental

\_\_\_\_\_ Commercial \_\_\_\_\_ Other

Number of acres: \_\_\_\_\_ Approximate dimensions: \_\_\_\_\_

Boundaries (roads, water, development, etc.) \_\_\_\_\_

\_\_\_\_\_

Natural features (vegetation, water, geological formations, etc.)

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Improvements (buildings, roads, utility easements, etc.)

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Wildlife: Please list wildlife which has been identified on property with emphasis on rare or endangered species.

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Usage: Please give a brief history of how property was used before and during your ownership.

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Is the property benefited by any rights of way of easements? \_\_\_\_\_

Please describe: \_\_\_\_\_

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Describe uses on adjacent parcels \_\_\_\_\_

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**V. SUPPORTING INFORMATION**

Please attach any information that will help evaluate the property, such as:

\_\_\_\_\_ topo map

\_\_\_\_\_ tax map

\_\_\_\_\_ aerial photo

\_\_\_\_\_ soil survey

\_\_\_\_\_ survey

\_\_\_\_\_ latest tax notice

Approved-October 2017