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

Approved October 2017
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.)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

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

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

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

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

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

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Is the property benefited by any rights of way of easements? ____________________________

Please describe: _______________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Describe uses on adjacent parcels ____________________________________________

__________________________________________________________________________

__________________________________________________________________________
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