



Real Estate Checklist

In making gifts of any real property, donors will need to make certain that they or their advisors perform all of the tasks below. If you need assistance, call toll free at (888) 878-7900 or send an email to npt@nptrust.org.

-
- Complete in its entirety the National Philanthropic Trust Real Estate Disclosure Statement.
 - Provide NPT a list of all recurring bills (electricity, homeowner's association, etc.) associated with the real property and a "best guess" estimate of those bills on a quarterly basis.
 - Provide NPT with a copy of the most recent property tax assessment and/or bill and the date on which those taxes are generally due.
 - Provide NPT with a copy of the Qualified Appraisal of the property (if completed).
 - Provide NPT with a copy of the most recent home inspection (if applicable).
 - Provide NPT with a copy of the transfer tax process – if any – for the state in which the property is located.
 - Execute the deed to transfer the property into the name of National Philanthropic Trust.
 - Have the deed recorded with all applicable state, regional, county and city agencies as well as any other entity such as homeowner's associations.
 - Pay directly, or donate the amount to NPT and have them pay, any and all transfer fees and taxes associated with changing the ownership of the property from the donor to National Philanthropic Trust. Transfer fees and taxes can be taken out of the proceeds of the sale of the property only if National Philanthropic Trust's Board approves the variance in policy.
 - Transfer all recurring bills (electricity, homeowner's association, etc.) into the name of National Philanthropic Trust.
 - Donate to National Philanthropic Trust an amount equal to three months' average of the recurring bills associated with the property plus any other bills that might be due within that next 90-day period.
-