



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.

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- Complete in its entirety the National Philanthropic Trust Real Estate Disclosure Statement.
 - Provide NPT a Phase I environmental assessment.
 - 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 a title report for the property.
 - 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 an Illiquid Asset Donation Agreement.
 - Execute Donor Applications, Contribution Agreement and Investment Allocation Form.
 - Subject to NPT's approval, execute the deed to transfer the property into the name of an LLC to be held by National Philanthropic Trust – Charitable Asset 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.
 - Transfer fees and taxes associated with changing the ownership of the property from the donor to National Philanthropic Trust are typically taken out of the proceeds of the sale of the property at settlement. If additional transfer fees and taxes become due, pay such amounts directly or donate the amounts to NPT and have them pay.
 - Transfer all recurring bills (electricity, homeowner's association, etc.) into the name of National Philanthropic Trust.
 - If asset is not liquidated within six months, donate to National Philanthropic Trust sufficient cash to cover recurring bills associated with the property.