



Encompass – Entering a Gift



M/I FINANCIAL, LLC
A Subsidiary of M/I Homes, Inc.

Gifts

When a borrower has a gift as a part of the transaction you will start by entering the information into the URLA.

Start in Forms, 1003 URLA Part 4, Section 4d, Gifts or Grants

The screenshot displays the '4d. Gifts or Grants You Have Been Given or Will Receive for this Loan' section of the 1003 URLA form. The interface includes a sidebar with navigation links, a main form area with input fields and checkboxes, and a comments section at the bottom.

Forms Tools Services

- M/I Borrower Summary - Origination
- 1003 URLA - Lender
- 1003 URLA Part 1
- 1003 URLA Part 2
- 1003 URLA Part 3
- 1003 URLA Part 4**
- 1003 URLA Continuation
- 2015 Itemization
- RegZ - LE
- Loan Estimate Page 1
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4d. Gifts or Grants You Have Been Given or Will Receive for this Loan [Show all Gifts or Grants](#)

Borrower ☐ Does not apply
Co-Borrower ☐ Does not apply

Bor/Cob/Both	Asset Type: Cash Gift, Gift of Equity, Grant	Deposited	Source	Amt Applied to Down Payment	Amt Applied to Closing Costs	Cash or Market Value
Both	Gift of Cash	No	Parent (FNMA/FI)			2,000.00

Total of Gifts and Grants 2,000.00

Comments

Gifts

You will be able to choose which borrower the gift is for, borrower, coborrower, or both.

You will choose the asset type of gift of cash.

You will choose Deposited or Not Deposited.

Source will contain your options for the donor.

You will want to list the funds in the cash or market value.

Forms Tools Services

MI Borrower Summary - Origination

1003 URLA - Lender

1003 URLA Part 1

1003 URLA Part 2

1003 URLA Part 3

1003 URLA Part 4

1003 URLA Continuation

2015 Itemization

RegZ - LE

Loan Estimate Page 1

For LENDER to Calculate:

Expected Net Monthly Rental Income

4d. Gifts or Grants You Have Been Given or Will Receive

Borrower ☐ Does not apply

Co-Borrower ☐ Does not apply

Bor/Cob/Both Asset Type: Cash Gift, Gift of Equity, Grant Deposited

Both ☐ Gift of Cash ☐ No ☐

Parent (FNMA/FRE)

Borrower (FRE)

Community Nonprofit (FNMA/FRE)

Employer (FNMA/FRE)

Federal Agency (FNMA/FRE)

Institutional (FNMA/FRE)

Lender (FNMA/FRE)

Local Agency (FNMA/FRE)

Non-Originaling Lender (FRE)

Non Parent Relative (FNMA Retired)

Other (FNMA/FRE)

Property Seller (FNMA/FRE)

Relative (FNMA/FRE)

Religious Nonprofit (FNMA/FRE)

State Agency (FNMA/FRE)

Unmarried Partner (FNMA/FRE)

Unrelated Friend (FNMA/FRE)

Show all Gifts or Grants

Amt Applied to Closing Costs

Cash or Market Value

2,000.00

2,000.00

Gift Letter – Entering the Detailed Information

To enter the gift information, go into 1003 URLA Part 4, 4d. Press the Show All Gifts or Grants button.

The screenshot displays the '1003 URLA - Lender' form, specifically the '4d. Gifts or Grants You Have Been Given or Will Receive for this Loan' section. The 'Show all Gifts or Grants' button is circled in red. The form includes a table for entering gift details and a summary row at the bottom.

Bor/Cob/Both	Asset Type: Cash Gift, Gift of Equity, Grant	Deposited	Source	Amt Applied to Down Payment	Amt Applied to Closing Costs	Cash or Market Value
Both	Gift of Cash	No	Parent (FNMA/FI)			2,000.00
Total of Gifts and Grants						2,000.00

Gift- Entering the Detailed Information

Press the add button.
Choose which borrower the
gift is for.
Enter the date of the letter.
Enter the donor's information in
the To section.
Complete the Grants and Gifts
Information



Quick Entry - VOGG

Verification of Gifts and Grants

Gift For	Asset Type	Source	Other Description

Verification of Gifts and Grants is for

☒ Print See attached borrower's aut

To: (Name & Address of Depositor)

Name Phone

Attn Fax

Address Email

City

State Zip

From

Title ☐ Print user's name ☐ Print user's job title

Phone

Gifts and Grants Information

Asset Type	Source	Deposited	Amt Applied to Down Payment	Amt Applied to Closing Costs
Gift of Cash	Parent (FNMA/FRE)	No	<input type="text"/>	<input type="text"/>
Amount	2,000.00		Other Source Description <input type="text"/>	

VOGG



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Gift - URLA

The entered
information will
appear on the URLA

4d. Gifts or Grants You Have Been Given or Will Receive for this Loan				<input type="checkbox"/> Does not apply
Include all gifts and grants below. Under Source, choose from the sources listed here:				
<div><div>• Community Nonprofit</div><div>• Federal Agency</div><div>• Relative</div><div>• State Agency</div><div>• Lender</div><div>• Employer</div><div>• Local Agency</div><div>• Religious Nonprofit</div><div>• Unmarried Partner</div><div>• Other</div></div>				
Asset Type: Cash Gift, Gift of Equity, Grant	Deposited/Not Deposited		Source – use list above	Cash or Market Value
Cash Gift	<input type="radio"/> Deposited	<input checked="" type="radio"/> Not Deposited	Other - Parent	\$2,000.00
	<input type="radio"/> Deposited	<input type="radio"/> Not Deposited		\$



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Gifts – Not Deposited

When you enter your gift into the URLA, you will want to also enter the amount of the gift **(if not deposited)** into the CD, page 3, L06 section, other credits.

L. Paid Already by or on Behalf of Borrower at Closing		Sub Total	295,000.00
01	Deposit	5,000.00	
02	Loan Amount	288,000.00	
03	Existing Loan(s) Assumed or Taken Subject to		
04			
05	Seller Credit	0.00	
Other Credits			
06	Gift	2,000.00	
07			
Adjustments			
08			
09	Pre-paid Lock Refund		
10			
11			

Gifts – FHA

When you have an FHA loan, you will also want to enter the gift in the FHA Loan Transmittal. Forms, HUD-92900LT FHA Loan Transmittal, Mortgage Information, Gifts.

The screenshot shows the HUD-92900LT FHA Loan Transmittal form. The left sidebar lists various sections, with 'HUD-92900LT FHA Loan Transmittal' selected. The main form area is divided into several sections:

- Mortgage Information**
 - Amortization Type**
 - ☒ Fixed Rate
 - ☐ ARM - [Search Icon]
 - ARM Index: [Field]
 - ARM Margin: [Field] [Regz]
 - ☐ Int. Rate Buydown
 - Secondary Financing**
 - Source / EIN: [Field]
 - ☐ Gov't ☐ NP ☐ Family
 - ☐ Other: [Field]
 - Amount of Secondary Financing: [Field]
 - Gifts** (highlighted with a red circle)
 - ☐ Seller Funded DAP
 - 1. Source / EIN: [Field]
 - ☐ Gov't ☐ NP ☒ Family
 - ☐ Other: [Field]
 - Amount of Gift: [Field] 2,000.00
 - 2. Source / EIN: [Field]
 - ☐ Gov't ☐ NP ☐ Family
 - ☐ Other: [Field]
 - Amount of Gift: [Field]
- Purpose of Loan**
 - ☒ Purchase
 - ☐ No Cash-Out Refinance
 - ☐ Cash-Out Refinance
 - ☐ Simple Refinance (FHA to FHA)
 - ☐ Streamline Refinance (w/ appraisal)
 - ☐ Streamline Refinance (w/o appraisal)
 - ☐ Construction - Perm
 - ☐ Energy Efficient Mortgage
 - ☐ Building On Own Land
 - ☐ HUD REO
 - ☐ 203(k)
 - ☐ Other - [Field]
- Loan Information**
 - Mortgage w/o UFMP: 300,000.00
 - Total UFMP: ☒ 5,250.00
 - Mortgage w/ UFMP: 305,250.00
 - Interest Rate: 6.625 %
 - Qualifying Rate: [Field] %
 - (1 Yr. ARM)
 - Loan Term (in months): 360

Gift Letter

To generate a gift letter to send to the borrower, press the print button. Custom forms tab, select gift letter, press the add button so it appears in the selected forms.



Print

Form Groups Standard Forms Custom Forms

Look In: Companywide

Name
Commitment Letter
Commitment Texas
Completion Escrow Transmittal
Condition Summary - Internal and External
Cover Sheet for initial Disclosures
Detailed Conditional Approval Letter - Enhanced Conditions
Disclosure - HUD Lead Paint
Escrow Account Information
Escrow Agreement
Extended Interest Rate Agreement
Final Document Delivery Follow-Up Form
Gift Letter
How to Stop Unsolicited Mortgage Offers

Add >

< Remove

Print

Form Groups Standard Forms Custom Forms

Look In: Companywide

Name
60 Day Letter
Appraisal Request
ARM Disclosure
Borrower's Certification and Authorization
Broker Fee Agreement
Broker List of Services Performed
Buydown Deposit Agreement
Commitment Letter
Commitment Texas

Selected Forms (1)

Name
Gift Letter

Gift Letter

After you have added the gift letter to the selected forms, you can preview, print, or add to the eFolder.

The screenshot shows a software interface with a window titled "Selected Forms (1)". Inside the window, there is a list of forms with the header "Name". The first item in the list is "Gift Letter". To the left of the window, there are two buttons: "Add >" and "< Remove". Below the window, there is a section labeled "Options:" with a dropdown menu showing "Print forms with borrower data". At the bottom of this section, there are five buttons: "Preview", "Print", "Print to File", "Add to eFolder", and "Close". A red circle highlights these five buttons.



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Gift Letter

Best practice would be to preview the gift letter and then utilize Consumer Connect to send the gift letter to the borrower.

To complete this, you will need to add the document to the eFolder.

If you need to manually send this to the borrower we can utilize the print button.

The screenshot shows a software window titled "Selected Forms (1)". Inside, there is a table with a header "Name" and one row containing a document icon and the text "Gift Letter". To the left of the table are "Add >" and "Remove" buttons. At the bottom of the window, there is an "Options:" dropdown menu set to "Print forms with borrower data". Below the options are five buttons: "Preview", "Print", "Print to File", "Add to eFolder", and "Close". The "Preview" and "Add to eFolder" buttons are circled in red.

Gift Letter

Once you add the gift letter to the eFolder you will get a pop-up to confirm.

Press the close button.

The File Manager will open up.

The gift letter will come over as unassigned. You will need to drag and drop the letter into the Gift Letter Document holder.

Then close out of the file manager.

The screenshot displays the Encompass software interface. On the left, the 'File Manager' window is open, showing a list of documents under the 'Unassigned' tab. The 'Gift Letter' document is highlighted, and its date is 06/12/25 10:54 AM. A red circle highlights the 'Gift Letter' document in the list. Below the 'Unassigned' tab, the 'Documents' tab is visible, showing a list of documents for 'John Jasmin...'. The 'Gift Letter' document is also highlighted in this list. A red circle highlights the 'Gift Letter' document in the list. On the right, the 'Gift Letter' document is open, showing a form with the following text:

Gift Letter

I/We do hereby certify to the following:

I/We (Donor) have made a gift of \$ _____ named below, and no repayment of this gift is expected or implied either in the form of cash or future property.

John Jasmine Homeowner

This gift is to be applied toward the purchase of the property located at:

1234 Falcon Valley Way
Atlanta, GA 30316

The source of funds for this gift is:

Bank Name: _____

Type of Account: ☐ Checking ☐ Savings ☐ Other

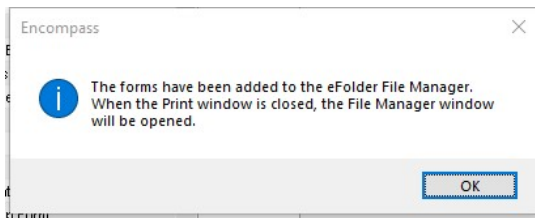
Account No.: _____

Relationship to Borrower: _____

Donor's name: _____

Street address: _____

City: _____ State: _____ Zip: _____



Gift Letter

In order to send the gift letter through Consumer Connect, open up the eFolder. Click on the gift letter to highlight, then press the request button.

The screenshot shows the eFolder interface with the following components:

- Navigation Bar:** eFolder, Documents, Help
- Sub-tabs:** Documents, Conditions, Packages, History
- Documents View:** Standard View
- Document Group:** (All Documents)
- Stacking Order:** None
- Documents (93) Table:**

Att	Fo	Name	Description	For Borrower Pair	Type	Access	For Milestone	Status	Date
		GA, Anti-Coercion Insurance Disclosure		John Jasmine Homeowner	eDisclosure	AU, CL, CU, FN,...	Submittal	Received	04/14/25
		GA Fee Disclosure		John Jasmine Homeowner	eDisclosure	AU, CL, CU, FN,...	Submittal	Received	04/14/25
		GA Notice of Right to Select Attorney		John Jasmine Homeowner	eDisclosure	AU, CL, CU, FN,...	Submittal	Received	04/14/25
		Gift Letter	Gift Letter/Source of Funds	John Jasmine Homeowner	Needed	AU, CL, CU, FN,...	Submittal	Received	04/02/25
		Hazard Insurance Authorization, Require...		John Jasmine Homeowner	eDisclosure	AU, CL, CU, FN,...	Submittal	Received	04/14/25
		Home-Ownership Counseling Acknowled...		John Jasmine Homeowner	eDisclosure	AU, CL, CU, FN,...	Submittal	Received	04/14/25
		How to Stop Unsolicited Mortgages		John Jasmine Homeowner	eDisclosure	AU, CL, CU, FN,...	Submittal	Received	04/02/25
		HUD Approved Homeownership Counseli...		John Jasmine Homeowner	eDisclosure	AU, CL, CU, FN,...	Submittal	Received	04/14/25

Buttons: eConsent, Request

Gift Letter

Once request button is pressed, it will open up the request box, check box the gift letter.

Preview the gift letter to confirm your information is accurate.

Press the send button.

Request

Confirm the documents you have selected. All requests will contain the EDM fax coversheet for this loan. You can use the fax coversheet anytime to receive documents electronically for this loan.

Request from Borrower

For Borrower Pair John Jasmine Homeowner

☒ Name ☒ Gift Letter

Name	Sign Type	Status	Date
Gift Letter	Needed	Received	04/02/25

Preview Print Send

Gift Letter

A pop-up window will display, and you will need to press send to complete.

The borrower will receive the letter via Consumer Connect.

Pro Tip

You can utilize the notify additional users, buttons to allow you to get notification when the borrower receives the letter.

Send Request

Message

Sender Type **Name** **Email**

Current User ▼ Branch Manager branchmngn@mihomes.com

Recipient Type **Name** **Email** **Phone Number**

☒ Borrower John Jasmine Homeowne jasmine.eldridge@ice.com M: 404-402-7042 ▼

* Subject Important: Documents Needed to Complete Your Loan Underwriting Process ▼

Times New Roman 12 **B** **I** **U**

underwriting process. Your prompt attention to this request will help us ensure a smooth and timely approval.

Documents Required:

Please send the following documents:

* Gift Letter

Notify Additional Users ☒ Notify me when borrower receives the package. ☐ Notify me when borrower does not access by 06/14/2025

Borrower Signing Options

* Borrower Signing Option No Signature Required ▼

Send Cancel



M/I TITLE AGENCY



M/I TITLE, LLC



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TransOhio Residential Title



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