



# 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 a URLA form. On the left is a sidebar with a list of forms, including '1003 URLA Part 4' which is currently selected. The main form area has tabs for 'Forms', 'Tools', and 'Services'. Below the title bar, there are checkboxes for 'Borrower' and 'Co-Borrower', both of which are set to 'Does not apply'. A table follows with columns for 'Bor/Cob/Both', 'Asset Type: Cash Gift, Gift of Equity, Grant', 'Deposited', 'Source', 'Amt Applied to Down Payment', 'Amt Applied to Closing Costs', and 'Cash or Market Value'. One row is filled out with 'Both' for borrower, 'Gift of Cash' for asset type, 'No' for deposited, 'Parent (FNMA/FI)' for source, and a market value of 2,000.00. Below the table, the 'Total of Gifts and Grants' is calculated as 2,000.00. At the bottom, there is a 'Comments' section with a large yellow text area.

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

# 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.

The screenshot displays the 'Gifts' section of the M/I Financial software. On the left, a sidebar lists various forms, with '1003 URLA Part 4' selected. The main content area is titled '4d. Gifts or Grants You Have Been Given or Will Receive'. It includes a section for 'For LENDER to Calculate:' with a field for 'Expected Net Monthly Rental Income'. Below this, there are checkboxes for 'Borrower' and 'Co-Borrower', both set to 'Does not apply'. A table with columns 'Bor/Cob/Both', 'Asset Type: Cash Gift, Gift of Equity, Grant', and 'Deposited' is shown. The 'Both' row is selected, and 'Gift of Cash' is chosen for the asset type, with 'No' for deposited. A dropdown menu is open, listing various donor types, with 'Parent (FNMA/FRE)' highlighted. To the right, a 'Show all Gifts or Grants' button is visible, along with a table for recording gifts, showing 'Amt Applied to Closing Costs' and 'Cash or Market Value'.

Bor/Cob/Both	Asset Type: Cash Gift, Gift of Equity, Grant	Deposited
Both	Gift of Cash	No

Donor Selection List:

- Borrower (FRE)
- Community Nonprofit (FNMA/FRE)
- Employer (FNMA/FRE)
- Federal Agency (FNMA/FRE)
- Institutional (FNMA Retired)
- Lender (FNMA/FRE)
- Local Agency (FNMA/FRE)
- Non-Originating Lender (FRE)
- Non Parent Relative (FNMA Retired)
- Other (FNMA/FRE)
- Parent (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)

Amt Applied to Closing Costs	Cash or Market Value
	2,000.00

Grants: 2,000.00



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# 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 Part 4' form, specifically section '4d. Gifts or Grants You Have Been Given or Will Receive for this Loan'. The 'Show all Gifts or Grants' button is circled in red. The form includes fields for 'Borrower' and 'Co-Borrower' (both with 'Does not apply' checkboxes), and a table for recording gifts. The table has columns for 'Bor/Cob/Both', 'Asset Type: Cash Gift, Gift of Equity, Grant', 'Deposited', 'Source', 'Amt Applied to Down Payment', 'Amt Applied to Closing Costs', and 'Cash or Market Value'. One entry is shown: 'Both' (dropdown), 'Gift of Cash' (dropdown), 'No' (dropdown), 'Parent (FNMA/FI)' (dropdown), with \$0 applied to down payment and closing costs, and a cash/market value of 2,000.00. A 'Total of Gifts and Grants' field at the bottom right shows 2,000.00.

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: Borrower CoBorrower Both

☒ Print "See attached borrower's aul"

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:  678-867-5309

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		

Amount:  2,000.00 Other Source Description:

/OGG

# Gift - URLA

The entered information will appear on the URLA

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

☐ Does not apply

Include all gifts and grants below. Under Source, choose from the sources listed here:

• Community Nonprofit

• Employer

• Federal Agency

• Local Agency

• Relative

• Religious Nonprofit

• State Agency

• Unmarried Partner

• Lender

• Other

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, Lo6 section, other credits.

The screenshot displays the URLA software interface. On the left, a sidebar lists various forms and services, with 'Closing Disclosure Page 3' highlighted. The main window shows the 'L. Paid Already by or on Behalf of Borrower at Closing' section. The 'Sub Total' is 295,000.00. The 'Other Credits' section is circled in red, showing a 'Gift' of 2,000.00. The 'Adjustments' section is also visible.

L. Paid Already by or on Behalf of Borrower at Closing		Sub Total
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
<b>Other Credits</b>		
06	Gift	2,000.00
07		
<b>Adjustments</b>		
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 displays 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 [Text Box]
    - ARM Margin [Text Box] [Regz]
    - ☐ Int. Rate Buydown
  - 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 - [Text Box]
  - Secondary Financing**
    - Source / EIN [Text Box]
    - ☐ Gov't ☐ NP ☐ Family
    - ☐ Other [Text Box]
    - Amount of Secondary Financing [Text Box]
  - Gifts** (Circled in red)
    - ☐ Seller Funded DAP
    - 1. Source / EIN [Text Box]
      - ☐ Gov't ☐ NP ☒ Family
      - ☐ Other [Text Box]
      - Amount of Gift [Text Box] 2,000.00
    - 2. Source / EIN [Text Box]
      - ☐ Gov't ☐ NP ☐ Family
      - ☐ Other [Text Box]
      - Amount of Gift [Text Box]
  - 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 [Text Box] %
    - (1 Yr. ARM)
    - Loan Term (in months) 360



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# 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 for managing forms. A window titled "Selected Forms (1)" contains a list of forms under the heading "Name". The first item in the list is "Gift Letter", represented by a document icon. To the left of the window are two buttons: "Add >" and "< Remove". Below the window, a row of five buttons is highlighted with a red circle: "Preview", "Print", "Print to File", "Add to eFolder", and "Close". Above these buttons is an "Options:" dropdown menu set to "Print forms with borrower data".



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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 displays a software interface for managing documents. At the top, a window titled "Selected Forms (1)" contains a table with a header "Name" and one entry, "Gift Letter", accompanied by a document icon. Below the table are "Add >" and "Remove" buttons. At the bottom of the interface, a row of buttons includes "Preview", "Print", "Print to File", "Add to eFolder", and "Close". The "Preview" and "Add to eFolder" buttons are circled in red. An "Options:" dropdown menu is set to "Print forms with borrower data".

# 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.

File Manager

Unassigned

Name	Date
Gift Letter	06/12/25 10:54 AM

Select a file above and drag it to a document below

Documents

Stacking Order: None

Name	For Borrower...
Equal Credit Opportunity Act Notice	John Jasmin...
Escrow Account Information	John Jasmin...
Fair Credit Reporting Act	John Jasmin...
Fee Service	All
Fee Service	All
FHA Case Number Assignment	John Jasmin...
Flood Certificate	All
Fraud/Audit Services	All
GA Acknowledgement of Receipt of C	John Jasmin...
GA Advance Fee/Application Fee Dis	John Jasmin...
GA Anti-Coercion Insurance Disclosu	John Jasmin...
GA Fee Disclosure	John Jasmin...
GA Notice of Right to Select Attorney	John Jasmin...
Gift Letter	John Jasmin...
Hazard Insurance Authorization, Re	John Jasmin...
Home-Ownership Counseling Acknow	John Jasmin...
How to Stop Unsolicited Mortgages	John Jasmin...
HUD Approved Homeownership Cour	John Jasmin...
Important Items After Your Loan Appr	John Jasmin...
Investment Statement	John Jasmin...
IRS 1098	John Jasmin...

1 / 1 110% Edit File View Original Download

## 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:

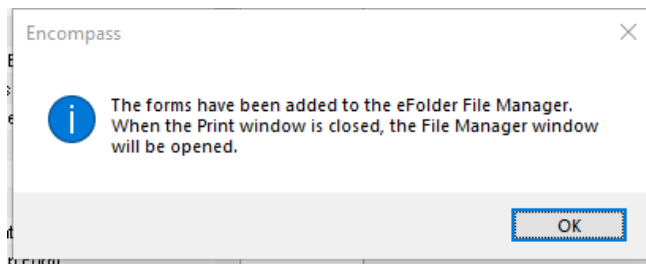
**1234 Falcon Valley Way  
Atlanta, GA 30316**

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:

- Top Menu:** eFolder, Documents, Help
- Sub-Menus:** Documents, Conditions, Packages, History
- Documents View:** Standard View (dropdown), icons for document actions
- Document Group:** (All Documents) (dropdown)
- Stacking Order:** None (dropdown)
- Documents (93):** A table listing documents with columns: Att, Fo, Name, Description, For Borrower Pair, Type, Access, For Milestone, Status, Date.
- Buttons:** eConsent, Request (circled in red)

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

# 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

<input checked="" type="checkbox"/>	Name	Sign Type	Status	Date
<input checked="" type="checkbox"/>	Gift Letter	Needed	Received	04/02/25



Please note: the gift fields are NOT currently mapped to the gift letter. The gift letter will need to be completed by the borrower.



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# 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.

The screenshot shows a 'Send Request' window with the following fields and options:

- Message** section:
  - Sender Type:** Current User (dropdown)
  - Name:** Branch Manager
  - Email:** branchmgr@mihomes.com
  - Recipient Type:** Borrower (checked)
  - Name:** John Jasmine Homeowne
  - Email:** jasmine.eldridge@ice.com
  - Phone Number:** M: 404-402-7042 (dropdown)
  - \* Subject:** Important: Documents Needed to Complete Your Loan Underwriting Process (dropdown)
- Formatting:** Times New Roman, 12, Bold, Italic, Underline, Text Color, Background Color, Link, Unlink.
- Text Content:**

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
- Notification Options:**
  - Notify Additional Users:** (0 Users selected)
  - ☒ Notify me when borrower receives the package.
  - ☐ Notify me when borrower does not access by
  - Date:** 06/14/2025
- Borrower Signing Options:**
  - \* Borrower Signing Option:** No Signature Required (dropdown)
- Buttons:** Send, Cancel



M/I TITLE AGENCY



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TransOhio Residential Title



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