

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

Forms Tools Services

MM 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

Loan Estimate Page 2

Loan Estimate Page 3

Comments

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

Show all Gifts or Grants

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

Total of Gifts and Grants 2,000.00

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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.

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: Deposited

Both	Gift of Cash	No

Comments

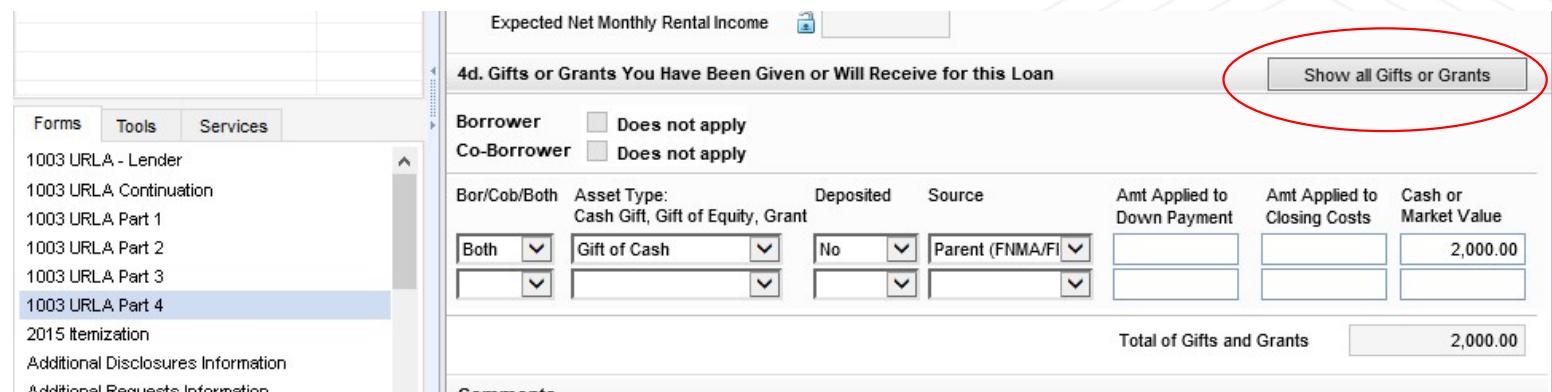
Amt Applied to Closing Costs	Cash or Market Value
2,000.00	2,000.00

Show all Gifts or Grants

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)

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.



Expected Net Monthly Rental Income

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

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

Total of Gifts and Grants

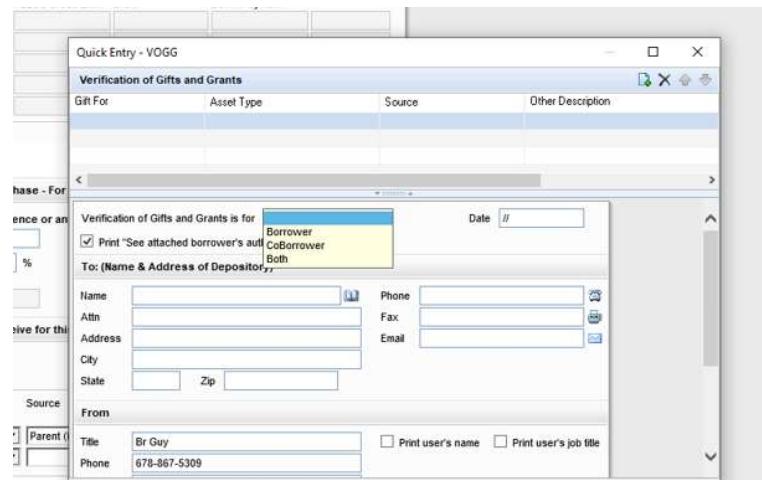
Forms Tools Services

1003 URLA - Lender
1003 URLA Continuation
1003 URLA Part 1
1003 URLA Part 2
1003 URLA Part 3
1003 URLA Part 4
2015 Itemization
Additional Disclosures Information
Additional Requests Information

Show all Gifts or Grants

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



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		



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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:					
<ul style="list-style-type: none"><input type="checkbox"/> Community Nonprofit<input type="checkbox"/> Federal Agency<input type="checkbox"/> Relative<input type="checkbox"/> State Agency<input type="checkbox"/> Employer<input type="checkbox"/> Local Agency<input type="checkbox"/> Religious Nonprofit<input type="checkbox"/> Unmarried Partner<input type="checkbox"/> Lender<input type="checkbox"/> Other					
Asset Type	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.

Forms Tools Services

VOM
Verbal Verification of Employment
Verification of Additional Loans
Verification of Gifts and Grants
Verification of Other Assets
Verification of Other Income
Verification of Other Liability

Property Information
Aggregate Escrow Account
RegZ - CD
Closing Conditions
Closing Disclosure Page 1
Closing Disclosure Page 2
Closing Disclosure Page 3
Closing Disclosure Page 4
Closing Disclosure Page 5
MI Escrow Holdback

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
Other Credits		
06	Gift	2,000.00
07		
Adjustments		
08		
09	Pre-paid Lock Refund	
10		
11		

Gifts – Not Deposited

After you enter the gift amount, go to Adjustments and Other Details and click the icon to complete the paid by section.

Closing Disclosure Page 3

Calculating Cash to Close

	Loan Estimate	Final
Total Closing Costs (J)	19,211.00	35,646.60
Closing Costs Paid Before Closing	0.00	0.00
Closing Costs Financed	0.00	0.00
Down Payment/Funds from Borrower	105,000.00	15,019.00
Deposit	25,000.00	25,000.00
Funds for Borrower	0.00	0.00
Seller Credits	10,550.00	10,000.00
Adjustments and Other Credits	0.00	15,000.00
Cash to Close	88,661.00	665.60

Other Credits (lines 6-7)

Fee Description	Amount	Paid To	POC	Paid By	Adjustment Type
Gift	\$ 5,000.00		<input type="checkbox"/>	POC	
Gift	\$ 5,000.00		<input type="checkbox"/>	POC	
07			<input type="checkbox"/>	POC	
			<input type="checkbox"/>	POC	
			<input type="checkbox"/>	POC	
			<input type="checkbox"/>	POC	

A dropdown menu is open in the 'Paid By' column for the second row, showing options: Borrower, Seller, Lender, Broker (Realtor), and Other. The 'Seller' option is highlighted with a red box.



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.

Mortgage Information

Amortization Type

Fixed Rate

ARM -

ARM Index

ARM Margin

Int. Rate Buydown

Secondary Financing

Source / EIN

Gov't NP Family

Other

Amount of Secondary Financing

Gifts

Seller Funded DAP

1. Source / EIN

Gov't NP Family

Other

Amount of Gift

2. Source / EIN

Gov't NP Family

Other

Amount of Gift

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 -

Loan Information

Mortgage w/o UFMIP

Total UFMIP

Mortgage w/ UFMIP

Interest Rate

Qualifying Rate

(1 Yr. ARM)

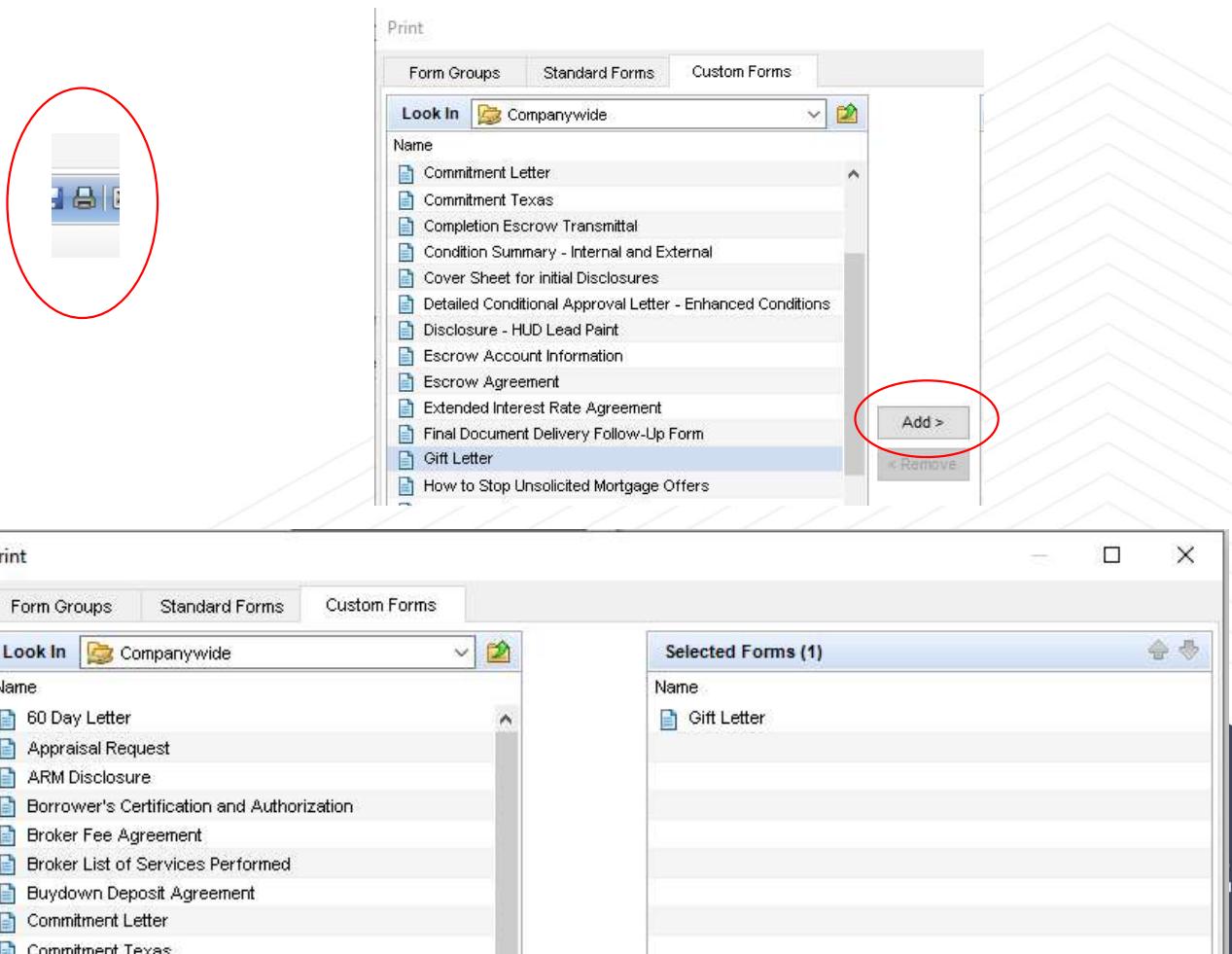
Loan Term (in months)



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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.



The screenshot shows a software interface for generating documents. At the top, there are three tabs: 'Form Groups', 'Standard Forms', and 'Custom Forms'. The 'Custom Forms' tab is currently selected. Below the tabs, there is a 'Look In' dropdown set to 'Companywide' and a search bar with a magnifying glass icon. A list of form names is displayed, with 'Gift Letter' highlighted. At the bottom right of this list is a red-circled 'Add >' button. To the right of the list is a 'Selected Forms (1)' panel, which contains a single item: 'Gift Letter'. At the bottom of the interface is a 'Print' button, which is also highlighted with a red circle.

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

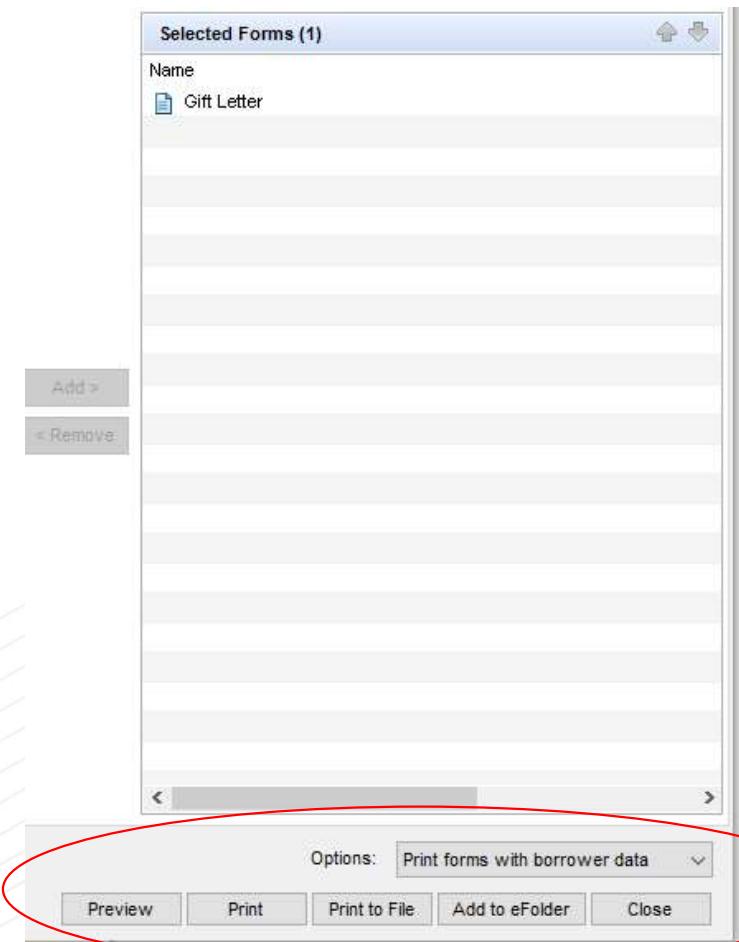
Selected Forms (1)

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.

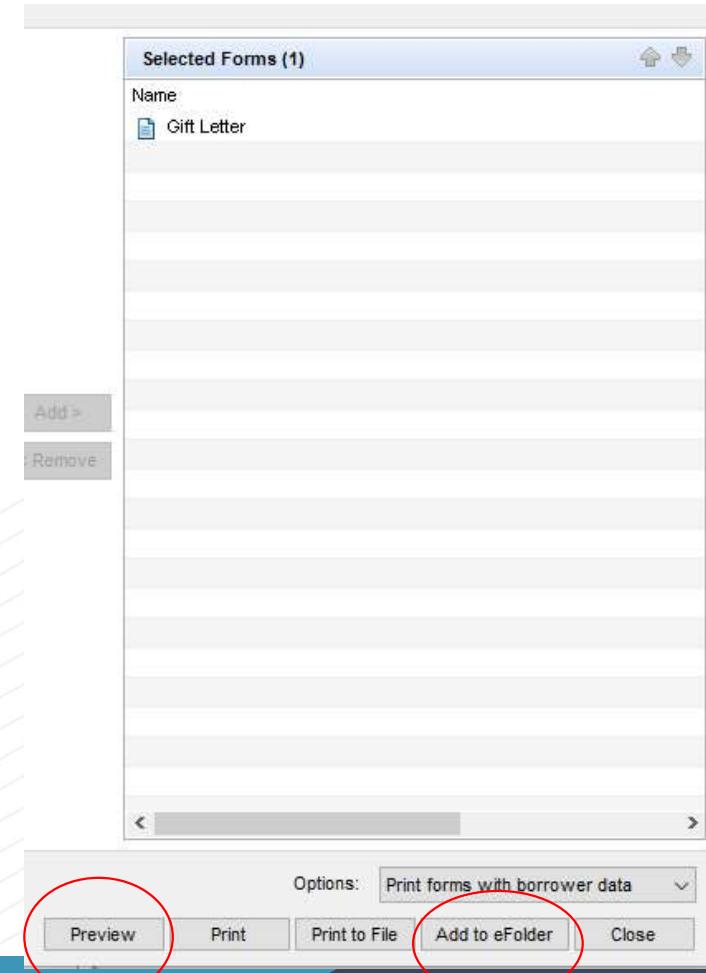


Gift Letter

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 us can utilize the print button.



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 shows the Encompass software interface. On the left, a pop-up dialog box displays the message: "The forms have been added to the eFolder File Manager. When the Print window is closed, the File Manager window will be opened." with an "OK" button. In the center, the "File Manager" window is open, showing a list of documents under the "Unassigned" tab. A red circle highlights the "Gift Letter" entry. To the right, a preview of the "Gift Letter" document is shown, with the title "Gift Letter" at the top. The document contains fields for the donor's information, the property address, and the relationship to the borrower. A red circle highlights the "Gift Letter" entry in the list of unassigned documents.

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 Disc 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, Reqi 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 Dow

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

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: _____

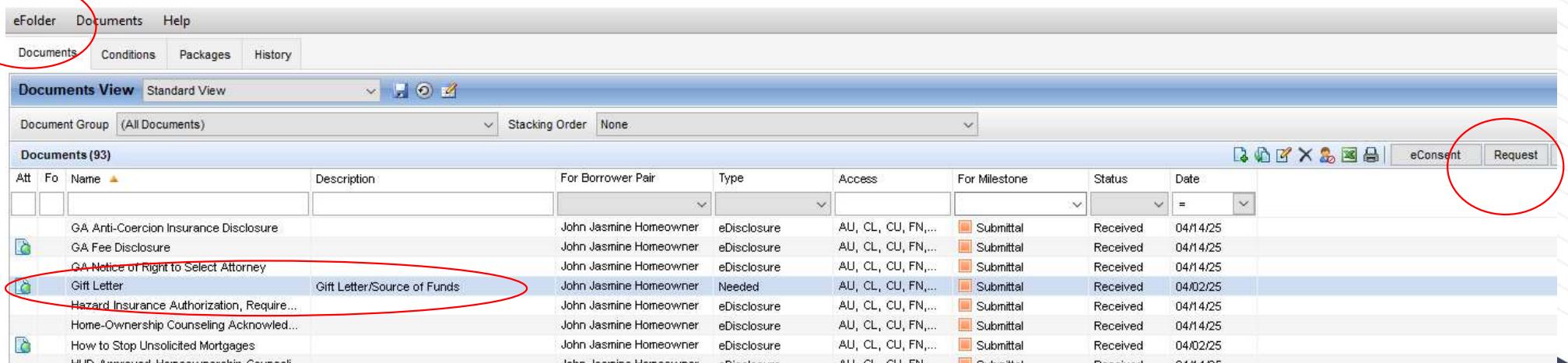
Donor's name: _____

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 details:

- Header:** eFolder, Documents, Help
- Toolbar:** Documents, Conditions, Packages, History
- View:** Documents View, Standard View
- Filters:** Document Group (All Documents), Stacking Order (None)
- Table:** Documents (93) with columns: Att, Fo, Name, Description, For Borrower Pair, Type, Access, For Milestone, Status, Date.
- Highlighted Document:** "Gift Letter" (highlighted with a red circle)
- Buttons:** eConsent, Request (both highlighted with red circles)

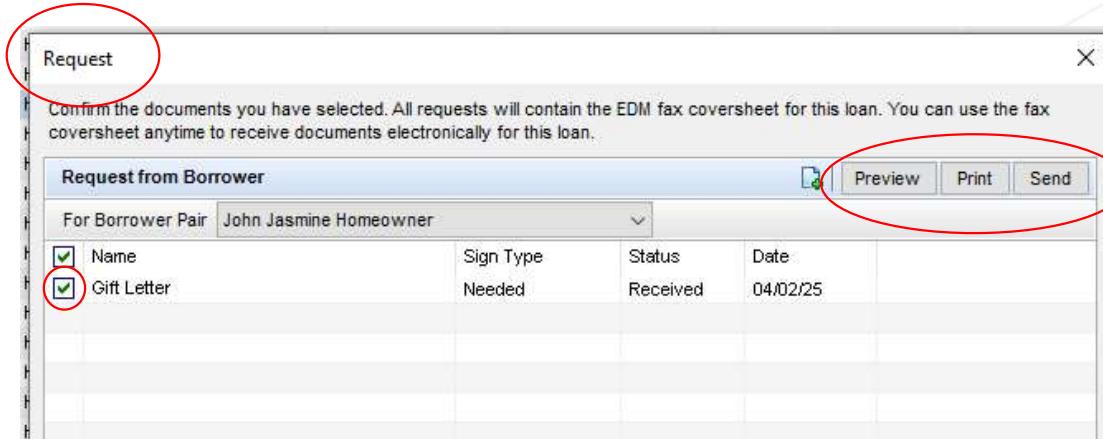
Att	Fo	Name	Description	For Borrower Pair	Type	Access	For Milestone	Status	Date
		GA Anti-Coercion Insurance Disclosure		John Jasmine Homeowner	eDisclosure	AU, CL, CU, FN,...	Submittal	Received	04/14/25
		GA Fee Disclosure		John Jasmine Homeowner	eDisclosure	AU, CL, CU, FN,...	Submittal	Received	04/14/25
		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
		HI ID 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.



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

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	branchmngr@mihomes.com

Recipient Type	Name	Email	Phone Number
<input checked="" type="checkbox"/> 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 ***U*** ***A*** 

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 (0 Users selected) 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



M/I FINANCIAL, LLC
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TransOhio Residential Title



M/I FINANCIAL, LLC
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