



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

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.

The screenshot displays the '4d. Gifts or Grants You Have Been Given or Will Receive' section of the M/I Financial software. The interface includes a sidebar with navigation links such as 'Forms', 'Tools', and 'Services'. The main form area contains several dropdown menus for selecting the borrower (Bor/Cob/Both), the asset type (Gift of Cash, Gift of Equity, Grant), and whether the gift was deposited. A list of donor types is shown on the right, with 'Parent (FNMA/FRE)' selected. The 'Amt Applied to Closing Costs' and 'Cash or Market Value' fields are visible, with the latter set to 2,000.00. The 'Comments' section is at the bottom.

Bor/Cob/Both	Asset Type	Deposited
Both	Gift of Cash	No

Donor Type	Amt Applied to Closing Costs	Cash or Market Value
Parent (FNMA/FRE)		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 fields for 'Expected Net Monthly Rental Income', 'Borrower', 'Co-Borrower', and a table for gift details. 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'. The first row shows 'Both' for Borrower/Co-Borrower, 'Gift of Cash' for Asset Type, 'No' for Deposited, 'Parent (FNMA/FI)' for Source, and a 'Cash or Market Value' of 2,000.00. The 'Total of Gifts and Grants' is 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 Date:

☒ Print See attached borrower's auto

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> <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 – 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
06 Gift	\$ 5,000.00				
Gift	\$ 5,000.00		<input type="checkbox"/>		
07	\$		<input type="checkbox"/>		
	\$		<input type="checkbox"/>		
	\$		<input type="checkbox"/>		
	\$		<input type="checkbox"/>		

Paid By dropdown menu options: Borrower, Seller, Lender, Broker (Realtor)



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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' highlighted. The main form 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]
 - Loan Information**
 - Mortgage w/o UFMP: 300,000.00
 - Total UFMP: [icon] 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
- Secondary Financing**
 - Source / EIN: [text box]
 - ☐ Gov't ☐ NP ☐ Family
 - ☐ Other: [text box]
 - Amount of Secondary Financing: [text box]
- Gifts** (highlighted with a red circle)
 - ☐ Seller Funded DAP
 - 1. Source / EIN: [text box]
 - ☐ Gov't ☐ NP ☒ Family
 - ☐ Other: [text box]
 - Amount of Gift: 2,000.00
 - 2. Source / EIN: [text box]
 - ☐ Gov't ☐ NP ☐ Family
 - ☐ Other: [text box]
 - Amount of Gift: [text box]

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

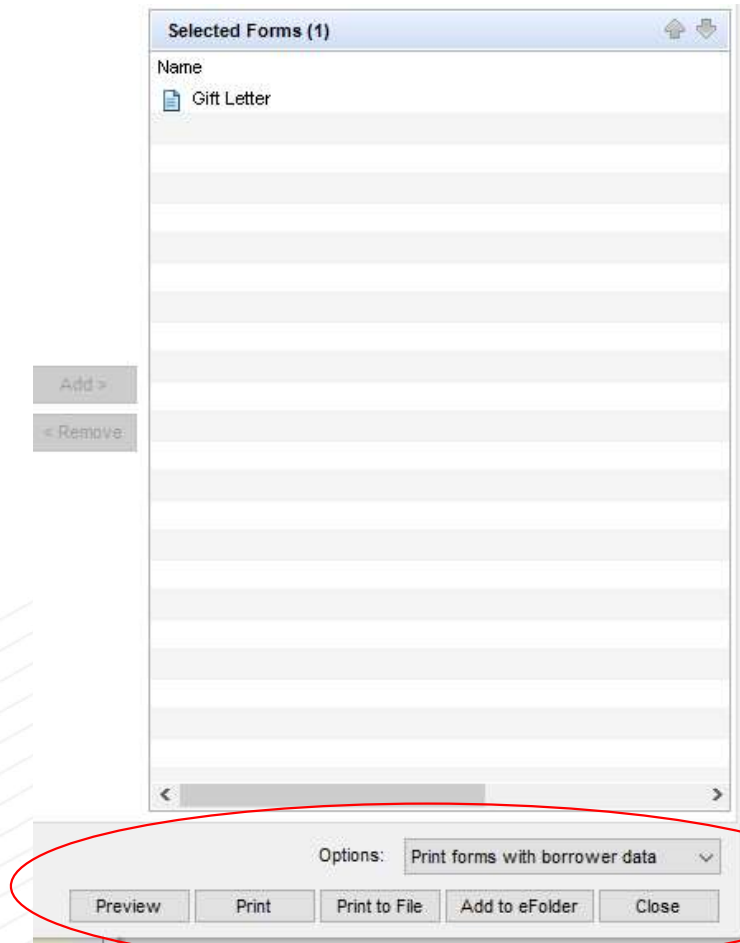
Name
60 Day Letter
Appraisal Request
ARM Disclosure
Borrower's Certification and Authorization
Broker Fee Agreement
Broker List of Services Performed
Buydown Deposit Agreement
Commitment Letter
Commitment Texas

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.



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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.

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

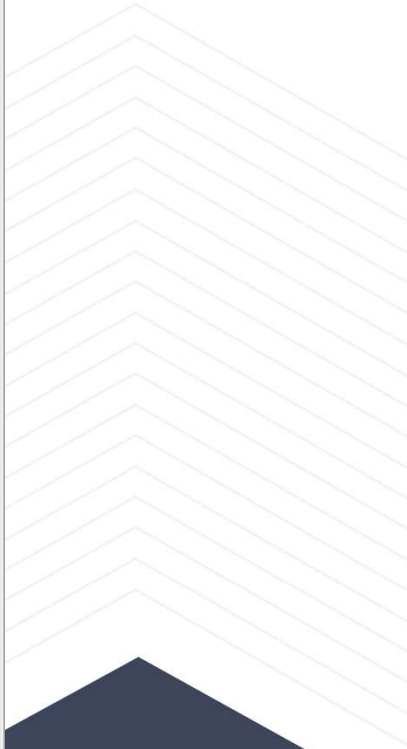
To complete this, you will need to add the document to the eFolder.

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

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.



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

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 (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, 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...

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 futu
John Jasmine Homeowner

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

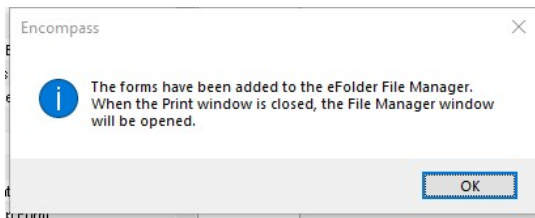
1234 Falcon Valley Way
Atlanta, GA 30316

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
- Document Group:** (All Documents)
- Stacking Order:** None
- Documents View:** Standard View
- Documents (93):** A table listing documents with columns: Att, Fo, Name, Description, For Borrower Pair, Type, Access, For Milestone, Status, Date.

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

The 'Request' button is located in the top right corner of the document list.

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

Preview Print Send



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 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 ▼

(0 Users selected)

Borrower Signing Options

* Borrower Signing Option No Signature Required ▼

Send Cancel



M/I TITLE AGENCY



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TransOhio Residential Title



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