

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 (855) 536-1210 or send an email to npt@nptrust.org.

- Complete in its entirety the NPT Charitable Asset Trust (NPT CAT) Real Estate Disclosure Statement.
 - Provide NPT CAT 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 CAT 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 CAT with a copy of the Qualified Appraisal of the property (if completed).
 - Provide NPT CAT with a copy of the most recent home inspection (if applicable).
 - Provide NPT CAT with a copy of the transfer tax process – if any – for the state in which the property is located.
 - Execute the deed to transfer the property into the name of NPT 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.
 - Pay directly, or donate the amount to NPT CAT and have them pay, any and all transfer fees and taxes associated with changing the ownership of the property from the donor to NPT Charitable Asset Trust. Transfer fees and taxes can be taken out of the proceeds of the sale of the property only if NPT Charitable Asset Trust's Board approves the variance in policy.
 - Transfer all recurring bills (electricity, homeowner's association, etc.) into the name of NPT Charitable Asset Trust.
 - Donate to NPT Charitable Asset Trust an amount equal to three months' average of the recurring bills associated with the property plus any other bills that might be due within that next 90-day period.
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