FIRST CHOICE
YOUR TRUSTED SERVICE

First Choice Mobile Notary & Apostille
(866) 828-6856
Book an Appointment Online
www.firstchoicenotary.com

How to Complete Your New York Gift Letter

Gift Letter — New York

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR FORM.

About this form. Mortgage lenders require a **gift letter** when a family member gives money toward a down payment or closing costs. It confirms the money is a gift, not a loan, and shows where it came from.

1. **Fill in your information**
   Enter your full legal name and address exactly as they appear on your photo ID.

2. **Complete each statement**
   Read every statement carefully and fill in the blanks. Every statement must be true and complete.

3. **Sign in front of a notary**
   Do **not** sign ahead of time. Bring a current government-issued photo ID. The notary will confirm your identity and complete the acknowledgment. **First Choice notaries come to you**, and we offer New York, out-of-state and remote options.

After It's Signed

- Give the signed letter to the lender with proof of the transfer (bank statements or wire confirmation).
- Gifts above the federal annual exclusion may require the donor to file a gift tax return. Ask a tax professional.

Need a Notary? We Come to You.

Homes • Hospitals • Care Facilities • Offices
Mobile Notary, Witness & Apostille Services

New York-Commissioned Notaries • Serving New York

Call us anytime
(866) 828-6856
Book an Appointment Online
www.firstchoicenotary.com

Have questions about this form? To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**, 2315 Capitol Avenue, Sacramento, CA 95816. **Attorneys licensed in New York.** Main headquarters in Sacramento, California.

This form is provided as a free convenience. First Choice Mobile Notary & Apostille is not a law firm, and a notary public cannot give legal advice or help you decide what to write on this form. These instructions are general information only and are not legal advice. If you have questions about your situation, consult a licensed New York attorney.

© 2026 First Choice Mobile Notary & Apostille. Free for personal use. Do not remove this notice or redistribute without permission.

GIFT LETTER

New York — Gift of Funds for Home Purchase

I/We, _____,
name(s) of donor(s)

residing at _____, telephone _____,

have given or will give a gift of $ _____ to _____,

my/our _____, to be used toward the purchase of the property at

_____.

This is a **gift**, not a loan. No repayment is expected or required, in cash or by future services, and no lien will be placed on the property. The funds are not borrowed and did not come from any person or company with an interest in the sale of the property.

Source of Funds

Bank / institution: _____ Account type: _____

Date funds transferred (or to be transferred): _____

Method (wire, check, transfer at closing): _____

_____ _____

Signature of donor | Date

_____ _____

Printed name | Telephone / email (optional)

Recipient

_____ _____

Signature of recipient | Date

© 2026 First Choice Mobile Notary & Apostille. Free for personal use. Do not remove this notice or redistribute without permission.

© 2026 First Choice Mobile Notary & Apostille • Serving New York • (866) 828-6856 | www.firstchoicenotary.com

ACKNOWLEDGMENT IN NEW YORK (Real Property Law § 309-a)

State of New York)
) ss.:
County of _____)

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

_____

Signature and office of individual taking acknowledgment

Notary Public, State of New York; Qualified in _____ County

Registration No. _____; Commission Expires _____

(Notary stamp)

ACKNOWLEDGMENT OUTSIDE NEW YORK (Real Property Law § 309-b)

Use this certificate instead of the New York certificate if the document is signed outside New York State.

State (or District / Country) of _____)
) ss.:
County of _____)

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument, and that such individual made such appearance before the undersigned in _____.

insert the city or other political subdivision and the state or country or other place the acknowledgment was taken

_____

Signature and office of individual taking acknowledgment

(Notary seal or stamp)

© 2026 First Choice Mobile Notary & Apostille. Free for personal use. Do not remove this notice or redistribute without permission.

© 2026 First Choice Mobile Notary & Apostille • Serving New York • (866) 828-6856 | www.firstchoicenotary.com