



**GIFTS OF REAL PROPERTY  
PRELIMINARY REAL ESTATE INTAKE FORM**  
(to be completed by Development Officer)

<b>Date:</b>	
<b>Development Officer:</b>	
<b>College/Department:</b>	
<b>Phone:</b>	<b>Email:</b>

***Donor(s) Information***

<b>Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Phone/Email:</b>
<b>Attorney/Counsel:</b>	
<b>Phone:</b>	<b>Phone/Email:</b>

***Property Information***

<b>Address:</b>			
<b>City, State, ZIP:</b>		<b>County:</b>	
<b>Is the Property Currently Occupied?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, by whom: _____
<b>Property Type:</b> (circle)	<input type="checkbox"/> Single Family Residence	<input type="checkbox"/> Condo	<input type="checkbox"/> Commercial
	<input type="checkbox"/> Ranch/Farm	<input type="checkbox"/> Vacant Lot/Land	<input type="checkbox"/> App'x. Acres: _____
Other (please specify): _____			

***Development Officer to Attach***

- |  |   |
|--|---|
| <input type="checkbox"/> Copy of Deed and/or Legal Description   | <input type="checkbox"/> Photos of Property                 |
| <input type="checkbox"/> Prior Appraisals, if any  | <input type="checkbox"/> Current Property Tax Bill          |
| <input type="checkbox"/> Survey and/or Plat, if available  | <input type="checkbox"/> Existing Title Work/Search, if any |
| <input type="checkbox"/> Memorandum or explanation of any special circumstances (liens, encumbrances, etc.): |   |

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ISSUE DATE: 08/30/07

Submitted By:

\_\_\_\_\_  
Development Officer

\_\_\_\_\_  
Date

Received By:

\_\_\_\_\_  
Montana State University Foundation, Inc

\_\_\_\_\_  
Date

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