

TEMPLATE OFFER OF GIFT -- CORPORATION

OFFER OF GIFT

KNOW ALL MEN BY THESE PRESENTS:

That the (Name of Company), a corporation, the owner of the property listed below, acting by and through (Name of Corporate Officer Signing), (The President), (One of its Vice Presidents) (_____), does hereby voluntarily give, transfer, convey, and assign said property, free and clear of all encumbrances, to the Secretary of the Air Force, acting on behalf of the United States of America, to have and to hold the same forever, hereby relinquishing for itself, its successors and assigns all ownership, rights, title, interest and possession therein to the donee absolutely: (Description of Property.)

The herein described gift and transfer of said property does not entail the granting by the donee of special concessions or privileges to the donor. The herein described gift and transfer of said property is made for the benefit of or use in connection with the establishment, operation, or maintenance of (Designated Air Force Organization or Institution) or other institution or organization under the jurisdiction of the Department of the Air Force, in conformance with 10 U.S.C. 2601.

IN WITNESS WHEREOF the (Name of Company) has affixed its seal and caused this instrument to be executed by (Name of Person Signing), (The President), (One of its Vice Presidents) (_____), for and on behalf of the (Name of Company) this (Day) of (Month)(Year).

(Name of Company)

By (Signature)

CERTIFICATE

I, (Name), certify that I am the (Secretary) (Assistant Secretary) (_____) of the (Name of Company), a corporation; that (Name), who signed this Offer of Gift, dated (_____), on behalf of the (Name of Company), is (The President) (A Vice President) of the (Name of Company); and that said Offer of Gift was duly signed for and on behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

(Date)_____

(Name)_____

_____(Corporate Seal)

NOTE: For offers of gifts of real property, the above language should be modified as follows:

In the first paragraph, after the word "voluntarily," add the words "offer to" and change the phrase "hereby relinquishing" to read "relinquishing upon such gift and conveyance."

At the end of the first paragraph, add the following sentence: "Pursuant to this offer, I will deliver to the Department of the Air Force a deed transferring valid title to said property to the Secretary of the Air Force, acting on behalf of the United States of America."

In the first line of both the second and third paragraphs, change the phrase "The herein described gift and transfer of said property . . ." to read, "The gift and conveyance of said property offered herein . . ." If the gift of real estate is under a different statute, cite that statute instead of 10 U.S.C. 2601.

Attachment 3

SAMPLE OFFER OF GIFT -- INDIVIDUAL

KNOW ALL MEN BY THESE PRESENTS:

That I, **(Name)**, the owner of the property listed below, do hereby voluntarily give, transfer, convey, and assign said property, free and clear of all encumbrances, to the Secretary of the Air Force, acting on behalf of the United States of America, to have and to hold the same forever, hereby relinquishing for myself, my executors, administrators, heirs and assigns all ownership, rights, title, interest and possession therein to the donee absolutely:

(Description of Property).

The herein described gift and transfer of said property does not entail the granting by the donee of special concessions or privileges to me or my executors, administrators, heirs and assigns. The herein described gift and transfer of said property is made for the benefit of, or use in connection with, the establishment, operation, or maintenance of the **(Designated Air Force Organization or Institution)** or other institution or organization under the jurisdiction of the Department of the Air Force, in conformance with 10 U.S.C. 2601.

(Signature)_____ **(Seal)**

(Dated)_____

WITNESS:

(Signature)_____

NOTE: See the note in [Attachment 2](#).

Attachment 4

SAMPLE LETTER OF ACCEPTANCE OF GIFT -- PERSONAL PROPERTY

(Date)

Dear (Donor):

I have received your "Offer of Gift," dated _____, by which you, on behalf of the (Name of Company), transferred (Description of Property) to the United States of America as a gift. By authority of the Secretary of the Air Force, I accept with pleasure your gift of the (Property), pursuant to 10 U.S.C. 2601.

Thank you for your kindness and generosity.

Sincerely yours

NOTE: If the donor is an individual, omit the words "on behalf of the (name of company)." Change the second paragraph as appropriate, if the offer is submitted to the Office of the Secretary to accept or reject the gift.

This letter should ordinarily:

- (1) Acknowledge receipt of the offer of gift.
- (2) Describe the property briefly but completely enough to make the gift readily identifiable.
- (3) Actually accept the gift. (Advise where the donor may send the gift, when appropriate.)
- (4) State that the gift is accepted under 10 U.S.C. 2601.
- (5) Express sincere appreciation for the gift.
- (6) Be signed.

Attachment 5

SAMPLE LETTER OF ACCEPTANCE OF GIFT -- REAL PROPERTY

(Date)

Dear (Donor):

I have received your "Offer of Gift," dated _____, by which you, on behalf of the (Name of Company), offered to convey (Description of Property) to the United States of America as a gift. I accept with pleasure your gift and conveyance of the (Property), pursuant to 10 U.S.C. 2601. This acceptance is subject to delivery to the Air Force of a deed transferring valid title to the property.

Thank you for your kindness and generosity.

Sincerely yours

NOTE: The words "on behalf of the (Name of Company)" should be omitted if the donor is an individual.