Brandeis University

Donated Property Form

To be completed by Donor:
(If you are donating more than one item, please complete one form for each donated item.)

Owner/Donor Info:

_____
Name   Email

_____
Mailing Address   Phone Number

Donated Item is: ☐ **Tangible Property**   ☐ **Gift Certificate**   ☐ **Service**   ☐ **Artwork**   ☐ **Other**

Detailed Item Description:

(Please provide a detailed description of the donated item. Include Quantity, Brand/Maker/Author/Artist, Make/Year/Dates, Color, Size, Unique characteristics, etc. For gifts of art: please provide the artist name, title of artwork, date of artwork, medium, dimensions/size, history, etc.)

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Gift Date: _____
(Date that Brandeis received the donated item into inventory)

Condition of Item: _____   Estimated Fair Market Value*: $_____
              (New, Excellent, Good, Fair, Poor)

* If available, please attach Appraisals, Photos of the donated item and other Official Documents concerning the donated item (such as bill of sale which can be used to determine the Fair Market Value).
* The University does not provide independent appraisals of the fair market value for auction items and relies on the good-faith-estimate provided by the donor(s) of the items.

By signing below,

- I attest that I have truthfully and accurately provided a detailed description of the donated item.

- I hereby affirm I am the sole owner of the donated item and irrevocably surrender all claims to the donated item.

- I hereby indemnify, defend and hold harmless Brandeis from any and all loss, damage, claims, actions and suits whatsoever (including all costs, expenses, and attorney's fees incurred by Brandeis) to the extent such claims arise from the receipt, storage, display or use of the donated item.

Signature: _____
                  Signature   Date

Note: In order for a tax letter to be issued from Brandeis, Brandeis must be provided with detailed descriptions of the donated items. If the donor intends to claim a tax deduction for FMV of $5,000+, please enclose the necessary tax forms such as Form 8283 for the university's verification and signature.