Counter-Offer Letter Template

USE WHEN THE NUMBER IS CLOSE BUT NOT RIGHT

A courteous written counter that keeps negotiation in writing and on the platform. Non-binding by design: contracts do the binding, later, through the conveyancers.

Date _____ Property _____ Postcode _____

To (Buyer Name / Member #) _____

From (Seller Name / Member #) _____

THE COUNTER

Thank you for your offer of $ _____

I am not able to accept it as made, and instead propose:

Counter Price ($) _____ Deposit ($) _____ Settlement _____

Condition Proposed or Removed

This Counter Is Open Until (Date / Time) _____

Standing Words, Keep These In

- ☐ This letter is an invitation to continue negotiating. It is not an acceptance and not a contract.
- ☐ Neither of us is bound unless and until contracts prepared by our conveyancers are signed and exchanged.
- ☐ Payment instructions come only from the acting conveyancer or solicitor, confirmed on a phone number you have verified yourself, never from an email alone.

Signed (Seller) _____

Fees vary with the property and the state, and disbursements are set by the authorities rather than the firm. Two or three quotes is normal; the cheapest is not always the one that answers the phone. This is a general template provided by Title Sales Pty Ltd for convenience only. It is not legal, financial or conveyancing advice, it is not a contract, and nothing in it binds any party. Binding documents are prepared by your own conveyancer or solicitor. Title Sales is an advertising platform and is never a party to your transaction.