Letter Of Offer Template

USE TO PUT YOUR OFFER IN WRITING

A clear written offer with everything a seller needs to weigh it, and prominent words making certain it binds nobody until contracts are exchanged. Complements the on-platform offer flow.

To (Property Owner)

Date

The Property

Property Address

Title Sales Listing #

Approximate Land / Floor Size

State

Postcode

The Buyer

(Buying Name Or Entity (Individual, Company Or Trust, Exactly As It Would Appear On The Contract)

Full Name:

Phone

Email

The Offer

Offer Price ($)

Deposit Offered ($)

Proposed Settlement

- [ ] 30 days
- [ ] 60 days
- [ ] 90 days
- [ ] Other (Days Or A Date)

Conditions

- [ ] Subject to finance approval by (date):
- [ ] Subject to building inspection satisfactory to the buyer
- [ ] Subject to pest inspection satisfactory to the buyer
- [ ] Subject to the sale of another property

Other Conditions:

Offer Open Until: (Date)

Time

Standing Words, Keep These In

- [ ] This letter is an expression of my interest in purchasing and an invitation to negotiate. It is not a contract and creates no legal obligation on either of us.
- [ ] No agreement exists unless and until contracts prepared by our respective conveyancers are signed and exchanged under the rules of this state.
- [ ] Any deposit is payable only under that contract, into a conveyancer's or solicitor's trust account, never before, and never to any other account.
- [ ] 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 (Buyer)

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.