**Subject:** Written Offer to purchase [Address]

[Date]

Dear [Real Estate Agent Name],

Thank you for your time to date.

I/We wish to make an offer on the above property located at [Address]

**Offer Details:**

|  |  |
| --- | --- |
| **Purchase Price** | $[Price] |
| **Deposit** | $[0.00] (with $1,000 paid at time of signing contracts. Balance at Full Finance approval). |
| **Settlement Date** | 90 days [or earlier by mutual agreement] |
| **Conditions** | 1. Subject to finance, with a 10-working day finance clause from the date the vendor signs the contracts. 2. Subject to Building + Pest Inspection; to the satisfaction of the purchaser, within 5 working days 3. Subject to satisfactory Perusal of the Section 32 + Contracts by the purchaser’s legal representative within 5 working days 4. (Any other conditions you wish to include) |
| **Lender** | Any Australian Lender |
| **Loan Amount** | $[Speak to your Finance Advisor] |

Should the vendor accept my/our offer, I can confirm the following details for your preparation of the Contract of Sale:

|  |  |
| --- | --- |
| **Your Name** | [Your Full Name]  [Your Address] |
| **Your Legal Representative** | [Legal Rep Name]  [Legal Rep Company]  [Legal Rep Address]  [Legal Rep Phone] |

**PLEASE NOTE:** This offer expires at 6.00pm on [Date]

I/We look forward to hearing from you at your earliest convenience.

Kind Regards,

Your name/s

Your contact number/s