**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