

DETAILS FOR OFFER PREPARATION

***Purchaser Name & Address:**

*Phone number for Purchaser () -

***Seller Name & Address:**

Phone Number for Seller () -

***Civic Address of Property:**

***Legal Description of Property:** *This information can be obtained from a tax notice or documentation that the seller may have from when they purchased this property*

***Amount of Deposit:** \$

Amount being financed (total Mortgage amount): \$

***Name of Financing Institution:**

***Total Purchase price:** \$

Conditions of Buyer: (ex. Subject to Financing)-(ex. *subject to financing; subject to an unconditional sale of their existing house, etc. Any other condition that may need to be fulfilled in order for the Buyer to fully agree to purchase this property.*)

Buyer's Condition Date: * (*ideally 2 – 3 weeks from the date offer is accepted, even if pre-approved – **CAN NOT BE CLOSING/POSSESSION DATE***)

Conditions of Seller: * (*ie; subject to being able to arrange purchase for new house*)

Seller's Condition Date: (**CAN NOT BE CLOSING/POSSESSION DATE**)

Specific chattels (*any moveable items that are not permanently affixed to the permanent buildings, ie fridge, stove, washer dryer, dishwasher, window coverings, sheds. etc. that you want to be included in the purchase price. If it is not included in contract and it is not permanently affixed to the property then it is assumed that it will go with the sellers.*)

***Date of Closing** (ideally minimum 4 – 6 weeks from the condition date to allow sufficient time for transaction to go through:

Move in Date:

Additional Terms * What other things have you agreed to?

Real Property Report and proof of Municipal Compliance?

- Will seller be providing new or existing Real Property Report & Compliance?
- Is it current and accurate?
- Has anyone drawn any amendments on the RPR to show any additions such as a deck or fence after it was prepared?
- Is it legible?

Offer open for acceptance in writing until ___ o'clock am/pm on _____, 200___

Seller's Lawyer name, address & phone number:

Buyer's Lawyer's name, address & phone number:

ADDITIONAL INFORMATION THAT MAY BE REQUIRED:

- Has this property ever been used for commercial property?
- Is there a house, mobile home or other buildings on this land or is it bare land?
- Is there a Renter that will be staying on the property?
- If the Renter is staying is there a copy of the Rental Agreement and is a damage deposit being held?
- Has the renter been given appropriate notice to vacate the premises if this is to be used for the purchaser's primary residence?

PICKING CONDITION DATES AND CLOSING DATES:

PLEASE NOTE THAT MY OFFICE WILL CHARGE RUSH FEES FOR TRANSACTIONS CLOSING WITH LESS THAN 5 DAYS NOTICE AND FOR MORTGAGE INSTRUCTIONS THAT DO NOT ARRIVE AT LEAST 5 DAYS PRIOR TO THE CLOSING DATE.