

## FORMAL OFFER FORM

### YOUR OWN DETAILS:

NAME(S)		DATE
FULL CORRESPONDENCE ADDRESS		
		POSTCODE
TEL NUMBERS (HOME)	(WORK)	(MOBILE)
EMAIL ADDRESS		

### THE PROPERTY YOU ARE OFFERING ON:

FULL ADDRESS		POSTCODE
AMOUNT OFFERED £		
OFFER TO INCLUDE ANY FIXTURES & FITTINGS		
PREFERRED TIMING OF MOVE IF OFFER IS ACCEPTED		

### YOUR OWN CURRENT POSITION: DELETE AS APPROPRIATE

<b>CASH BUYER</b>	(NOT DEPENDANT ON THE SALE OF A PROPERTY AND NO MORTGAGE REQUIRED)
<b>FIRST TIME BUYER</b>	(NOT DEPENDANT ON THE SALE OF A PROPERTY BUT MORTGAGE WILL BE REQUIRED)
<b>SOLD SUBJECT TO CONTRACT</b>	(DEPENDANT ON THE SALE OF A PROPERTY BUT UNDER OFFER AND SALE PROCEEDING)
<b>PROPERTY TO SELL</b>	(DEPENDANT ON THE SALE OF A PROPERTY BUT NOT UNDER OFFER)
<b>OTHER</b>	(PLEASE CLARIFY)

### HOW YOU ARE INTENDING TO FINANCE YOUR PURCHASE: DELETE AS APPROPRIATE

<b>CASH BUYERS</b> (YOUR SOURCE OF FUNDS) (ACCESSABILITY)	<b>BANK/BUILDING SOCIETY ACCOUNT</b> IMMEDIATE	<b>INVESTMENTS</b> 90 DAYS	<b>OTHER</b>
<b>(IF REQUIRING A MORTGAGE)</b>			
<b>AMOUNT OF DEPOSIT £</b>	<b>SOURCE OF DEPOSIT</b>	SAVINGS/GIFT	EQUITY FROM SALE OF OWN PROPERTY
<b>AMOUNT OF MORTGAGE £</b>	<b>IS THE MORTGAGE AGREED IN PRINCIPLE</b> YES NO		
<b>SOURCE OF MORTGAGE (LENDER OR ADVISORS DETAILS)</b>			

**YOUR CHAIN DETAILS IF DEPENDANT ON THE SALE OF A PROPERTY TO PROCEED:**  
 (YOU MAY NEED CONFIRM THESE DETAILS WITH YOUR ESTATE AGENT OR SOLICITOR)  
**COMMENCING WITH YOUR BUYERS DETAILS:-**

<b>SELLERS NAME(S)</b>	<b>THEIR ESTATE AGENT</b>	<b>CURRENT STATUS</b>
<b>THEIR PROPERTY ADDRESS</b>	<b>TEL (IF KNOWN)</b>	<b>SURVEY DONE</b> YES / NO
	<b>THEIR SOLICITORS</b>	<b>MORTGAGE OFFER ISSUED</b>
	<b>TEL (IF KNOWN)</b>	YES / NO

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	<b>TEL (IF KNOWN)</b>	YES / NO

**WE BELIEVE IT IS IMPORTANT THAT CLIENTS ARE FULLY INFORMED AND AWARE OF THE DETAILS AND STATUS OF THEIR CHAIN. HOWEVER SHOULD YOU ENCOUNTER ANY DIFFICULTIES OBTAINING THE ABOVE INFORMATION PLEASE COMPLETE THE INFORMATION YOU DO HAVE AND ADVISE US ON SUBMISSION OF YOUR OFFER. WE WILL THEN ENDEVOUR TO OBTAIN ANY MISSING INFORMATION.**

**ADDITIONAL INFORMATION IN RELATION TO YOUR OFFER IF RELEVANT:**

**IMPORTANT INFORMATION:**

ALL FORMAL OFFER FORMS ONCE COMPLETED SHOULD BE SUBMITTED TO THE EXCHANGE PROPERTY SERVICES EITHER BY EMAIL OR FAX. SHOULD YOU HAVE ANY DIFFICULTIES PLEASE CONTACT US BY TELEPHONE AND WILL COMPLETE THE DETAILS VERBALLY. ONCE IN RECEIPT OF YOUR FORMAL OFFER WE WILL NOTIFY THE SELLER OF YOUR INTEREST FOR THEIR CONSIDERATION WITHIN 48 HOURS AND WILL CONFIRM THIS HAS BEEN DONE EITHER BY FAX, EMAIL OR IN WRITING. SHOULD YOU NOT RECEIVE CONFIRMATION WITHIN 48 HOURS, PLEASE CONTACT US IMMEDIATELY BY TELEPHONE TO ENSURE WE ARE IN RECEIPT OF YOUR FORMAL OFFER. WE WILL NOTIFY YOU AS SOON AS POSSIBLE ONCE OUR SELLER HAS MADE A DECISION ON YOUR OFFER AND WHETHER ACCEPTED OR DECLINED. SHOULD THERE BE ANY DELAY IN THE VENDOR MAKING A DECISION WE WILL ALSO KEEP YOU FULLY INFORMED.

UNDER OUR DUTY OF CARE TO THE VENDOR (SELLER), THE EXCHANGE PROPERTY SERVICES RESERVES THE RIGHT TO MAKE VERIFICATION CHECKS ON THE OFFER INFORMATION YOU HAVE PROVIDED TO CLARIFY YOUR ABILITY TO PROCEED WITH A PURCHASE SHOULD YOUR OFFER BE ACCEPTABLE.