[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Estate agency offer form

Offer received - the terms, in writing, ready for the vendor.

Offer details

Property: _____

Date: _____

Buyer: _____

Offer amount: _____

Conditions: _____

Timescale: _____

Proof of funds: _____

Buyer's position: _____

Sign-off

Buyer: _____ **Agent:** _____ **Date:** _____