[Company name]

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Estate agency offer form

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

Offer details

Property	[Address]
Date	[Date]
Buyer	[Full name]
Offer amount	[£ amount]
Conditions	[e.g. subject to survey / chain-free]
Timescale	[e.g. 8 weeks to exchange]
Proof of funds	[e.g. AIP attached / cash - evidence seen]
Buyer's position	[e.g. first-time buyer / sold STC]

Sign-off

Buyer	Agent	Date