**Information Required for Drafting of an Offer**

1. Address of the property you offering on:
2. Full name for each of the purchaser/s who will be on the title eg First Name, Second Name, SURNAME so for example Andrew Karl SMITH:
3. Mobile telephone number/s and email address/es with names next to each purchaser

Eg. Andrew Karl SMITH 0466123456 andrew@hotmail.com

1. Current physical address of purchaser/s (please include town and postcode):
2. Will you be purchasing as Joint Tenants or as ‘Tenants in Common? (Note: Not applicable if single applicant). If tenants in common, please specify the Undivided Shares (percentage breakdown of Ownership) the difference between the two types of property ownership is:

 **JOINT TENANCY**

 Joint tenants hold their interest in the property jointly, so that when one joint tenant dies, the property passes to the survivor. A joint tenant’s interest may not be separately disposed of by will to a third party.

 **TENANTS IN COMMON**

 Tenants in common hold their interests in the property separately.

 The shares need not be equal. Upon the death of a tenant in common his or her interest in the property will pass by will, or under the intestacy rules, if the deceased tenant in common has not made a valid will.

1. If your offer is ‘Subject to Finance’ then:
* Name, telephone and email of broker:
* Lending institution e.g ANZ/Commonwealth:
* Approx % of loan eg 95% loan or 80% loan etc EG: if you are offering $500,000 and have a deposit of $50,000 then you will be borrowing approx. 90% or $450k:
1. Amount that you will be offering:
2. How long your broker / lender believes they will require to process and approve the application. Industry standard is 21 - 28 calendar days. If preapproval already in place, we tend to go for 21 days and can always extend this if need be.
3. Your preferred Settlement Date. Normally settlement occurs 21-28 days after receiving formal finance approval.
4. Amount of ‘Good Faith Deposit’ –This deposit is not payable unless you have a successful offer to purchase. It will be payable within 5 days of acceptance of your offer and this amount will be held in SLP’s Trust Account. In the event that any of your conditions of purchase are not satisfied then this amount will be reimbursed to you upon proof of ‘finance Decline’ for example. Most people tend to do 5 or 10k – whatever the amount it gets receipted and then counts towards your “bank funds” for deposit purposes for bank too
5. Name and details of your Settlement Agent / Conveyancer if you already have one that you wish to appoint -- or we can suggest some good local ones if you don’t have one in mind just let me know and ill get them to quote you? **If you don’t notify us of a specific company, we will put TBA on the offer and you can advise us later.**
6. If you will be requiring a Structural (Building), Timber Pest and Pool (if applicable) Inspection. These are all optional and you under no obligation to do them. You can do one and not the other or both or neither its totally up to you😊 Remembering that all inspections are paid for by the purchasers – Pest is normally around 180ish and building 300-450 depending on who you use pool inspections around 120. Again, we can assist with this if you don’t have a preferred person just let me know.
7. Please also just confirm if you are a first home buyer / investor / owner occupier (not first home)