


REINSW
REAL ESTATE INSTITUTE
OF NEW SOUTH WALES

Letter to Vendor's Solicitor Notifying Sale

/ /

VENDOR'S ☐ **SOLICITOR** ☐ **CONVEYANCER**

Firm

Name of Solicitor / Conveyancer

Address 1. Business

2. Address for Service of Documents

Phone: Work

Mobile

Email

Dear

Re:

[Insert name /s of Vendor /s]

sale to

[Insert name /s of Purchasers /s]

Property: Address of Property for Sale

Postcode

We are pleased to advise that our mutual client[s]

has/have accepted an offer to sell the above property for \$ _____ to the proposed purchaser[s]

subject to exchange of contracts.

Please find enclosed our Sales Advice, which sets out the particulars of the proposed sale.

Please do not hesitate to contact us if we can assist further in this matter.

Please note that we will require an undertaking from you regarding the payment of our commission in the event that the parties agree to release the deposit before completion.

We are instructed by the vendor to take the property off the market for a period of 5 days to allow exchange to occur.

OR

The property remains on the market and the vendor is at liberty to accept an offer from another party until such time as contracts are exchanged.

We look forward to your confirmation that exchange of contracts has occurred.

Yours faithfully,

I agree to be legally bound by the terms of this letter even if I sign this letter electronically.

Signature of Agent / Authorised Representative: _____

Name of Signatory: _____ Date: _____

cc

[Insert Vendor's Name /s]

Postcode

[Insert Vendor's Address]


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SALES ADVICE

/ /

Property:	Address of Property for Sale		
	<hr/>		
		Postcode	
	<hr/>		
Price:	\$	<hr/>	
Deposit:	10%	of the price	
Date for Completion:	42	days after the contract date	
Inclusions:	<hr/>		
	<hr/>		
Exclusions:	<hr/>		
	<hr/>		
Special Conditions:	<hr/>		
	<hr/>		
Vendor:	Name		
	Address		
		Postcode	
	<hr/>		
Vendor's Solicitor / Conveyancer:	Firm		
	Name of Solicitor / Conveyancer		
	Address 1. Business		
	2. Address for Service of Documents		
	Phone: Work	Mobile	Email
	<hr/>		
Vendor's Agent:	Name Oxbridge Group Pty Ltd		
	Trading as Oxbridge Property Group		
	Address Level 5		
	616-620 Harris Street, ULTIMO, NSW		
		Postcode 2007	
	Phone: Work 1300 680 690	Mobile	Email
	<hr/>		
Co-Agent:	Co-Agent's Name		
	Co-Agent's Agency		
	<hr/>		
Purchaser(s):	Name		
	Address		
		Postcode	
	<hr/>		
Purchaser's Solicitor / Conveyancer:	Firm		
	Name of Solicitor / Conveyancer		
	Address 1. Business		
	2. Address for Service of Documents		
	Phone: Work	Mobile	Email
	<hr/>		
Buyers' Agent:	Name		
	Trading as		
	Address		
		Postcode	
	<hr/>		
	Phone: Work	Mobile	Email
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