


REINSW

 REAL ESTATE INSTITUTE
OF NEW SOUTH WALES

Letter to Purchaser's Solicitor Notifying Sale

/ /

PURCHASER'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 your client[s]

has/have made an offer to purchase the above property for \$ _____ from the Vendor[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.

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] _____



REINSW SALES ADVICE

REAL ESTATE INSTITUTE
OF NEW SOUTH WALES

/ /

Property: Address of Property for Sale

 _____ Postcode

Price: \$ _____

Deposit: 10% of the price

Date for Completion: 42 days after the contract date

Inclusions:

Exclusions:

Special Conditions:

Vendor: Name _____
 Address _____
 _____ Postcode

Vendor's Solicitor / Conveyancer: Firm _____
 Name of Solicitor / Conveyancer _____
 Address 1. Business _____
 2. Address for Service of Documents _____
 Phone: Work _____ Mobile _____ Email _____

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 _____

Co-Agent: Co-Agent's Name _____
 Co-Agent's Agency _____

Purchaser(s): Name _____
 Address _____
 _____ Postcode

Purchaser's Solicitor / Conveyancer: Firm _____
 Name of Solicitor / Conveyancer _____
 Address 1. Business _____
 2. Address for Service of Documents _____
 Phone: Work _____ Mobile _____ Email _____

Buyers' Agent: Name _____
 Trading as _____
 Address _____
 _____ Postcode
 Phone: Work _____ Mobile _____ Email _____