PRIVATE SALE OFFER FORM

A simple form for recording a prospective buyer's proposed offer so the seller can pass the information to their solicitor or conveyancer and begin the formal sale process.

IMPORTANT: This form records a proposed offer for negotiation purposes only. It is not a formal contract of sale, does not itself create a contract for the sale of the property, and does not replace any contract or other legal documents required for the transaction.

1. PROPERTY AND BUYER DETAILS

Property address

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Prospective buyer full name

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Buyer mobile

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Buyer email

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2. PROPOSED OFFER

PROPOSED PURCHASE PRICE

$ ______________________________

3. SOLICITOR OR CONVEYANCER DETAILS

Seller's solicitor / conveyancer

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Contact details

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Buyer's solicitor / conveyancer

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Contact details

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4. WHAT HAPPENS NEXT

1. Forward this form to your solicitor or conveyancer. The seller should provide the completed form to the legal representative handling the sale as soon as possible.

2. The legal representative starts the formal sale process. They can prepare or arrange the appropriate contract of sale and advise on the documents, disclosures and other requirements that apply in the relevant state or territory.

3. The buyer's legal representative can review the proposed transaction. The buyer should obtain their own legal advice and their solicitor or conveyancer can advise on the contract and any proposed terms.

4. Negotiations can continue. The proposed price and other matters can be discussed between the parties. This form does not record acceptance of the offer and should not be treated as the final terms of the sale.

5. The formal contract is prepared and signed. The legal representatives will advise when the transaction is ready for the formal contract of sale and explain any required disclosures, conditions, deposit arrangements, cooling-off rules and other applicable requirements.

6. Settlement follows the formal contract. Once the contract is legally in place, the legal representatives manage the conveyancing and settlement process in accordance with the contract and applicable law.

STATE AND TERRITORY REQUIREMENTS: Property sale laws and procedures differ across Australia. Your solicitor or conveyancer should advise you about the requirements that apply to your property and transaction, including any mandatory seller disclosure documents, contract requirements, cooling-off rules, deposits and settlement arrangements. Do not rely on this form as legal advice.