

OFFER & ACCEPTANCE INSTRUCTION SHEET FOR BUYER

Please complete the following on the Offer to Purchase document

Contract For The Sale Of Land Or Strata Title By Offer And Acceptance

- Complete **FULL NAME** [as written on your birth certificate] & your current residential address
- Insert the **DEPOSIT** amount that you will pay where shown - 5% is the usual minimum and it is payable to our trust account if your offer is accepted.
- Insert the **PURCHASE PRICE that you wish to offer** where shown
- The **SETTLEMENT DATE** is usually 4 weeks from the date of acceptance of the Offer to Purchase OR the date of finance approval date whichever is the latest. Settlement date must be a business day NOT a Saturday Sunday or holiday.
- Complete **FINANCE CLAUSE** details and sign. For **FINANCE APPROVAL DATE**, this is usually 14 to 21 BUSINESS days from the date of acceptance of the Offer to Purchase. Insert the amount of loan you are applying for and the name of your lender or broker.
- Initial each **SPECIAL CONDITION** where marked with X [the sellers will also initial here]
- All buyers must sign and have signatures witnessed and dated in **THE BUYER** section on page 2
- Sign again in the **JOINT FORM** section and if applicable in the **STRATA DISCLOSURES section**. These will be emailed to you as they are too bulky to fax.
- Write in the name of your lawyer or settlement agent in the **CONVEYANCER** section under buyer's representative. If you do not have a preferred conveyancer [or Settlement Agent], we recommend that you contact **ENVOY SETTLEMENT AGENCY** on 6311 1222 or **HASKINS SETTLEMENTS** on 9285 8546.

Return the documents by either facsimile:

ATTENTION: <your sales person> to Fax 9384 0033

Or scan and email to reception@airey.com.au or to the direct email of the salesperson

Please do not hesitate to contact us if you require clarification or guidance.