

Date: _____

TO:

Seller's Name: _____

Seller's Address: _____

Re: Offer to Purchase Real Estate

Dear _____:

This letter is my offer to purchase certain real estate located in _____ County, _____.

The offer is as follows:

1. PROPERTY DESCRIPTION: _____ and all improvements attached to real property.

Contents not included: _____

2. PRICE: The purchase price offered for the property is \$ _____.

3. PAYMENT OF PURCHASE PRICE: The purchase price is to be paid in cash at closing. [If different so state.]: _____

4. FINANCING: The offer (is) (is not) contingent on financing.

5. CLOSING COSTS: [Specify who is to pay closing costs, or what % paid by each, and list costs]

6. DEPOSIT: I will deposit with you the sum of \$ _____ cash/check as earnest money. The same is to be applied to the cash down payment on closing of this transaction.

7. (a) CLOSING DATE: _____

(b) POSSESSION DATE: _____

8. CONVEY TITLE TO: _____

9. INSURANCE: Insurance on the property is the responsibility of Seller up until transfer of ownership at closing.

10. PRORATION: Property taxes shall be prorated at closing.

11. TITLE AND CONVEYANCE: Seller is to convey Title by [check one]:

Warranty Deed subject only to easements and rights-of-way.

Other [describe]: _____

If this offer is acceptable, please let me know and we will prepare a Contract of Purchase. Any agreement to buy and sell is contingent upon approval and signing of said Contract of Purchase by both parties, and completion of all contingencies and obligations described therein.

Sincerely yours,
