**[Company name]**

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

# Estate agency offer form

Offer received - the terms, in writing, ready for the vendor.

**Offer details**

**Property:** _____

**Date:** _____

**Buyer:** _____

**Offer amount:** _____

**Conditions:** _____

**Timescale:** _____

**Proof of funds:** _____

**Buyer's position:** _____

**Sign-off**

**Buyer:** _____ **Agent:** _____ **Date:** _____