

OFFER CHECKLIST



A) 2-Minute Offer Readiness Check

Before you make an offer, confirm:

- I know my strategy (Renovation / Subdivision / Build / Two-Phase)
- I know my end game (Sell / Hold / Refinance)
- I have a target purchase price and a walk-away number
- I can justify my end value using sold evidence (local + recent, not hope)
- I know what I'm trying to achieve with this offer: acceptance or information

B) Write Your Offer Range (don't negotiate in your head)

Field	Your number
Low anchor (start here)	_____
Target price (happy)	_____
Walk-away (do not cross)	_____

C) Terms Checklist (tick deliberately)

Purchasing entity:

Individual

Company

Trust

Deposit:

%

Deposit bond

Cash

Settlement:

_____ days (must match your strategy)

Conditions:

Building & Pest

Finance

Due diligence

Vacant possession

Sale of existing property

(All conditions should be time-limited)

Access (if required):

Quotes / trades

Measurements

Planning / DA access

Special conditions (if any):

Rent-back

Early access licence

Repairs

Settlement variation

D) Seller & Agent Information (ask before you move)

- Seller's ideal settlement timing (date or days)
- Is the seller committed elsewhere? (Yes / No)
- Any other offers? (Yes / No / Unknown)
- What does the seller value most?

Price

Certainty

Timing

E) Before You Submit for Review

- I've included price + key terms
- I've written a short narrative:
 - what the deal is
 - what stage it's at
 - what decision I need help with
- I am asking one clear question (e.g. price vs terms, or what to trade)
- If I'm unsure, I will use Chat first for clarification