



Guest & Tanner Real Estate (PVT) LTD

A Household Name

Trusted Since 1926

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P.O. Box 250, Harare

E: admin@guestandtanner.co.zw

W: www.guestandtanner.co.zw

Kindly address all correspondence to the Company

Valuations | Sales | Project & Property Managers

MANDATE TO SELL

SECTION I: PROPERTY OWNERS' PERSONAL DETAILS

NAME (1) (Mr/Mrs/Miss).....
Surname Forenames

DOB.....ID No..... TEL.....

EMAIL:
(Seller 1)

NAME (2) (Mr/Mrs/Miss).....
Surname Forenames

DOB.....ID No..... TEL.....

EMAIL:
(Seller 2)

Present Residential Address.....

If your property is in the name of a company, please fill in the below section:

COMPANY NAME

REPRESENTATIVE'S DETAILS:

NAME (1) (Mr/Mrs/Miss).....
Surname Forenames

DOB.....ID No..... TEL.....
(Representative)

SECTION II: PROPERTY DETAILS

Property Type (tick where applicable):

Residential

Commercial

Industrial/Factory

Property Address..... Title Deed No.....

Property Description:

.....
.....
.....

Viewing Arrangements.....
.....
.....

SECTION II: PROPERTY PRICING & PAYMENT DETAILS

Asking Price.....Reserve Price.....

Terms of Payment (Electronic Transfer/Cash/Other (specify e.g. give details if swop is provided for part of the value)
.....

Owners Banking Details (If applicable):

Name of Bank _____ Account Name _____
Branch _____ Account Number _____

SECTION III SUPPORTING DOCUMENTS

The following documents should always accompany this mandate form:

- 1. Seller’s copy of Identity document (Passport/National ID)
- 2. Seller’s Proof of residence (Utility bills e.g. ZESA, City Council, Telone)
- 3. Seller’s Original Title Deed (Where Cession is applicable, Original Agreement of Sale or Lease Agreement).

Vacant Land Requirements

- I. Copy of a passport/birth certificate in addition to a copy of National Identity Document
- II. Guarantor (To provide proof of residence in the form of a utility bill).

Company Ownership Requirements

- I. Company profile detailing the nature of business, company location, trade terms etc.
- II. Certified copy of Certificate of incorporation
- III. Certified copy of CR14
- IV. Vat Registration Certificate
- V. Valid Tax Clearance certificate (ITF 263)
- VI. Company Resolution appointing the above-mentioned representative.
- VII. Any other relevant documentation

SECTION IV: CONVEYANCERS

Recommended Company Conveyancers:

1. SAWYER and MKUSHI LEGAL PRACTITIONERS

**11 Floor Social Security Centre, PARK LANE, Corner 2nd Street/Julius Nyerere Way,
HARARE**

2. TAKAWIRA LAW CHAMBERS

**DDK Centre 68 Old Enterprise Road, Newlands,
HARARE**

SECTION V: REGISTERED AGENT'S DETAILS

Principal Registered Estate Agent NameCLETUS CHAKOMA.....Reg No.....847.....

Physical Address192 HERBERT CHITEPO AVENUE, HARARE.....

Telephone ...(0242) 751440-6.....Email Address.....chakoma@guestandtanner.co.zw

SECTION VI: HOW DID YOU HEAR ABOUT US

Help us improve our visibility by telling us how you heard about us!

Billboards Our website Search Engine (Google Ads)

Classifieds, Property.co.zw Property book

Social Media Platforms: Facebook, Instagram, Twitter, Youtube, LinkedIn, TikTok

Email Radio/TV Newspaper Word of mouth

Other:

SECTION VII: AUTHORIZATION, DECLARATION AND ACKNOWLEDGEMENT

I/We being the legal owners of the above property or duly authorized representatives thereof hereby appoint Guest and Tanner Real Estate Sole Agents for a period ofin connection with the sale of the above property. I/We agree that the Agents deduct commission from the sale price at 5% thereof as recommended by the Real Estate Institute in terms of Statutory Instrument 200 of 1987.

It has also been brought to my/our attention that the Agent shall deduct Capital Gains Tax amounting to 5% of the sale price before any disbursement of sale proceeds to me/us and 15% VAT on Agent's commission.

I declare that the information contained herein is true and correct and where this application is signed in a representative capacity, I warrant that I have full power and authority to legally enter into this transaction.

I the undersigned hereby authorize the **Real Estate Agent** to conduct this transaction on my behalf.

I declare that all funds used to undertake this transaction are not proceeds of unlawful activities and warrant that I have not contravened any anti-money laundering legislation and regulation.

I/We duly authorized representatives thereof hereby appoint Guest and Tanner Real Estate Sole Agents for a period ofin connection with the sale of the above property to erect signage as an advertising tool on the property.

Signed.....Date.....
(Seller 1)

Signed.....Date.....
(Seller 2)

For Office Use

Received by..... Date
Selling Agent's Name

PREA..... Date.....

Processed by.....GT Ref:..... Date
Marketing

Verified by..... Date.....
Accounts

Checked by..... Date.....
Managing Director
Cletus Chakoma

Filed by..... Date.....