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**OFFER TO PURCHASE IMMOVABLE PROPERTY**

**SECTION I PURCHASER'S PERSONAL DETAILS**

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

DOB.....ID No.....TEL.....  
(Purchaser 1)

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

DOB.....ID No.....TEL.....  
(Purchaser 2)

Present Residential Address.....

*If your property is to be purchased 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.....  
(Purchaser)

do hereby make a **firm and irrevocable offer** to purchase the property known as:

.....

for the sum of \$..... (In words).....

.....which shall be paid as follows: -

**SECTION II PROPERTY PAYMENT TERMS AND CONDITIONS**

- (A) A cash deposit in the sum of \$..... (in words).....  
.....  
**to be paid upon acceptance of the offer** to the Trust Account of Guest and Tanner Real Estate (PVT) Ltd.
- (B) A Mortgage Bond of \$..... (in words).....  
..... From.....
- (C) The balance of \$..... to be paid as follows:.....  
.....
- (D) Special conditions.....  
.....

The date of occupation to be..... This offer shall remain in force until..... and if not accepted by Seller or its authorised Agent, this offer shall then become null and void and of no further force or effect.  
**It should be noted that should the above offer be accepted, this document is legal and binding and constitutes an agreement between the parties.**

**SECTION II (A) AGENCY PAYMENTS**

**II. I ADMINISTRATION**

An administration fee to be invoiced by the Agency and is due and payable by the Purchaser upon notified acceptance of this Offer to Purchase.

**II.II AGENCY COMMISSION**

Commission is deemed to have been earned once all suspensive conditions have been met and in the event of a breach by either party, the defaulting party shall be liable for the payment of agency commission at the rate of 5% of the purchase price plus 14.5% VAT on commission.

**SECTION III SUPPORTING DOCUMENTS**

The following documents should accompany this offer form at all times:

- 1. Copy of Identity document (Passport/National ID)

**If you are purchasing in a Company name, the following documents are required:**

- 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:

**SAWYER and MKUSHI LEGAL PRACTITIONERS**

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

**SECTION V: REGISTERED AGENT'S DETAILS**

Principal Registered Estate Agent Name .....CLETUS CHAKOMA.....

Registration Number .....847.....

Physical Address .....192 HERBERT CHITEPO AVENUE, HARARE.....

Telephone .....(0242) 751440-6.....

Email Address .....ADMIN@GUESTANDTANNER.CO.ZW.....

**SECTION VI: DECLARATION**

I declare that the information supplied 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.

Signed.....Date.....  
(Purchaser 1)

Signed.....Date.....  
(Purchaser 2)

Signed.....Date.....  
(Seller(s) as an acceptance)

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**For Office Use:**

Received by registered Agent ..... Date .....

Processed by ..... Date .....

Checked by..... Date.....

Advertising Ref ..... Date .....