

Mandate Form for Property Buyers / Tenants / Lessees

Date:

Terms of Understanding

This is to inform you that the services of (Your / Company's Name) to be provided would be on following terms:

Representation

- (Your / Company's Name) would represent (the prospect / customer's name) to conduct real estate services for specific requirements.
- (Prospect / Customer's name) should inform (Your / Company's Name) if it has or would engage any other organization's services as it would demarcate the scope of works & not create any confusion.
- Declaration & representation / authority letter should be submitted by the prospect (customer) before onset of the work.

Fees

- Fees would be _____ / quoted after the requirement is known
- Advance amount of Rs. _____ to be paid before the business proposal for the property is submitted. (This is non-refundable & inclusive of the total fees)
- Balance payment of Rs. _____ at the time of / before agreement deed.
- Payment once done will not be refunded.
- It would be advisory / transaction / market survey / legal / others (options) fees only.
- Fees quoted is valid up to ____ days period only.
- If any broker / mediators is / are present, then he / she / they have to be compensated separately & the fees will be according to the market norms. (Attempt would be made to exclude or reduce these brokerage fees)
- It is independent of number of property proposals submitted.

Services

The services provided is only for

- Advisory services
- Buying / renting / leasing the desired property mentioned & discussed as per requirement form & Transaction services for the same
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Following services are excluded

- Real estate strategy for business expansion
- Real estate investments
- Techno-Legal services (Valuation and Appraisal, Title search, Agreement drafting, others)
- Others

Acceptance of representing or other real estate services is entirely (Your / Company's Name) decision.

Declaration by buyer / tenant / lessee

I / We, hereby declare that the particulars mentioned / given to (Your / Company's Name) in individual / company profile & requirement formats are correct and complete to my/our knowledge.

The requirements if altered / changed, would be informed immediately.

If the transaction is delayed or discontinued for any reason whatsoever, I/We would not hold (Your / Company's Name) liable for the same.

I/We hereby authorize the representative of above mentioned (Your / Company's Name) for carrying out the necessary real estate services viz; _____ on my/our behalf.

I / We also agree to terms & conditions intimated / mentioned to us.

Firm / Company / Individual's stamp

Authorised person's designation, name & signature

Letter Head of the firm/ organization

TO WHOMSOEVER IT MAY CONCERN

This is to state that I / we (Prospect / customer's name), have appointed (Your / Company's Name) for searching properties for us, and are authorized to perform the following actions or any other necessary actions for the purpose of satisfying my / our firm/organization's real estate needs.

(Options)

- Advisory services
- Buying / renting / leasing the desired property mentioned & discussed as per requirement form & Transaction services for the same
- Market survey of properties in desired or various localities to gauge the market conditions
- Photographs of the desired sites
- Transaction processing (negotiation, due diligence, checklist)
- Techno-legal services (Title search, valuation, drafting agreements etc)
- Any other action for the purpose stated above

Firm / Company / Individual's stamp

Authorised person's designation, name & signature