

## **Mandate Form for Property Sellers / Owners / Lessors**

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 (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 property is listed / submitted for selling / leasing. (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 (see 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 proposals / prospective buyers submitted.

#### **Services**

The services provided is only for

- Advisory services
- Selling the property mentioned / details submitted & Transaction services for selling / leasing
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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 seller / owner / lessor**

I / We (Prospect / Customer's name), 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 selling / leasing our mentioned property 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
- Selling the property mentioned / details submitted & Transaction services for selling / leasing
- Market survey of similar properties to sell / lease to gauge the market conditions
- Photographs of the desired property to sell / lease
- 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