

# FINANCIAL OFFER WORKSHEET

OFFER DATE: \_\_\_\_\_

Municipal (street) Address: \_\_\_\_\_

Legal Description

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ PLAN: \_\_\_\_\_  
or UNIT: \_\_\_\_\_ PLAN: \_\_\_\_\_ *(condos/townhouses have only unit and plan)*

Your Closing Lawyer's Name: \_\_\_\_\_

Lawyer's Address: \_\_\_\_\_

Lawyer's Contacts: Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**TOTAL OFFER PRICE:** \$ \_\_\_\_\_

INITIAL DEPOSIT: *(provided in trust upon acceptance)* \$ \_\_\_\_\_

ADDITIONAL DEPOSIT: *(in trust upon removal of conditions)* \$ \_\_\_\_\_

FIRST MORTGAGE: \$ \_\_\_\_\_

SECOND MORTGAGE: \$ \_\_\_\_\_

SELLER FINANCING: \$ \_\_\_\_\_

*(VENDOR TAKE BACK MORTGAGE — interest only \_\_\_\_%)*

**BALANCE OWING (CASH TO CLOSE)** \$ \_\_\_\_\_

- ☐ Line of Credit
- ☐ Joint Venture
- ☐ Other

REQUESTED POSSESSION DATE: \_\_\_\_\_

# Terms & Conditions To Consider

When creating your offer, ensure that you're reading the whole contract before you sign. Even if it looks similar to one you've signed previously, it is easy for the words to be changed (even if it is a pdf). ALWAYS use clauses designed to allow you time to arrange financing and to complete your due diligence. There will already be standard clauses in the realtor's offer template, however below are some key non-standard clauses to consider. **NEVER SUBMIT A "NO-SUBJECT OFFER" - THE RISKS ARE TOO HIGH.**

You can ask for whatever you want in the deal, it doesn't mean that the vendor has to accept them. These clauses are only limited by your imagination and the particular transaction. For instance, here are some Terms & Conditions that you can use for ideas when you construct your offer:

1. **SUBJECT TO BUYER OBTAINING SATISFACTORY FINANCING WITHIN 21 DAYS OF ACCEPTANCE** *(Note: this clause, in much more detail, forms a part of the actual real estate purchase contract along with other boiler plate conditions such as: seller providing a "Property Inspection Schedule," "Condominium Documentation," "Sale of Buyer's Home")*
2. **SUBJECT TO BUYER'S LAWYER'S APPROVAL WITHIN 28 DAYS OF ACCEPTANCE** *(Note: this clause allows you a safety valve. Your lawyer can review the complete contract, looking for hidden issues and provides you with a second pair of eyes)*
3. **SUBJECT TO BUILDING INSPECTION SATISFACTORY TO BUYER WITHIN 14 DAYS OF ACCEPTANCE**
4. **SELLER TO SUPPLY ALL EXISTING LEASES AND CONFIRMATIONS OF SECURITY DEPOSITS WITHIN 7 DAYS OF ACCEPTANCE. AN UPDATED LIST OF THESE TO BE PROVIDED 7 DAYS BEFORE CLOSING** *(your banker will require this information in most cases beginning in 2008)*
5. **THE SELLER TO REMOVE THE THREE DERELICT VEHICLES ON THE PROPERTY ON OR BEFORE CLOSING.**
6. **SUBJECT TO PURCHASER CONFIRMING SATISFACTORY INSURABILITY OF PROPERTY**
7. **SUBJECT TO CONFIRMATION THAT PROPERTY MEETS ALL APPLICABLE FIRE & SAFETY CODES** *(multi-family properties this is critical for financing)*
8. **Additional items to consider:**

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## **THE UNATTACHED GOODS (CHATTELS) INCLUDE:**

☐ \_\_ FRIDGES, ☐ \_\_ STOVES, ☐ \_\_ WASHERS, ☐ \_\_ DRYERS, ☐ \_\_ DISHWASHERS  
AND ☐ \_\_\_\_\_

## **THE ATTACHED GOODS (FIXTURES) INCLUDE:**

☐ BUILT-IN VACUUM & ALL ATTACHMENTS, ☐ MIRRORS, ☐ ALL LIGHT FIXTURES,  
☐ GARAGE DOOR OPENER & ALL CONTROLS, ☐ SECURITY SYSTEM ☐ \_\_\_\_\_

All Attached & Unattached goods to be in good working order at time of closing.

All Attached & Unattached Goods as seen **and photographed** on \_\_\_\_\_, 200\_\_\_\_