ESTATE AGENCY LAUNCH PROGRAMME · RECEIVE AND QUALIFY OFFERS

Offer qualification checklist

Check that an offer is real and deliverable before you recommend it to your seller, and keep the paper trail the law expects. Not legal advice.

01 Put it to the seller, in writing

You have a legal duty to pass on every offer. You cannot sit on one because you prefer another.

- [ ] Take the offer in writing, with the amount and any conditions attached.
- [ ] Put every offer to the seller promptly and in writing, even ones you expect them to turn down.
- [ ] Log each offer and counter-offer with its date, so the negotiation has a clear record.

02 Can the buyer actually proceed?

A high number from a buyer who cannot complete is worth less than a slightly lower one that will.

- [ ] Proof of funds for a cash buyer, or a mortgage agreement in principle for a borrower.
- [ ] Their position in the chain: nothing to sell, under offer, or still on the market.
- [ ] Their timescale, and whether it fits the seller's.
- [ ] Any conditions on the offer, such as a survey or a sale elsewhere needing to go through first.

03 Your compliance at offer stage

Checking the buyer is part of your customer due diligence, not an optional extra.

- [ ] Run AML checks on the buyer as part of your customer due diligence, and record what you checked and when.
- [ ] Confirm the buyer's solicitor details now, so the memorandum of sale can go out fast.

PREFER THIS DONE FOR YOU?

Want a website that brings you offers worth qualifying?

It's one of the things we build — hand it over and skip the DIY. · digitalroyalty.co.uk

Talk to us