MANDATE TO SELL IMMOVABLE PROPERTY

☐ **Sole Mandate**   ☐ **Open Mandate**

Date:

1.   Client Details

Name .... Surname. ....

Date of Birth .... NRC / Passport No..

Email address .... Cell Number ....

Spouse`s Full Name .... Occupation ....

Spouse`s NRC / Passport No. .... Employer ....

Physical Address ....

Telephone numbers: Landline....................................... Cell....................................

Address of property on sale ....

2.   Bank Details

For sale proceeds to be paid on transfer of title:

Bank Account Name ....

Bank ....

Branch and Code ....

Account number ....

3.   INSTRUCTIONS

I/We ....Being the owner(s)/representative(s) of the above mentioned property hereinafter called "The Seller") hereby grant(s) Oak Tree Real Estate (hereinafter called the "Agent") a Sole and Exclusive Mandate OR General Selling Mandate (Delete Inapplicable) on the following terms and conditions: -

PRICE:- The Gross asking price is US$ / ZMW ....
.... which will include Agents Commission (5%)

PERIOD OF MANDATE: - The Mandate commences on the ....for a period of ....Thereafter it will be reviewed and revised accordingly. During this time, either party may give 7 (seven) days' notice in writing to terminate the Mandate.

Special Conditions:-..

....

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OAKTREE
REAL ESTATE

Date:

4. PROPERTY DETAILS

Property Description: ....

Is the property tenanted? YES/NO Tenant's Name: ....

 Tenant's Phone No. ....

Lease Expiry Date: ....Rental: ....

Title Deeds Held by: ....

Name of Accountant /Lawyer ....

5. DECLARATION & ACKNOWLEDGEMENT

1. Sales Agency Commission: I/We agree to pay 5% of the final agreed Gross Selling Price to Oak Tree Real Estate being Agency Commission.

2. I/We declare that the information contained herein is true and correct and where this mandate is signed in a representative capacity, I/We warrant that I/We have full power and authority to legally enter into this transaction.

3. I/We hereby authorize my property to be marketed /advertised by Oak Tree Real Estate in order to find a suitable buyer.

Sellers Signature ....   Date ....

Witness Signature ....   Date ....

For Office Use Only

Listing Broker Signature ....Date ....

Supporting Documents (please tick applicable): Seller`s NRC / Passport Copy, Copy of Title Deed