

CITY OF EAST PODUNK  
Official Letterhead

**OFFER FOR THE PURCHASE OF REAL PROPERTY**

To: *(Property owner)*

The undersigned hereby offers (Amount) Dollars (\$) for the purchase of the property located at (Property Address) and more particularly described as:

*(Legal description)*

This offer is contingent on the following terms:

- 1. *(Amount)* Dollars (\$) shall be paid as a deposit, with the remaining balance to be paid as follows:

*(Method of payment)*

- 2. Rents, taxes, insurance, and expenses of operation and maintenance shall be prorated as of close of escrow.
- 3. The seller shall furnish a policy of title insurance.

Enclosed is cashier's check no. *(Number)* on *(Bank)* for *(Amount)* Dollars (\$), representing my offer of a deposit.

The offer is withdrawn if not accepted by *(Date)*. If you do not accept this offer on or before said date, you are instructed to return the deposit immediately.

Title shall be conveyed by grant deed to *(Name)* and *(Name)* as *(Joint tenants, tenants in common, etc.)*.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

ACCEPTANCE: I accept the attached offer for the purchase of real property. Receipt of (Amount) Dollars (\$) is acknowledged as a deposit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date