

To,  
Mr. / Mrs. \_\_\_\_\_,

R/o \_\_\_\_\_,

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Dear Mr./Mrs. \_\_\_\_\_,

Sub: Our offer for consultancy for sale of your flat/villa.

We have setup a team to help our customers sell their respective flats and villas in our projects. We shall advertise on behalf of all our customers, arrange site visits, negotiate the terms and help finalize the sale including documentation. The benefits of our offer are:

- a. Sale may be finalized within a short time.
- b. Possibility of getting higher price.
- c. Minimum sale price shall be guaranteed.
- d. Documentation will be completed by our office.
- e. 50% of consultancy fee shall be payable on receiving 15% of net sale consideration. Balance 50% at the time of receiving the last installment of sale consideration.
- f. Consultancy fees shall be refunded in case the transaction is not completed.
- g. Helping potential purchaser obtain a housing loan and release the same in your favour.
- h. Hassle free and smooth transaction.

In order to recoup the expenses a service charge equal to 3% of the net sale consideration (+ applicable service tax) shall be payable.

We request you to sign a copy of the letter attached herein as confirmation of the above and provide the details in the annexure printed overleaf. Please send us scanned copy of the same.

Thank You.

Yours Sincerely,

Mr. Ashok Kumar  
Manager - Sales  
Mobile:+91-7032107065  
Email ID: ashok@modiproperties.com

Agreed and confirmed:

Sign:  
Mr./Mrs. \_\_\_\_\_

ANNEXURE

1.	Name of customer	
2.	Flat/villa No.	
3.	Project name	
4.	Area of flat/villa	
5.	Email of customer	
6.	Contact no. of customer	
7.	Sale Consideration to be quoted	Rs. ___ lakhs
8.	Sale can be closed for	Rs. ___ lakhs
9.	Rock bottom price for sale (only after reconfirmation)	Rs. ___ lakhs
10.	Minimum guaranteed sale consideration	Rs. ___ lakhs
11.	Sale deed no. & date	
12.	Title document set	<input type="checkbox"/> Collected <input type="checkbox"/> not available <input type="checkbox"/> other
13.	Maximum time for payment	<input type="checkbox"/> 1 month <input type="checkbox"/> 3 months <input type="checkbox"/> other _____
14.	Details of fitting and fixtures provided	<input type="checkbox"/> Lights <input type="checkbox"/> fans <input type="checkbox"/> geezers <input type="checkbox"/> kitchen cabinets <input type="checkbox"/> dining table <input type="checkbox"/> sofa set <input type="checkbox"/> mattress <input type="checkbox"/> curtains <input type="checkbox"/> Wardrobes <input type="checkbox"/> beds <input type="checkbox"/> other:
15.	Car parking	<input type="checkbox"/> NA <input type="checkbox"/> 1 car <input type="checkbox"/> 2 cars <input type="checkbox"/> Nil
16.	NOC from owners association required	<input type="checkbox"/> Yes <input type="checkbox"/> No
17.	Availability of keys	
18.	Special requirements	
19.	Remarks	

Sign:

Mr./Mrs. \_\_\_\_\_

Date: \_\_\_\_\_