



13-21 High Street Guildford Surrey GU1 3DG Tel: 01483 456 231 www.amgltd.co.uk

Date: [Todays Date]

MEMORANDUM OF SALE

To:	[Client Name]	Cc:	[Conveyancing Sols Name]
AMG Ref:	[AMG Ref]	Client Ref:	[Client Ref]
Customer:	[Borrower] [/Borrower 2]	From:	[AMG Contact]

PROPERTY ADDRESS

[Addr 1]
[Addr 2]
[Addr 3]
[Town]
[County]
[Postcode]

ESTATE AGENTS

[Offer Estate Agents Name]
[Offer Estate Agents A1]
[Offer Estate Agents A2]
[Offer Estate Agents A3]
[Offer Estate Agents A4]
[Offer Estate Agents A5]
[Offer Estate Agents A6]

Contact: [Offer Estate Agents Contact]
Tel: [Offer Estate Agents Tel]

PURCHASER

[Purchaser Name]
[Purchaser Address]
Status: [Applicant Status]
[Lending Source]
[% / Total]

PURCHASERS SOLICITOR

[Purchaser Sols Name]
[Purchaser Sols Address]

Contact: [Purchaser Sols Contact]
Tel: [Purchaser Sols Tel]
Email: [Purchaser Sols Email]

SALE PRICE: £[Current Sale Amount]

[Days] DAY EXCHANGE

Comments:

The property will remain on the market until exchange of contracts. No access will be granted in between exchange and completion. Exchange must take place within [Days] days of receipt of draft contracts.

[MOSNOTES]

CONFIRMATION OF OFFERS				
To:	[Client]	Attention:	[Client Contact]	
Date:	[Todays Date]	From:	[User Name]	
Account No.:	[Client Ref]	Customer Name:	[Borrower] [/Borrower 2]	

Date	Name	Amount (£)	Status	
[Off Recd Date]	[Offer Applicant]	[Offer Amount]	[Cash/MortL]	[Offer Status]
