

Private Sale Property Offer Checklist – New Zealand

Before You Make an Offer

- ✓ Get finance pre-approval from your bank or broker.
- ✓ Choose a property lawyer/conveyancer and let them know you're preparing an offer.
- ✓ Request LIM report, title, and property details from the seller or agent.
- ✓ Arrange inspections (builder's report, meth test, valuation if needed).
- ✓ Research recent sales and confirm chattels (items included in the sale).

Preparing Your Offer

- ✓ Use vendor's lawyer's pre-prepared Sale and Purchase agreement or the standard REINZ/ADLS Sale & Purchase Agreement form.
- ✓ Include: purchase price, deposit (usually 10%), settlement date, and list of chattels.
- ✓ Add conditions (finance, LIM, building inspection, solicitor's approval).
- ✓ Review everything with your lawyer before signing.
- ✓ Submit the offer to the vendor or vendor's lawyer.

After You Submit

- ✓ If accepted → contract is binding (subject to your conditions).
- ✓ If countered → you can accept, reject, or renegotiate.

Once Accepted

- ✓ Work through conditions by due dates (finance, LIM, building, title).
- ✓ When all satisfied, contract becomes unconditional.
- ✓ Pay the deposit (held in seller's lawyer's trust account).

Settlement

- ✓ Pay remaining balance through your lawyer.
- ✓ Title is transferred to your name.
- ✓ Collect keys and move in!

Common Offer Conditions (examples)

- 🏠 Finance: 'This agreement is conditional upon the purchaser obtaining finance approval on terms satisfactory to the purchaser on or before [date].'
- 🏠 Building Inspection: 'This agreement is conditional upon the purchaser obtaining a building inspection report satisfactory to the purchaser on or before [date].'
- 📄 LIM: 'This agreement is conditional upon the purchaser receiving and approving a LIM from the Council on or before [date].'
- ⚖️ Solicitor's Approval: 'This agreement is conditional upon the purchaser's solicitor approving the terms and title on or before [date].'
- 🏠 Sale of Purchaser's Property: 'This agreement is conditional upon the unconditional sale of the purchaser's property at [address] on or before [date].'