

1. The **Negotiation Worksheet** is not a legally binding document.
2. Once the Worksheet is completed, the Purchaser should take it to their lawyer to have a formal Agreement of Purchase & Sale Form prepared.
3. We recommend that the Purchaser have the formal Offer prepared as it demonstrates serious interest on their part.
4. The time line to have an Offer Form prepared should not be lengthy. 2 business days should be ample time as the Purchaser brings you the Offer, you should not be negotiating with other parties.
5. Even though the Negotiation Worksheet is not legally binding, we strongly recommend that you do not send the Purchaser to their lawyer with it unless you are prepared to accept the Offer if all the terms were as agreed. If you are unsure about the terms, ask the Purchaser for some time to consider it as it is unfair for them to spend the time and money going to their lawyer only to have the Offer rejected.

► **MULTIPLE OFFERS**

1. It is important that all parties are aware that there are other potential buyers interested in your home. This way, they have the opportunity to come in with their best Offer right away.
2. You should not be negotiating two Agreement of Purchase & Sale Forms simultaneously. We recommend that you choose the best Offer and try to finalize and agreement.
3. We suggest giving each party a copy of the Negotiation Worksheet and asking them to complete it by a certain date (1 or 2 days maximum). We then recommend that you choose one party to enter into final negotiations with.