Letter of Intent to Purchase

Non-binding. Nothing here obligates either of us.

Date ______________ To ____ (agent or seller)

Re ____ (property address)

Hi ____________, thank you for your time. Here is what I can do on the property above.

Purchase price	$_____________
Earnest money	$_________, to the title company within _____ business days of a signed PSA.
Financing	Cash or hard money. No financing contingency and no appraisal contingency.
Contingencies	A _____ day inspection period is my only contingency.
Closing	On or before _____________, or on your seller's timeline.
Condition	As-is, where-is. No repairs, and leave behind anything you do not want to deal with.
Title and liens	Liens, code violations, back taxes and probate are all workable. Tell me early and I will handle them.
Closing costs	Negotiable. Your seller picks the closing agent.
Assignment	I may assign this agreement or take title in an affiliated entity.
Proof of funds	Will be submitted with the purchase and sale agreement.

WHAT HAPPENS NEXT

- If these terms work, reply and I will send a purchase and sale agreement the same day for your seller to review.
- If the price is the problem, tell me the number that does work. I would rather counter than walk away, and I will tell you straight if I cannot get there.
- If this is not the one, keep me on your list. I will look at anything that fits and I will always give you a straight yes or no.

This letter is a non-binding expression of interest. It is not a contract and it does not obligate you, your seller, or me. Good through __________________.

________________________________ ________________________________ _______________________

Name Entity, if buying in one Phone

The email version

Most agents read the email and never open the attachment. Paste this in the body and attach the letter too.

Subject: Offer on [address]

Hi [name],

Thanks for getting back to me. Here is what I can do on [address].

Price: $[number]
Cash, no financing contingency and no appraisal.
[7] day inspection period, and that is my only contingency.
Close on or before [date], or whenever suits your seller.
As-is. No repairs, and they can leave behind whatever they do not want.
Liens, code violations or back taxes are all fine, I will work through them.
Earnest money to title within [3] business days of a signed PSA.
Closing costs negotiable, and your seller picks the closing agent.
Proof of funds will be submitted with the purchase and sale agreement.

This is a non-binding letter of intent, not a contract. If the terms work, reply and I will send a purchase and sale agreement the same day.
If the price is the problem, tell me what number works. I would rather counter than walk.
And if it is not this one, keep me on your list.

Good through [date].

[Name]
[Phone]

How to fill this in

Read this once. After that the letter takes two minutes.

WHERE THE PRICE COMES FROM

Open the Deal Offer Calculator and use the line that says where to open your offer, not the one that says the most you can pay. Those are different on purpose. You can always come up. You cannot come back down.

COMMISSION, AND WHY IT IS NOT IN THIS LETTER

You will be tempted to write something like you keep both sides. Do not. Commission is agreed between the seller and their own brokerage in the listing agreement, so it was never yours to hand out, and it stops being true the moment you bring an agent in or assign to a buyer who has one.

Leave it out of the letter entirely. Commission is negotiable like everything else here, and it belongs in the conversation that happens after they come back to you, not in a written promise from someone who cannot deliver it. If an agent asks, the honest answer is that it is negotiable and you are happy to work it out.

THE FIELDS PEOPLE GET WRONG

Earnest money. Five hundred to a thousand is normal on a first deal, and it is refundable during your inspection period. It is due after a purchase and sale agreement is signed, not now. A bigger deposit makes you look more serious than a bigger price does.

Inspection period. Seven to ten days. This is your way out if you got the repairs wrong. Saying it is your only contingency is the part that makes you competitive, so do not bury it.

Closing date. Fourteen to twenty one days is the real advantage you have over a buyer getting a mortgage. It is often worth more to a seller than a few thousand dollars on the price.

Title and liens. Say this out loud. Most buyers run from code violations and back taxes, so being the one who does not is a genuine reason for an agent to call you first.

Assignment. This one line is what lets you sell the contract instead of closing on it. Put it in from the start and never hide it. An agent who finds out later will not work with you twice.

Proof of funds. It goes over with the purchase and sale agreement, so you are not scrambling for it at the letter of intent stage. Do not promise same-day turnarounds you have not tested.

Good through. Three to five days. It moves things along without being aggressive.

THE FASTEST WAY TO ACTUALLY SEND THIS

Lead with the email. Paste the version on page two straight into the body of the email and send it. No attachment, no formatting to go wrong, and agents read email bodies far more reliably than they open attachments. This alone is the difference between an offer that gets read and one that sits unopened.

Attach the letter as well, as a PDF rather than a Word file, so it looks the same on their screen as it did on yours. Fill in the Word version, then File, Save As, and choose PDF. Name it something an agent can find later, like Offer - 123 Main St - Your Name.pdf.

AFTER YOU SEND IT

Most of these get no answer, and that is the job rather than a sign you did it wrong. Follow up once after three days and once more a week later, then leave it alone and ask to be kept in mind for the next one. The agent who ignores your first offer is often the one who calls you in March about something that never reaches the market.

ONE THING TO CHECK BEFORE YOU USE IT

This is a template, not legal advice, and real estate paperwork is state specific. Have a local attorney read it once before you send it anywhere, particularly the assignment line, which varies most between states. Once it is checked it works for every deal after that.

The Real Estate Academy

Use this with the Deal Offer Calculator. The calculator gives you the number, this puts it in front of somebody.