

COMMERCIAL PROPERTY BID LETTER

INSTRUCTIONS

- This form should be used to submit a bid (an offer to purchase) for a Commercial Property being sold by the NHT.
- **COMPLETE FORM IN BLOCK LETTERS.** (N.B. Please initial any change made to the completed form).

YOUR BID WILL BE DISQUALIFIED IF YOU DO NOT COMPLY WITH THESE INSTRUCTIONS

PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH THIS COMPLETED ORIGINAL bid LETTER

- A** Statement or letter from financial institution, **NOT OLDER THAN SIX MONTHS**, stating the:
- proposer's name,
 - currency of the funds
 - account balance

Please note that the account balance must be able to cover the following:

- i) Required deposit - (the **minimum deposit** is **15%** of the purchase price proposed)
- ii) Related costs - (estimated at **3%** of the purchase price)
- iii) Balance on the Sale Price.

If any portion of the bid amount will be covered by a mortgage. please submit:

- B THE ORIGINAL:**
Mortgage pre-approval letter from a financial institution.

NOTE: The following persons are not allowed to bid for NHT units sold by Private Treaty:

- Staff members, extended family members of staff members and spouses of staff members, of the NHT
- Spouses of Board members, of the NHT
- Staff members, extended family members and spouses of staff members, of contracted External Agencies

COMMERCIAL PROPERTY BID LETTER

Date _____
DD/MM/YYYY

Selection Committee
Committee
P.O. Box 152
Kingston 5

Dear Sirs:

I/We _____ and _____
Name of Proposer (A) Name of Proposer (B)

hereby submit a bid for property located at: _____
Full Property Address as advertised

_____, LOT # _____
Full Property Address (as advertised) As advertised

in an amount of _____ (\$ _____)
Bid amount in words Bid amount in figures

The purchase will be financed by (**Tick the appropriate box**):

- Mortgage – Other financial institution
 Cash or Other source

Enclosed please find (**Tick the appropriate box**):

- Pre approval letter from financial institution
 Documentary evidence of availability of funds(see instructions overleaf)

Are you a member of staff of the NHT or related to any member of staff of the NHT ? Yes No

Are you a member of staff of NHT's contracted External Agencies or related to any member of staff of NHT's contracted External Agencies ? Yes No

I/We may be contacted at

Mailing Address of Bidder (A)

Mailing Address of Bidder (B)

Telephone number _____(H)
_____(W) _____(C)

Telephone number _____(H)
_____(W) _____(C)

Email: _____

Email: _____

Signature of Bidder (A)

Signature of Bidder (B)