

PSRA Licence Number:- _____
 (6 Digit Business Number to be used)



Details to be recorded, pursuant to section 61 of the Property Services (Regulation) Act 2011, in respect of each offer received in respect of sale of land other than by auction

[This is the form to be used to comply with Section 61 of the Act which requires licensees to retain a record of all offers received by the licensee in respect of land offered for sale for at least six years. Offers at auction are not required to be recorded. PLEASE NOTE:- This is not a Memorandum of Understanding and is subject to contract]

Details of the land:

Vendor	Identification of Property (to include folio number(s) where the address is insufficient to fully identify the property):
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Details of Offer Received:

Offer Notified to the Client

Name of Prospective Purchaser (or Agent) & Contact Details	Method* of offer & Person who received the offer	Date & Time	Offer	Conditions (if any)	Signed	Date & Time of offer being notified to client & by whom	Name of client notified (where more than one client)	Reaction to offer	Signed

* (Telephone/In Person/Email/Fax/Other (specify))