



Checklist – Submitting an Offer With 10 Working Days of Due Diligence

Step 1 – Prep the Email

- Open a fresh email to the listing agent.
- Subject line: *Conditional Offer – [Property Address]*.

Step 2 – Confirm Key Details

- Purchaser names match your ID exactly.
- Purchase price agreed with broker/partners.
- Deposit structure (pick Option A or B below).
- Settlement date (pick a fixed date **or** x working days after due diligence).

Step 3 – Copy-Paste the Due Diligence Clause (see below).

Step 4 – Add Lawyer Details

- Email and phone number so the agent can send the signed agreement.

Step 5 – (Optional) Add Extras

- Deadline for vendor acceptance.
- Intro letter to the vendor.
- Special deposit wording (KiwiSaver, staged payments, trust account instructions).

Step 6 – Hit Send & Save a Copy

- CC your lawyer and broker.
 - File the sent email for your records.
-



Fill-In-The-Blanks Email Template

Subject: Conditional Offer – [Property Address]

Hi **[Agent's Name]**,

Please draft an Agreement for Sale and Purchase using the details below:

Purchaser: [Full legal name(s)]

Purchase Price: \$[amount]

Deposit: • **Option A:** 10 % payable once all purchaser conditions are satisfied **or** • **Option B:** See Further Terms below for staged/KiwiSaver deposit

Settlement Date: • [e.g. 3 September 2025] **or** • The 20th working day after due-diligence satisfaction

Further Terms: Please insert the Due Diligence clause (copy below).

Lawyer: angus@housemelegal.co.nz, 09 801 5903

Please email the agreement to me once ready.

Kind regards,

[Your Name]

Due Diligence Clause – Copy-Paste Ready

This agreement is **conditional** upon the Purchaser completing, within **ten (10) working days** of the date of this agreement, a due-diligence investigation of the Property and being satisfied in all respects, including (without limitation) title, local-authority compliance, financing, and any other matter the Purchaser, in their sole discretion, chooses to investigate.

The Vendor must provide full access to the Property and supply any information in their possession that is relevant to the Purchaser's investigations.

This clause is inserted **for the sole benefit of the Purchaser**. The Purchaser may waive it by written notice. If the clause is not satisfied or waived, any deposit paid must be refunded in full immediately, and the agreement will be at an end.



Optional Extras (Copy the ones you need)

1. Deadline for Acceptance

This offer may be accepted by the Vendor no later than [date/time]. If not accepted by that time, it will lapse without further effect and neither party will have any claim against the other.

WARNING: This special term may cause the sellers to exclude your offer. Ideally, discuss the pros and cons of using a deadline with your lawyer. If you do want to proceed with a deadline, make it at least 3 working days after you send the offer in to give the sellers a reasonable amount of time.

2. Initial Deposit Amount

[\$amount] is payable to [agent trust account] when this agreement becomes unconditional. The balance of the 10 % deposit is payable as set out below.

3. KiwiSaver Deposit Wording

Following payment of the Initial Deposit, the balance of the 10% deposit will be paid within one working day of the Purchaser's KiwiSaver funds clearing into the Purchaser's solicitor's trust account. The full deposit is to be held in the Vendor's solicitor's trust account until settlement or until settlement undertakings are provided.

Pro Tip

Write a short, genuine letter of introduction to the seller—one paragraph on who you are and why you love the property. Attach it to the offer email for an extra edge: [Letter to Sellers - Buyer Introduction](#)

Next Steps

- **Signing:** [All buyers initial each page and sign page 20 of the ADLS agreement.](#)
- **Copy of Page 1:** [If you need a refresher on where the key terms go, here's a blank first page of the standard agreement \(ask your agent for a copy\).](#)
- **Questions?** If any clause wording feels unclear, call your lawyer before you sign.