



PROCEDURE FOR PRE-AUCTION OFFERS

If a purchaser wishes to make an offer prior to the Auction, the following procedure will be followed:

1. The Auctioneer or branch manager must be contacted first and only when the offer is in writing and signed by the purchaser ("offer") (ie no verbal offers). NO contact with the vendor should be made regarding the offer. All pre-auction offers must be unconditional.
2. The offer is to be written up on the "Barfoot & Thompson Auction Particulars & Conditions of Sale" with the following clause added as a Special Condition of Sale and initialled by the purchaser:

"The purchaser agrees that this offer:
a) shall remain open for acceptance by the vendor;
and
b) may not be withdrawn or revoked by the purchaser until 4pm on the second working day after the date on which the offer has been first presented or details of it communicated to the vendor."

3. The offer is presented or communicated to the Vendor/s by the auctioneer or branch manager for consideration, with a deposit of 10% of the purchase price; this deposit must be attached to the written offer.
4. If the offer is not at a level acceptable to the vendor, no counter offer is to be made. It is merely communicated to the purchaser that, at that stage, the offer was not at an acceptable level to the vendor/s. The deposit is returned un-banked.
5. If the offer is at an acceptable level to the vendor, all other registered buyers will be contacted and told that an unconditional offer to purchase the property, at a level that is acceptable to the Vendor ("instigating offer"), has been received. All other registered buyers will then be informed of the time, place and manner for the opportunity to make their best offer (taking into account the holding period for the first offer in clause 2 above).
6. If other registered buyer/s wish to make an offer we will either:
(a) bring the auction forward or
(b) present the offers as multi-offers in accordance with Barfoot & Thompson's "multi-offer" procedures (with the initiating purchaser having the right to increase the instigating offer).

In the case of 6(b), all purchasers shall be asked to sign a "Multiple Offer Acknowledgement" form, which will accompany the offer.
7. If the auction is brought forward, the opening bid announced will be the purchase price specified in the instigating offer already made, which will also be the declared reserve price.
8. This should all be done within the two working days time frame, after the details of the offer have been communicated or presented to the vendor.

It is recommended that a diary be kept of the procedure followed and contacts made and duly noted.

Purchaser Acknowledgment

I confirm that I wish to make a "Pre-Auction Offer" and that I have read and understand this Procedure sheet. In consideration of your agreeing to present or communicate my offer to the vendor I agree that my offer may be treated in accordance with and I agree to be bound by the procedures set out above.

Purchaser

Date / /