



**LETTER OF INTENT**

Short Form

Prepared by: Agent \_\_\_\_\_  
Broker \_\_\_\_\_

Phone \_\_\_\_\_  
Email \_\_\_\_\_

**NOTE:** This form is used by a buyer's agent, before making an offer to purchase a property, to set forth the basic terms and conditions of a proposed purchase for the owner's consideration.

**DATE:** \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California.  
*Items left blank or unchecked are not applicable.*

**FACTS:**

1. This Letter of Intent is submitted by \_\_\_\_\_, as the prospective Buyer, to \_\_\_\_\_, as the Owner, regarding real estate situated in the city of \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_, referred to as \_\_\_\_\_.

**TERMS:**

2. Prospective Buyer proposes to pay a purchase price for the property of ..... \$ \_\_\_\_\_  
2.1 Deposit towards the purchase price ..... \$ \_\_\_\_\_

3. Possession to be given on \_\_\_\_\_, 20\_\_\_\_\_.

4. Additional financing arrangements, due diligence aspects and conditions \_\_\_\_\_  
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**RIGHTS AND OBLIGATIONS:**

5. Owner and prospective Buyer agree this letter is not an offer to enter into a written purchase agreement to sell the property, it is not a written purchase agreement to acquire the property, and it is not the grant of an option to buy the property.
6. Prior to entering into a binding purchase agreement, either Owner or prospective Buyer may propose different pricing, terms for payment or conditions for closing than contained in this letter, may enter into negotiations and agreements with other parties in complete conflict with this proposal, or unilaterally withdraw this letter without further obligation to each other.
7. If these negotiations are for the transfer of a one-to-four unit residential property or a commercial property, Buyer and Owner acknowledge receipt of an attached Agency Law Disclosure. [See **RPI** Form 305]
8. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The proposal set forth here is respectfully submitted for Owner's consideration. We look forward to a favorable response by concurring with its terms.

Prospective Buyer's/ Selling Broker: _____ Broker's CalBRE #: _____ Buyer's Agent: _____ Agent's CalBRE #: _____  Signature: _____ Is the agent of: <input type="checkbox"/> Prospective Buyer exclusively. <input type="checkbox"/> Both Owner and Buyer.  Address: _____ _____ Phone: _____ Cell: _____ Email: _____	Owner's/ Listing Broker: _____ Broker's CalBRE #: _____ Seller's Agent: _____ Agent's CalBRE #: _____  Signature: _____ Is the agent of: <input type="checkbox"/> Owner exclusively. <input type="checkbox"/> Both Owner and Buyer.  Address: _____ _____ Phone: _____ Cell: _____ Email: _____
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<p><b>I agree to the terms stated above.</b></p> <input type="checkbox"/> See attached Signature Page Addendum. [RPI Form 251] Date: _____, 20_____ Prospective Buyer: _____  Signature: _____ Prospective Buyer: _____  Signature: _____	<p><b>I generally concur with the terms stated above.</b></p> <input type="checkbox"/> See attached Signature Page Addendum. [RPI Form 251] Date: _____, 20_____ Owner: _____  Signature: _____ Owner: _____  Signature: _____
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