

Date: [Date]

To: [Seller Name]

Address: [Seller Address]

RE: LETTER OF INTENT FOR THE PURCHASE OF [Property Address/Name]

Dear [Seller Name],

This letter serves as a formal offer to purchase the multi-family property located at [Property Address], consisting of [Number of Units] units, under the following terms and conditions:

- **Purchase Price:** \$[Amount in USD]
- **Earnest Money Deposit:** \$[Amount] to be held in escrow upon execution of a formal Purchase and Sale Agreement.
- **Financing:** This offer is [contingent/not contingent] upon the Buyer obtaining financing at a rate and terms acceptable to the Buyer.
- **Due Diligence Period:** The Buyer shall have [Number] days from the effective date of the agreement to inspect the property, including all units, physical structures, and financial records (rent rolls, utility bills, and tax returns).
- **Closing Date:** Closing shall occur on or before [Number] days after the expiration of the Due Diligence Period.
- **Prerogatives:** All rents, security deposits, and prepaid expenses shall be prorated as of the date of closing.

This offer is valid until [Expiration Date/Time]. If these terms are acceptable, please sign below so we may proceed with a formal Purchase and Sale Agreement.

Sincerely,

[Buyer Name]

[Phone Number]

[Email Address]

Accepted by Seller:

Signature: _____ Date: _____