

[Your Name/Entity Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Seller Name]

[Seller Address]

[City, State, Zip Code]

RE: Letter of Intent to Purchase Medical Office Building

Property Address: [Insert Full Property Address]

Assessor's Parcel Number: [Insert APN]

Dear [Seller Name],

This Letter of Intent ("LOI") outlines the proposed terms and conditions under which [Buyer Name] ("Buyer") offers to purchase the medical office building located at the address referenced above from [Seller Name] ("Seller").

1. Purchase Price: The proposed purchase price is \$[Insert Amount] USD, payable in cash at closing.

2. Earnest Money Deposit: Within [Number] business days of the execution of a formal Purchase and Sale Agreement (PSA), Buyer will deposit \$[Insert Amount] into escrow with [Title Company Name].

3. Due Diligence Period: Buyer shall have [Number] days from the effective date of the PSA to conduct inspections, including but not limited to: structural assessments, environmental reports, review of existing medical tenant leases, ADA compliance audits, and zoning verification.

4. Financing: [Choose one: This offer is not contingent on financing / This offer is contingent upon Buyer obtaining a financing commitment within [Number] days].

5. Closing Date: The closing shall occur within [Number] days following the expiration of the Due Diligence Period.

6. Seller Deliverables: Within [Number] days of signing this LOI, Seller shall provide Buyer with copies of all current leases, two years of operating expenses, a current rent roll, and any existing environmental or building reports.

7. Exclusivity: Seller agrees to withdraw the property from the market and cease negotiations with other parties for a period of [Number] days from the signing of this LOI to allow for the drafting of the PSA.

8. Non-Binding Nature: Except for the Exclusivity provision, this LOI is a statement of intent only and is not a legally binding contract. A binding agreement shall only exist upon the execution of a formal Purchase and Sale Agreement.

If these terms are acceptable, please sign below and return a copy by [Date].

Sincerely,

[Your Signature]
[Your Printed Name]
Buyer

Accepted and Agreed:

[Seller Signature]

[Date]