

MANDATE TO SELL

(The word "Mandate" means permission and authority and amounts to an agreement.)
I/We, the undersigned (*The seller/authorized Agent*)

First Name : _____ First Name : _____

Surname : _____ Surname : _____

Date of Birth : _____ Date of Birth : _____

I.D.No. : _____ (*Provide Copy*). I.D.No. : _____ (*Provide Copy*)

Representing and duly authorized by _____ (*if it is a natural person/ organization*),

Email: _____ Email : _____

Tel/Cell: _____ Te/Cell : _____

Address: _____

The seller hereby appoints Rawson Properties to market and sell the immovable property being _____
_____ Comprising of (improvements)

_____ for the sum of US\$ _____ or as
maybe changed by agreement with the seller from time to time or such other price as may be offered by a purchaser and be accepted
by the seller.

I / We agree to pay Rawson Properties agents' fees at an agreed rate of **5 %** of the sale price plus **15%** Value Added Tax on the
agent's fees as recommended and set out by the Estate Agents Council.

I / We agree to pay Rawson Properties full agent's fees plus v.a.t. if I / We withdraw my /our mandate to sell after the agent would
have found a willing and able purchaser who would have signed an offer to purchase the property, which I/We would have
accepted.

I/we further provide additional information to my / our agent as follows:-

1. The property does have Title Deed, and the Title Deed number is _____ (*Provide Copy*)

2. The property does not have Title Deed, and the developer is _____ (*Name of Developer*)

3 The property is leased and the tenant has a lease expiring on _____ and the tenant is
currently paying monthly rentals of US\$ _____

4 The property is mortgaged with _____ (*name financial institution*) and outstanding amounts
are estimated at about US\$ _____

5 The provisional attorney/conveyancer' to attend to the transfer of this property is _____

6 Any additional information I wish to provide to my agent (*If any*) _____

Signed : _____ Date _____ Signed _____ Date _____
Seller 1 Seller 2

Signed _____ *Agent for Rawson Properties* Date _____

***Please note estimated selling Costs are as follows:**

1. Capital Gains Tax (if applicable)
2. Mortgage Bond outstanding amounts and cancellation fees (if applicable)
3. Municipal Rates clearance certificate, rates, electricity and telephone bill.
4. Agent's fees.

THE SALE / BUYING PROCESS

The Transfer or cession process by which the property is changed from the Seller's name into the Purchaser's name involves a series of steps. Below is a typical process of what can be expected, although each sale or transfer is unique and will invariably differ.

1. Offer Acceptance by Seller.
2. Agreement of sale signing.
3. Payment of purchase price in the event of cash deal or deposit into a Trust Account.
4. In the event of Mortgage Bond – Buyer must submit application with all necessary documents to the bank or financial institution for Mortgage Bond.
5. Approval of Bond by bank/financial institution.
6. Purchaser secures Bond Approval Letter or financial guarantee from Bank/financial institution and submit to conveyancers as proof of funds.
7. With proof of funds/payment, Estate Agent instruct conveyancer/original developer to process the transfer/cession of property.
8. Buyer pays transfer/cession costs.
9. Purchaser and Seller sign relevant transfer/cession documents with the conveyancer/ developer, the seller surrenders Original Deed of Transfer or Original Agreement of Sale.
10. Seller and Purchaser attend Capital Gains Tax Assessment Interviews with Zimra. Conveyancer/Estate Agent pays Capital Gains Tax on behalf of seller(s), where applicable.
11. Conveyancer applies and secures a Rates Clearance Certificate from local authority/residents association.
12. Conveyancer prepares Deed of Transfer, together with Capital Gains Tax Clearance Certificate, Rates Clearance Certificate, lodges with Deeds Office accompanied by stamp duty proof of payment for registration of title.
13. Upon confirmation of transfer at Deeds Office/Developer seller is paid sale proceeds less outstanding Mortgage amounts, Municipal bills, Zesa bills, Estate Agent fees and any other fees in respect of sale.
14. Handover/takeover of property is arranged.

***Please note:** These processes and estimate costs should be considered as a guideline only.

THE MARKETING OBLIGATIONS

We, **RAWSON PROPERTIES**, confirm that we shall make all reasonable effort to market and to perform the mandate and shall, amongst other things;

- Offer the property to existing purchasers on our books.
- Display a **"FOR SALE"** sign on the property subject to any Municipal bylaws.
- Advertise the property on the press at the agent's discretion and cost.
- Advertise the property on the internet at the agent's discretion and cost.
- Introduce potential purchasers.
- Conduct showhouse, at agent's discretion.
- Market the property with associate estate agencies, at the agent's discretion
- Maintain regular contact with the seller in connection with the mandate and progress made in marketing the Property.
- Comprehensively market the property as more fully described in the Marketing Plan.
- Will be available 24/7, and after the deal has been signed, until transfer and beyond.

Thank you for having chosen us as your estate agent.

Owner/Seller/Authorised Agent _____ **Date** _____

Agent for Rawson Properties _____ **Date** _____