

INSTRUCTIONS TO SELL A PROPERTY

I hereby instruct *HERITAGE PROPERTY CONSULTANTS* to sell my/our property, the details of which I/we give below:-

- 1. **Name of Vendor(s)** .....
- 2. **Address:**.....
- 3. **Telephone Number:** .....

OWNERSHIP / TITLE DETAILS

- 1. **L.R. Number:**.....
- 2. **Location:**.....
- 3. **Area:**.....
- 4. **Tenure (Leasehold/Freehold):**.....  
**Terms:**.....**Years From**.....
- 5. **Registered Owner:**.....
- 6. **Type of Property(Residential/Commercial/Agricultural):**.....

BRIEF DESCRIPTION OF PROPERTY

.....  
.....  
.....

SALE COMMISSION

I/We agree and undertake to *pay HERITAGE PROPERTY CONSULTANTS* a commission at **3%**. Of the sale price.

Sale price *Kshs*.....

**N.B.**

This agency shall remain in force for .....months unless otherwise stated.

I/We further undertake that if I/We revoke this authority before the stipulated sale period stated herein before, half of the stated commission becomes payable by me/us.

**Signed:**      1)      **Vendor:**.....  
                  2)      **Agent:** .....  
                  3)      **Witness:**.....

**Viewing Arrangement:**.....

.....  
.....

**Dated:** .....

**AUTHORITY TO SELL**

I hereby confirm that I am the Legal Owner / Authorized Agent of the above property and that I am authorized to enter into this transaction.

NAME:.....

DATE:.....

SIGN:.....