



**PRELIMINARY
EXCHANGE
PROPOSAL**
(MINI OFFER)

DATE WRITTEN: _____

This is not a formal offer, but merely a suggested way to structure a transaction between us.

ISSUED AT: _____

FROM: _____
 ADDRESS: _____
 CITY: _____
 STATE: _____ ZIP: _____
 PHONE: _____
 EMAIL: _____

My Client: _____
 Type of property: _____

Address: _____

Encumbrances: _____

TO: _____
 ADDRESS: _____
 CITY: _____
 STATE: _____ ZIP: _____
 PHONE: _____
 EMAIL: _____

Your Client: _____
 Type of property: _____

Address: _____

Encumbrances: _____

Terms and Conditions: _____

- Let's get together and talk.
- I'm in room _____
- I'll call or write within the next 3 days to discuss.
- Send me a copy of "back up" package
- I will send you an offer by _____

- Reply needed by: _____
- Will you please send me and initiate offer because: _____
- Attached is a copy of my package.
- Attached is a copy of my "back up" material

Submitting Broker

Date

Broker Receiving Offer

Date

Remarks: _____

	WE	YOU
O.V.		
Loan -		-
Equity		
Boot +		+
Balance		