How to Make an Offer on Your First Property

Step-by-Step Guide

HOUSE ME LEGAL ™

Prepare for the Climb – Phase 1 of the Three Ps System

Video Example: *How to Make an Offer on Your First Property: A Step-by-Step Guide*

A Research & Preparation

1. Identify one target property

2. Research three to five recent comparable sales

3. Create a comparison spreadsheet

4. Estimate a fair value range

5. Send the Sale and Purchase Agreement, LIM and title to HouseMe Legal

6. After your call with HouseMe Legal, choose your offer conditions

B First Offer

7. Draft an initial offer

8. Add a flexible settlement date or a fixed date

9. Email the signed offer to the listing agent

C Negotiation

10. Did the seller counter-offer?

Yes

- Review your spreadsheet again, adjust price if justified, then submit a final offer (consider ending in an odd number and attaching your buyer letter).
- Optionally add a 48-72-hour deadline to keep momentum.

No

- Offer is either accepted as-is or declined.

D Offer Accepted – Due Diligence

11. Begin due diligence immediately (10 working days is typical).

12. Confirm all conditions are met - contract becomes unconditional.

E Settlement Preparation

13. Pay the deposit balance to the stakeholder.

14. Line up KiwiSaver or bank funds, arrange insurance and switch utilities.

15. Book your pre-settlement inspection in the week before settlement.

16. Settle and collect the keys – welcome home.

F Offer Declined

17. Record the lessons learned, return to Step 1 and repeat on the next property.

Pro tip: *keep every offer file (comps, lawyer feedback, signed SPA) in one cloud folder so each new attempt gets faster.*