



Tel: 757290/1; 700300
Realty Centre: 56 Edmonds Avenue,
Belvedere, Harare
Email: info@southbay.co.zw
Web: www.southbay.co.zw

Dear Client - We are required by the Anti Money Laundering Regulations of the Reserve Bank of Zimbabwe to carry out **adequate Know Your Client (KYC) due diligence processes** when taking up mandates to sell properties. These include collecting copies of National IDs/Passport/Driver's Licences, Passport Size photos, Title Deeds, proof of current residential address and proof of rates/zesa bills for properties being disposed.

MANDATE TYPE (SPECIFY)

SOLE MANDATE ☐

OPEN MANDATE ☐

Owner's Full
Name.....

D. O. B..... Identity Particulars.....

Address (H):.....

.....
....

Tel (H):..... (B):.....(Cell).....

Next of Kin
Details.....

This is to authorize you to sell on my behalf the under mentioned

property: Stand/Plot No:.....

Street:..... Size of

Plot:..... Asking

Price.....

Description
.....
.....
.....
.....

Mandate Start Date..... **End**

Date..... **Property Type**
House: ☐ Flat/single/block: ☐ Townhouse: ☐
Commercial/Industrial: ☐ Land: ☐

Excluded from
sale.....

... Viewing

Arrangements.....
.....

I undertake to notify you immediately in writing in the event of there being any change in the price quoted above. Failing such notification from me, you are authorized to conclude the sale of the property on my behalf at the price quoted above subject to confirmation. In the event of a sale being concluded, this document is legal and binding and commission at a rate of 5% of the amount realized plus 14.5% vat (translating to a total of 5.73%) will be payable to Southbay Real Estate (Pvt) Ltd by myself. If the property is sold through any source during the said period, and within 3months of the ending of this mandate, to a buyer introduced by Southbay Real Estate (Pvt) Ltd, then Southbay Real Estate will be entitled to commission in full as set out above.

In the case of a sole mandate, Southbay Real Estate will be entitled to the commission as set out above, if the property is sold through any source whatsoever during the said period.

Yours Faithfully

.....

SIGNATURE OF OWNER

SOUTHBAY REAL ESTATE

DATE DATE.....

THIS IS OUR MARKETING PLAN FOR YOUR

PROPERTY: -

- 1.Appraise your property for the current listing price. (Open Market Value)
- 2.Market and promote your property to the public through advertising, show days and referrals.
- 3.Include your property in our extensive advertising programme.
- 4.Expose your property through our national referral system, website and limited multiple listing system.
- 5.Have well trained sales professionals on duty at all times.
- 6.Qualifying all interested prospects before showing your property.
- 7.Represent you through all sales negotiations.
- 8.Obtain the most favorable price and financing
- 9.Monitor all details of the transaction from beginning to the end.
10. Follow up after closing to offer additional help and service.