



ADDRESS: 192 HERBERT CHITEPO,
AVENUE, HARARE
PHONE: 242751 440-6
EMAILS: sales@guestandtanner.co.zw;
admin@guestandtanner.co.zw
WEBSITE: www.guestandtanner.co.zw

MANDATE TO SELL

SECTION I: PROPERTY OWNERS' PERSONAL DETAILS

NAME (1) (Mr/Mrs/Miss).....
Surname Forenames

DOB.....ID No.....TEL.....
(Seller 1)

NAME (2) (Mr/Mrs/Miss).....
Surname Forenames

DOB.....ID No.....TEL.....
(Seller 2)

Present Residential Address.....

If your property is in the name of a company, please fill in the below section:

COMPANY NAME

REPRESENTATIVE'S DETAILS:

NAME (1) (Mr/Mrs/Miss).....
Surname Forenames

DOB.....ID No.....TEL.....
(Representative)

SECTION II: PROPERTY DETAILS

Property Type (tick where applicable):

Residential Commercial Industrial/Factory

Property Address.....Title Deed No.....

Brief Property Description:

.....
.....

Viewing Arrangements.....

SECTION II: PROPERTY PRICING & PAYMENT DETAILS

Asking Price.....Reserve Price.....

Terms of Payment (Electronic Transfer/Cash/Other (specify e.g. give details if swop is provided for part of the value))

.....

Owners Banking Details(If applicable):

Name of Bank _____ Account Name _____

Branch _____ Account Number _____

SECTION III SUPPORTING DOCUMENTS

The following documents should accompany this mandate form at all times:

1. Copy of Identity document (Passport/National ID);
2. Proof of residence (Utility bills e.g. ZESA, City Council, Telone
3. Original Title Deed (Where Cession is applicable, Original Agreement of Sale or Lease Agreement)

Vacant Land Requirements

- I. Copy of a passport/birth certificate in addition to a copy of National Identity Document
- II. Guarantor (To provide proof of residence in the form of a utility bill).

Company Ownership Requirements

- I. Company profile detailing the nature of business, company location, trade terms etc.
- II. Certified copy of Certificate of incorporation
- III. Certified copy of CR14
- IV. Vat Registration Certificate
- V. Valid Tax Clearance certificate (ITF 263)
- VI. Company Resolution appointing the above-mentioned representative
- VII. Any other relevant documentation

SECTION IV: CONVEYANCERS

Recommended Company Conveyancers:

1. SAWYER and MKUSHI LEGAL PRACTITIONERS

11 Floor Social Security Centre, PARK LANE, Corner 2nd Street/Julius Nyerere Way, HARARE

2. TAKAWIRA LAW CHAMBERS

24 Bath Road, Avondale, Harare

SECTION V: REGISTERED AGENT'S DETAILS

Principal Registered Estate Agent NameCLETUS CHAKOMA.....

Registration Number847.....

Physical Address192 HERBERT CHITEPO AVENUE, HARARE.....

Telephone(0242) 751440-6.....

Email AddressADMIN@GUESTANDTANNER.CO.ZW.....

SECTION VI: AUTHORIZATION, DECLARATION AND ACKNOWLEDGEMENT

I/We being the legal owners of the above property or duly authorized representatives thereof hereby appoint Guest and Tanner Real Estate Sole Agents for a period ofin connection with the sale of the above property. I/We agree that the Agents deduct commission from the sale price at 5% thereof as recommended by the Real Estate Institute in terms of Statutory Instrument 200 of 1987.

It has also been brought to my/our attention that the Agent shall deduct Capital Gains Tax amounting to 5% of the sale price before any disbursement of sale proceeds to me/us and 14.5% VAT on Agent's commission.

I declare that the information contained herein is true and correct and where this application is signed in a representative capacity, I warrant that I have full power and authority to legally enter into this transaction. I the undersigned hereby authorize the **Real Estate Agent** to conduct this transaction on my behalf. I declare that all funds used to undertake this transaction are not proceeds of unlawful activities and warrant that I have not contravened any anti-money laundering legislation and regulation.

Signed.....Date.....
(Seller 1)

Signed.....Date.....
(Seller 2)

For Office Use

Received by..... Agent

Date

Processed by Date

Checked by..... Date.....

Website Ref Date