

Offer Template — LOI & PSA Key Items

The key items to include in a Letter of Intent and a Purchase & Sale Agreement. Keep it clean, keep it under 20 pages, and draft it in an editable Word document so corrections are easy.

Letter of Intent (LOI) — key items

- ☐ Buyer and seller identified
- ☐ The park / property clearly identified
- ☐ Proposed purchase price
- ☐ Down payment and financing approach
- ☐ Proposed due-diligence period
- ☐ Proposed closing timeline
- ☐ The key contingencies
- ☐ Confidentiality / exclusivity, if any
- ☐ A clear statement of what is non-binding
- ☐ Signature and date lines

Purchase & Sale Agreement (PSA) — key items

- ☐ Everything above, in binding form
- ☐ Purchase price and earnest money (amount + escrow holder)
- ☐ Financing terms
- ☐ Due-diligence period and the buyer's rights
- ☐ Contingencies: financing, appraisal, DD, environmental, title
- ☐ Representations and warranties
- ☐ What conveys (FF&E, inventory)
- ☐ Closing date and possession
- ☐ Default and remedies
- ☐ Signatures of all parties

Hold earnest money with a neutral, independent title or escrow company — not one owned by either attorney.