

Give-Take List

Step 1: List open items

List all items, terms and/or price, for which you and your buyer have not yet reached an agreement.

			You		Buyer	
	Item	Most recent proposal	Your best case	Your limit <i>Least desirable yet acceptable</i>	Their best case	Their limit <i>Least desirable you think they'll accept</i>
Ex	Example Item 1: Price	They proposed \$4,600,000 on 12/15/2020	\$5,000,000	\$4,700,000	\$0	\$4,900,000 / Not sure
Ex	Example Item 2: Close date	You proposed Jan. 15 on 12/15/2020	Jan. 15	Feb. 15	March 15	Feb. 15
Ex	Example Item 3: Option to extend closing 30 days	They proposed to include on 12/15/2020	Do not include	Include option to extend closing 15 days	Include	Do not include
1						
2						
3						
4						
5						

Step 2: List and share your give-take ideas

Outline your proposed adjustments to open items. When you're ready, share them with your buyer.

Proposals <i>In order of presentation to buyer</i>	Item(s) included	If I give you...	Will you give me...	Notes <i>Buyer response, agreements, changes to open items, to do's.</i>
<p><i>Example scenario: You and the buyer agree on everything except price, close date, and the buyer's request to have the option to extend closing. The buyer's most recent offer was \$4,600,000 with a close date of March 15 and the option to extend closing 30 days.</i></p>				
Example 1st proposal	Price, close date, and the option to extend closing in 30 days.	Close date of March 15 and an option to extend closing by 30 days.	Purchase price of \$4,800,000.	Buyer accepted close date and option to extend, but proposed purchase price of \$4,850,000. Get back to Buyer tomorrow.
1st				
2nd				
3rd				
