

OFFER LETTER TO BE GIVEN BY THE OWNER(S) OFFERING PREMISES ON LEASE - Financial Details

From :

To

Dear Sir,

Sub : Offer to give on lease the premises for your Branch / Office

I / We, refer to your advertisement dated _____ in _____ and offer to give you on lease the premises described here below for your _____ branch / office.

Full address of premises offered on lease :

TERMS AND CONDITIONS :

a {1}) Rent : floorwise rent payable at the following rate i.e.

(CERTAIN PERIOD)

Floor	Floor area Carpet / Plinth / Floor	Rent Rate per sq.ft.
i) Basic Rent		

ii) Services if any (AC, Society Charges, etc.) Give details		
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With effect from _____, i.e. the date of handing over vacant possession after completion of the construction, repairs, renovation, addition, payable within 5th working day of succeeding calendar month. For services like AC, the respective service rent will be payable from the date the service is available.

a {2}) Enhancement during option period :

b) Lease Period

i) _____ years certain from the date of handing over vacant possession with enhancement of rent at _____% for a further period of _____ years at your OPTION.

c) Loan

I / We may be granted a loan of Rs._____ (Rupees _____ only) that may be sanctioned as per the norms of the Bank which will be cleared with interest within the certain period of lease and also undertake to repay the loan by adjusting the monthly rent as per the stipulations of the Bank. The estimate of cost of construction / renovation is _____.

In case I / We, fail to discharge the entire loan to be granted by the Bank for construction / repair / renovation / addition of the premises along with interest within the agreed period of lease, I / We agree for further extension of lease at the same rental rates, as will be paid at the time of expiry of agreed lease period, till the loan with interest is cleared in full. This is without prejudice to the rights of the Bank to recover such outstanding by enforcement of the security or by other means such as may be deemed necessary by the Bank.

d) Taxes / Rates

All existing and enhanced Municipal Corporation taxes, rates and cesses will be paid by me / by Bank / shared by me and Bank in the ratio of _____.

e) Maintenance / Repairs

- i) Bank shall bear actual charges for consumption of electricity and water. I / We undertake to provide separate electricity / water meters for this purpose.
- ii) All repairs including annual / periodical white washing and annual / periodical painting will be got done by me / us at my / our cost. In case, the repairs and / or white / colour washing is / are not done by me / us as agreed now, you will be at liberty to carry out such repairs white / colour washing, etc. at our cost and deduct all such expenses from the rent payable to us.

f) Rental Deposit

You have to give us a sum of Rs. _____ being the advance rent deposit for _____ months which will be refunded to you at the time of vacating the premises or you are at liberty to adjust the amount from the last 3/6 months' rent payable by me / us by you before you vacate (applicable only where no loan component is involved).

Further, I / We undertake to offer the land and building as security for the loan granted for the construction of the building.

g) Lease Deed / Registration Charges

If you require, I / We undertake to execute an agreement to lease / regular lease deed, in your favour containing the mutually accepted / sanctioned terms of lease at an early date. I / We undertake to bear the charges towards stamp duty and registration charges for registering the lease deed on the basis of 50:50 between the Bank and me / us.

DECLARATION

- a) I / We, am / are aware that, the rent shall be calculated as per the carpet area which will be measured in the presence of owner/s and Bank Officials after completion of the building in all respects as per the specifications / requirement of the Bank.

- b) The concept carpet area for rental purpose was explained to me / us and clearly understood by me / us, according to which the carpet area means area of the premises less toilet, passage, wall / columns, staircases, verandah, lobby, balcony, kitchen etc. eventhough the same is given for Bank's use.

- c) The charges / fees towards scrutinising the title deeds of the property by the Bank's approved lawyer will be borne by me / us.

- d) I / We further confirm that this offer is irrevocable and shall be open for _____ days from the date thereof, for acceptance by you.

Yours faithfully,

(Owner / s)

Place :

Date :



OFFER LETTER TO BE GIVEN BY THE OWNER (S) OFFERING
PREMISES ON LEASE –**Technical Details**

From

To

Dear Sir,

Sub: Offer to give on lease the premises for your Branch/Office.

I/We refer to your advertisement dated in..... and offer to give you on lease the premises described here below for your _____ Branch/Office and furnish the technical details thereon.

- a) Name of the Owner :
- b) Name of the Co-Owners/ Partners/ Directors :
(Wherever applicable)
- c) Full Address of premises offered on lease :
- d) Whether Freehold/Lease Hold :

- e) Distance from the main road/cross road :
- f) Whether there is direct access to the premises from the main road :
- g) Area Offered floor wise : Floor Usable Carpet
area_____ in Sq.ft.
- h) Specify whether the area is Carpet / Plinth/Floor :
- i) Type of Construction :
- j) Year of Construction :
- k) If the building is new, whether occupancy certificate is obtained :
- i) If the building is yet to be constructed
- i) Whether the plan of the building is approved (Copy enclosed)
- ii) Cost of Construction :
- iii) Time required for completing the construction
- :
- :
- m) If the building is old whether repairs/ Renovation is required :
- i) If so cost of repairs/construction
- n) Boundaries :
- East
- West
- North
- South

TERMS AND CONDITIONS:

- 1) _____ years certain from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc. with a further period of _____ years at your option.
- 2) You are however at liberty to vacate the premises at any time during the pendency of lease by giving three month's notice in writing, without paying any compensation for earlier termination.

DECLARATION

- a) The following amenities are available in the premises or I/We agreeable to provide the following amenities: (Strike out whichever is not applicable).
 - 1) The strong room will be constructed strictly as per the Bank's specifications. Strong Room door, grill gate and ventilators are to be supplied by the Bank.
 - 2) A partition wall will be provided inside the strong room segregating the locker room and cash room.
 - 3) A lunchroom for staff and stock/stationery room will be provided as per the requirement/ specifications of the Bank. A wash basin will also be provided in the lunchroom.
 - 4) Separate toilets for gents and ladies will be provided.
 - 5) A collapsible gate and rolling shutters will be provided at the entrance and at any other points which gives direct access to outside.
 - 6) Entire flooring will be mosaic and wall distempered.
 - 7) All windows will be strengthened by grill with glass and mesh doors
 - 8) Required power load for the normal functioning of the Bank and the requisite electrical wiring /Points will be provided.

- 9) Continuous Water Supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric motor of required capacity will be provided.
 - 10) Space for fixing Bank's sign board will be provided.
 - 11) Shelter for security guards should be provided as per Bank's specifications.
 - 12) Electrical facilities and additional points (lights, fans-power) as recommended by the Bank will be provided.
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- b) I/We declare that I am/We are the absolute owner of the plot/building offered to you and having valid marketable title over the above.
 - c) You are at liberty to remove at the time of vacating the premises, all electrical fittings & fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.
 - d) If my / our offer is acceptable, I/we will give you possession of the above premises on
 - e) I/we further confirm that this offer is irrevocable and shall be open for days from date hereof, for acceptance by you.

Yours faithfully,

(Owner/s)

Place:

Date:

