

**FORMAT FOR WRITTEN OFFER LETTER FROM OWNERS REGARDING LEASE
OF PREMISES – FINANCIAL BID**

01.	Name of the owner & contact number	
02	Name of the co owners / partners / Directors (wherever applicable)	
03	Location and correct postal address of the premises offered	
04	a. Carpet area offered Floor wise b.	
05.	Rent expected During Certain Period: Escalation in rent during Option Period: Rent Expected (Carpet area means area of the premises less toilets, passage, walls / columns, staircase, verandah, lobby, balcony, kitchen etc, even though the same is given for branch use)	Sq. ft basis/ Rs. Per sq. ft Carpet area % Rs. Per sq ft.
06.	Taxes payable	BY OWNER
07.	Rent deposit expected , if loan is sanctioned rent deposit will not be sanctioned	3/6 MONTHS

08.	Terms of lease	Certain period _____ years From: To: Option Period _____ years From: To:
09.	Whether the owner has gone through the prescribed lease agreement and whether he has agreed to execute and register the same at his cost (normally no change in approved lease agreement is permitted).	
10	LOAN REQUIREMENT, IF ANY	
a.	Loan required for the purpose of construction / alterations and additions (interest as per RBI directives)	
b.	If the loan is not adjusted within the lease period whether the owner is agreeable for the extension of lease period as per Bank terms till the adjustment of the Loan?	
11	Details of alterations / additions to be done in the premises apart from the construction of strong room and sanitary blocks etc. at owner's cost.	
12	Estimate for the construction / additions and alterations including construction of strong room.	
13	Owner's contributions towards construction / additions and alternations.	

14.	Security for the loan (market value of the building and land and nature of mortgage of the premises offered to be specified)	
15.	Repayment schedule (to be from rental alone), Loan should be adjusted during the certain period of lease.	
16.	Whether the owner had agreed to incur legal expenses, engineer's valuation expenses and insurance cover expenses, if loan is required.	

Date:

Place:

Signature of the Owner