

OFFER LETTER FOR LEASING PREMISES ON RENT FOR_____ BRANCH

I/We offer the following premises on lease on rent for your_____ branch

1. Name & Address of Land lord

Name :
Age :
S/o, W/o. D/o :
Address with Pin code :

2. Contact No.

Land line :
Mobile :

3. Address of the building

Name & address :

Panchayat :
Building No. :
Village :
Survey No. :
District :
Taluk :

4. Proof of ownership

Title Deed No. :
Building permission No :
(for building under construction)
Latest Tax receipt No. :

Building Tax receipt No :
(for already constructed building)

(Copy of title deed, Tax receipt, Building permit / Building Tax, plan of building, Site Plan to be submitted)

5. Approximate Area : sq.ft /ground floor/First floor

6. Stage of construction :

7. Age of building if already constructed:

8. Expected date of handing over the premises

after construction of strong room :

9. Lease period :10 years.

10. Monthly rent rate : Rs. /- for the first 5 years and
.....% enhancement for the next 5 years

I /We agree to bear 50% of the registration expenses and complete the construction /modification as per Bank's requirements and specification including the following works.

1. Tiled flooring /Construction of strong room as per Banks specification.
2. 3 phase electricity connection with 10kW connected load.
3. Entrance door shutter with collapsible gate.
4. Water/sanitary installations.
5. Parking facility specially marked to the Bank.
6. Basic wiring and Electricity connection.
7. Rent to be fixed on actual carpet area excluding toilet/passage/pillars/walls including strong room walls etc.

Place :

Date :

Name and Signature of land lord