

**DRAFT OFFER LETTER TO BE GIVEN BY THE LANDLORDS(S)  
OFFERING PREMISES ON LEASE (For Rural and Semi Urban Centre)**

## OFFER LETTER

From : .....

.....

To : .....

.....

Dear Sir,

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

I/We, offer in you to give on lease the premises described here below for  
your ..... Branch / Office.

- |    |   |        |   |
|----|---|--------|---|
| a) | Full address of premises offered on lease                         | :      |   |
| b) | Distance from the Main road/crossroad                             | :      |   |
| C) | Whether there is direct access in the premises from the main road | :      |   |
| d) | Floor wise area :   | Floor  | Usable carpet area (sq.ft)      Rentable floor area |
| e) | Year of construction  | :      |   |
| f) | If the building is new, whether occupancy Certificate is obtained | :      |   |
| g) | 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.               | :      |   |
| h) | If the building is old whether repairs/ renovation is required    |        |   |
|    | i) If so cost of repairs/construction                             | :      |   |
|    | ii) Boundaries  |        |   |
|    | East :  | West : |   |
|    | North :   | South: |   |

**Note** : Rentable floor area includes carpet area of sanitary conveniences, kitchen, pantry, canteen, store etc. and internal passage and corridor if any, (Refer Bank's definition of carpet area).

## **TERMS & CONDITIONS :**

**a) Rent :** Floor wise rent payable at the following rates i.e.

<b>Floor</b>	<b>Carpet area</b>	<b>Rent Rate per sq.ft.of</b>
i) Basic Rent		
ii) Services if any (A/c Society charges etc.) Give details		

With effect from ..... i.e. the date of handing over vacant possession after completion of the construction, repairs, renovation, additions, payable within 7th working day of succeeding calendar month. For services like A/c, the respective service rent will be payable from the date the service is available.

## **b) LEASE PERIOD:**

- i) ..... 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 with ..... % enhancement in rent for the option period.
- ii) In case I / we, fail to discharge the entire loan to be granted by the Bank for construction/repairs/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.
- iii) You are, however, at liberty to vacate the premises at anytime during the pendency of lease by giving three month's notice in writing, without paying any compensation for earlier termination.

## **c) Taxes/Rates :**

All existing and enhanced Municipal Corporation taxes, rates and cesses will be paid by me/us.

## **d) 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.

**e) 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 month's rent payable by me/us by you before you vacate (Applicable only where no loan component is involved).

**f) 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 period of lease and also to undertake to repay the loan by adjusting the monthly rent as per the stipulation of the Bank. The estimated cost of construction/renovation is .....

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 landlord/s and Bank officials after completion of the building in all respects as per the specification/requirement of the Bank.
- b) The concept of carpet area for rental purpose was explained to me/us and clearly understood by me/us, according to which the area occupied by toilets, staircase, pillars service shafts more than 2m.sq. in area, balcony, common passage, A/C plant room, walls and other uncovered area, would be excluded for arriving at rental payments. *(Strike out whichever is not applicable, particularly for toilets).*
- c) The following amenities are available in the premises or I /We agreeable to provide the following amenities : *[Strike out which ever is not applicable]*.

- I. The strong room will be constructed strictly as per the Bank's specifications and size. Strong room door, grill gate and ventilators are to be supplied by the Bank.
- II. A partition wall will be provided inside the strong room segregating the locker room and cash room.
- III. A lunch room for staff and stock room will be provided as pr the requirement / specification of the Bank. A wash basin will also be provided in the lunch room.
- IV. Separate toilets for Gents and ladies will be provided.
- V. A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
- VI. Entire flooring will be mosaic and walls distempered.
- VII. All windows will be strengthened by grills with glass and mesh doors.
- VIII. Required power load for the normal functioning of the Bank and the requisite electrical wiring or points will be provided.
- IX. Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric meter of required capacity will be provided.
- X. Space for displaying of Bank's sign Board will be provided.
- XI. Required number of pucca morchas for security purpose will be provided as pr Bank's specification.
- XII. Electrical facilities and additional points (Lights, fans-power) as recommended by the Bank will be provided.

- d) 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.
- e) The charges / fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
- f) You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.
- g) If my / our offer is acceptable, I/we will give you possession of the above premises on .....
- h) I/We further confirm that this offer is irrevocable and shall open for ..... days from the date hereof, for acceptance by you.

Yours faithfully,

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Owner(s)

Date :  
Place :