

Offer Letter

DRAFT OFFER LETTER TO BE GIVEN BY THE LANDLORD(S) OFFERING PREMISES ON LEASE

To:
Zonal Manager
UCO Bank
Zonal Office
Ajmer Contact no.

Date : -

From

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

- 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)	Usable carpet Area (sq.ft)

- e) Year of construction :
f) If the building is new, whether occupancy Certificate is obtained :
g) If the building is yet to be constructed :
h) Whether the plan of the building is approved (copy enclosed) :
i) Cost of construction :
j) Time required for completing the construction :
k) If the building is old whether repairs/ renovation is required :
l) If so cost of repairs/construction :

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 rentable floor area).



TERMS & CONDITIONS_:

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

Floor:	Rent Details	Carpet Area	Rent Rate Lump sump
	i) Basic Rent ii) Services if any(A/c Society charges etc) Give details	sqft	- Per Month

With effect from As per lease deed, i.e. the date of handing over vacant possess 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 any time during the pendency of lease by giving three months 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 :**

ii) Bank shall bear actual charges for consumption of electricity and water, I/We undertake to provide separate electricity/water meters for this purpose.

iii) 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 a 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 months rent payable to me/us by you before you vacate. (Applicable only, where no component of loan is involved).

f) Loan:

I/We may be granted a loan of Rs.....

(Rupees only) that maybe 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 of 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.

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 plantroom, walls and other uncovered area, would be excluded for arriving at rental payments. (Strikeout 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 whichever is not applicable]

i) Separate toilets for Gents and ladies will be provided.

ii) Entire flooring will be mosaic and walls distempered.

iii) All windows will be strengthened by grills with glass and mesh doors.

iv) Required power load for the normal functioning of the Bank and the requisite electrical wiring or points will be provided.



v) 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.

vi) Space for displaying Bank's signboard will be provided.

vii) Electrical facilities and additional points (Lights, fans-power) as recommended by the Bank will be provided.

viii) 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.

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

x) You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, partitions and other furniture put up by you.

xi) If my/our offer is acceptable, I/ we will give you possession of the above premises on.....

xii) I/We further confirm that this offer is irrevocable and shall open for.....days from the date hereof, for acceptance by you.

Place:

Yours faithfully,

Date:

Owner (s)

Address & Mobile No:

