

ANNEXURE - V

FORMAT FOR FINAL WRITTEN OFFER LETTER FROM OWNERS REGARDING
LEASE OF PREMISES

01.	Name of the owner	
02.	Name of the co-owners / partners / Directors (wherever applicable)	
03.	Location and correct postal address of the premises offered	
04.	a. Area offered (in sq.ft.) b. Specify whether the area is carpet / plinth / floor area c. Whether all requisite approval / sanction has been obtained for the construction of the premises ie. there is no violation of any rules, guidelines locally or otherwise	
05.	Whether amenities such as water connection, electricity connection (sufficient power load), wiring etc. will be provided at owner's cost.	
06.	Rent expected Escalation in rent (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)	
07.	All taxes (present and future) payable by (excluding GST)	
08	GST Payable by	
09.	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?	



SOP –Premises Policy version 4.0

10.	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.	
11.	Estimate for the construction / additions and alterations including construction of strong room.	
12.	Owner's contributions towards construction / additions and alternations	
13.	Security for the loan (market value of the building and land and nature of mortgage of the premises offered to be specified)	
14.	Repayment schedule (to be from rental alone), Loan should be adjusted during the certain period of lease	
15.	Rent deposit expected (maximum 3 months rent only) if loan is sanctioned rent deposit will not be sanctioned.	
16.	Lease period (minimum 10 years)	<p>_____ Yrs</p> <p>From:</p> <p>To:</p>
17.	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)	
18.	Whether the owner had agreed to incur legal expenses, engineer's valuation expenses and insurance cover expenses, if loan is required (normally to be borne by the owner).	
19.	Whether agreeable for the installation of ATM within the premises, VSAT and compressor of split AC at the terrace of the building without any additional payment of rent.	
20.	Whether owner is agreeable for provision/construction of Ramp facility with handrails in Branch/ATM?	
21.	Whether owner is agreeable for provision/construction of Separate Toilet facility for women in Branch?	
22.	Whether owner is agreeable for installing Name Sign Board/Marketing Boards in Branch/ATM premises without additional cost?	



SOP –Premises Policy version 4.0

23.	Whether the owner is agreeable for sublease of the premises.	
b.	Whether he is agreeable for maintenance such as repairs painting etc. (Normally owner to agree to the above condition)	
24.	How soon the premises will be ready for occupation?	
25.	Whether blue print of approved plan is enclosed?	
26.	Offer open upto which date (minimum period of 3 months is required for perusing the proposal)	

Date:

Place:

SIGNATURE OF THE OWNER/s

NB: In case of approval of this offer, a formal lease deed shall have to be executed incorporating other terms and conditions which may be agreed mutually in the preform prepared by our advocate.

