

OFFER LETTER TO BE GIVEN BY THE OWNER (S) OFFERING  
PREMISES ON LEASE –**Technical Details**

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Sub: Offer to give on lease the premises for your Branch/Office.

I/We refer to your advertisement dated ..... in.....  
and offer to give you on lease the premises described here below for your  
\_\_\_\_\_ Branch/Office and furnish the technical details thereon.

- a) Name of the Owner :
- b) Name of the Co-Owners/ Partners/ Directors (Wherever applicable) :
- c) Full Address of premises offered on lease :
- d) Whether Freehold/Lease Hold :
- e) Distance from the main road/cross road :
- f) Whether there is direct access to the premises from the main road :
- g) Area Offered floor wise : Floor Usable Carpet area\_\_\_\_\_ in Sq.ft.
- h) Specify whether the area is Carpet / Plinth/Floor :
- i) Type of Construction :
- j) Year of Construction :
- k) If the building is new, whether occupancy certificate is obtained :
- i) 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 :

- m) If the building is old whether repairs/ :  
Renovation is required  
i) If so cost of repairs/construction
- n) Boundaries :  
East  
West  
North  
South

### **TERMS AND CONDITIONS:**

- 1) \_\_\_\_\_ 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.
- 2) You are however at liberty to vacate the premises at any time during the pendency of lease by giving three month's notice in writing, without paying any compensation for earlier termination.

### **DECLARATION**

- a) The following amenities are available in the premises or I/We agreeable to provide the following amenities: (Strike out whichever is not applicable).
- 1) The strong room will be constructed strictly as per the Bank's specifications. Strong Room door, grill gate and ventilators are to be supplied by the Bank.
  - 2) A partition wall will be provided inside the strong room segregating the locker room and cash room.
  - 3) A lunchroom for staff and stock/stationery room will be provided as per the requirement/ specifications of the Bank. A wash basin will also be provided in the lunchroom.
  - 4) Separate toilets for gents and ladies will be provided.
  - 5) A collapsible gate and rolling shutters will be provided at the entrance and at any other points which gives direct access to outside.
  - 6) Entire flooring will be mosaic and wall distempered.
  - 7) All windows will be strengthened by grill with glass and mesh doors

- 8) Required power load for the normal functioning of the Bank and the requisite electrical wiring /Points will be provided.
  - 9) Continuous Water Supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric motor of required capacity will be provided.
  - 10) Space for fixing Bank's sign board will be provided.
  - 11) Shelter for security guards should be provided as per Bank's specifications.
  - 12) Electrical facilities and additional points (lights, fans-power) as recommended by the Bank will be provided.
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- b) 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.
  - c) You are at liberty to remove at the time of vacating the premises, all electrical fittings & fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.
  - d) If my / our offer is acceptable, I/we will give you possession of the above premises on .....
  - e) I/we further confirm that this offer is irrevocable and shall be open for ..... days from date hereof, for acceptance by you.

Yours faithfully,

**(Owner/s)**

Place:

Date: