

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

From

To  
The Chairman  
Tamil Nadu Grama Bank  
Head Office  
Salem

Dear Sir

Sub: OFFER TO GIVE THE PREMISES ON LEASE FOR  
YOUR \_\_\_\_\_ BRANCH/OFFICE

I/We offer to you 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/cross road --
- (c) Whether there is direct access to the premises from the main road --
- (d) Floor wise area -- Floor Carpet Area (in 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 ;

Whether plan of the building is approved --  
(Copy enclosed)  
Cost of construction

Time required for completing the construction --

- (h) If the building is old whether repairs/renovation is required --

- (i) If so cost of repairs/ construction

Boundaries

East  
West  
North  
South

## TERMS & CONDITIONS

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

| Floor | Carpet Area | Rent Rs. | (lumpsum) |
|-------|-------------|----------|-----------|
|-------|-------------|----------|-----------|

With effect from \_\_\_\_\_ i.e., the date of handing over vacant possession after completion of the construction, repairs, renovation, additions, payable within 5<sup>th</sup> working day of succeeding calendar month.

(b) Lease Period :

- (i) \_\_\_\_\_ Years certain from the date of handing over vacant possession after completion of construction, repairs, renovation, additions, etc., with \_\_\_\_\_ % enhancement in base rent once in \_\_\_\_\_ years.
- (ii) In case I/We fail to discharge the entire loan to be (granted by the company for construction/repairs/renovation/ addition of the premises) along with interest within the agreed period o 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 company to recover such out standings by enforcement of the security or by other means such as may be deemed necessary by the company.
- (iii) You are however at liberty to vacate the premises at any time during the pendency of lease by giving month's notice in writing, without paying any compensation for earlier termination.

(C) Taxes/Rated:

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

(D) Maintenances/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.

All repairs including annual/ periodical white washing and annual / periodical painting will be got done by me/ us at my/our own cost. In case, the repairs and/or white/color washing is/are not done by me/us as agreed now, you will be at liberty to carry out such repairs white/color 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 \_\_\_\_\_ 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 1/3 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 ` \_\_\_\_\_ (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 stipulations of the company. The estimate 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 all 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 Company.
- b) The concept carpet area was explained to me/us and clearly understood by me/us, according to which the area occupied by toilets, staircase, pillars, balcony, common passage, walls and other uncovered area, would be excluded for arriving at rental payments.
- c) The following amenities are available in the premises or I/We agreeable to provide the following amenities:
  - 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 lunch room for staff and stock room will be provided as per the requirement/ specification of the Bank. A wash basin will also be provided the lunch room.

iii) Separate toilets for gents and ladies will be provided.

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.

- i) The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us. A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
- ii) Entire flooring will be of mosaic/ tiled 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/points will be provided.
- v) 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.
- vi) Space for installation of V Sat , Secondary line tower and/ or Solar Panel for Solar Power to the Bank Branch will be provided by me/ us.

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.

If my/our offer is acceptable, I/We will give your possession of the above premises on.....

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

Place:

Date:

Yours faithfully

(Owner/s)