

**OFFER LETTER TO BE GIVEN BY THE OWNER (S) OFFERING
PREMISES ON LEASE – Financial Details – PBGB Head Office**

From

To

THE GENERAL MANAGER
PUDUVAI BHARATHIAR GRAMA BANK
Head Office
No.441, M. G. Road,
Muthialpet,
Puducherry 605 003

Dear Sir,

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

I/We refer to your advertisement dated in and offer to give you on lease the premises described here for your _____ Branch/Office and furnish the Financial details thereon

Full address of premises offered on lease

TERMS AND CONDITIONS:

a) Rent:

(1) Floor wise rent payable at the following rate i.e.

Floor	Floor area Carpet / Plinth / Floor	Rent Rate per sq.ft.
i) Basic Rent ii) Services if any (AC, Society Charges, etc.) Give details		

With effect from _____, i.e. the date of handing over the building, rent is payable within 5th working day of succeeding calendar month.

(2) Enhancement in rent:

b) Lease Period

- i) _____ years certain from the date of handing over the building with enhancement of rent at _____% after _____ years.

c) 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 certain period of lease and also undertake to repay the loan by adjusting the monthly rent as per the stipulations of the Bank. The estimate of cost of repair / renovation is _____

In case I / We, fail to discharge the entire loan to be granted by the Bank for repair/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 deemed necessary by the Bank.

d) Taxes / Rates

All existing and enhanced Municipal Corporation taxes and cesses will be paid by me. GST if applicable will be paid by me / Bank.

e) 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.

f) 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 by me / us by you before you vacate (applicable only where no loan component is involved).

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 owner/s and Bank officials in all respects as per the specifications / requirement of the Bank.
- b) The concept carpet area for rental purpose was explained to me / us and clearly understood by me / us, according to which the carpet areas means area of the premises less toilet, passage, wall / columns, staircases, verandah, lobby, balcony, kitchen etc. even though the same is given for Bank's use.
- c) The charges /fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me / us.
- d) I / we further confirm that this offer is irrevocable and shall be open for _____ days from the date thereof, for acceptance by you.

Yours faithfully,

(Owner/s)

Place:

Date: