

**FORM FOR OFFER FOR BRANCH PREMISES
TECHNICAL PARTICULARS**

To,

Dear Sir,

Offer to let out/Lease my building/premises for the ATM / Branch at

In response to your advertisement dated _____ /We offer to your Bank _____ **sq. ft.** (carpet area) for opening of your _____ Branch ATM as per the details/terms and conditions given below: -

1. Name of landlord and address for communication with Telephone numbers	
2. Location and address of the building offered with dimension/measurement, layout plan of premises etc.	
3. Whether in commercial area or in residential area	
4. Area on carpet basis	Gr.floor (in sqfeet) Mezz. floor
5. Name of any Bank (Branch)/ Administrative Office functioning in the same building or adjacent building	
6. Strong room Strong room will be provided/Constructed as per Bank's specifications by the owner at his own cost.	
7. Whether parking space is available a) The area available,-- whether covered/ uncovered b) Will it be for exclusive use of Bank	
8. Quality of flooring (a) Simple (b) Mosaic c) Marble/tiles d) Any other	
9 Whether the offer is for new/renovated or under construction building	
10. If under construction, time required for completion	
11. The date by which the building can be handed over to the Bank along with completion /occupation certificate	Ready

12. Description of other Establishments in and around the proposed building	
13. Three phase 35 kva power supply will be made available	Yes
14. Whether adequate/continuous water supply provision is/will be made available.	Yes
15. Whether proper wiring to bear the load of Air Conditioners is/will be made available	yes
16. Whether proper Sanitation/drainage system is/will be provided alongwith two independent w.c./toilet blocks	Yes
17. Whether sufficient space for power Back up Generators is/will be provided	Yes
18. Whether 'A' class earthing as per IS specifications is/will be provided	Yes
19. Any other facility to be provided	Yes
20. Lease period	
21. Lease Deed As per Bank's approved format (To be obtained from Branch Manager) Registration/stamp duty will be shared equally by Bank & owner	

Place
Date

Signatures:
Name (s):

Address:
Enclosures:

- (i) Site plan clearly demarcating premises offered. with area statement on carpet basis
- (ii) Plan of the Building

**FORM FOR OFFER OF BRANCH PREMISES
COMMERCIAL/FINANCIAL PARTICULARS**

To,

Dear Sir,

Offer to let out/Lease my building/premises for the ATM / Branch at

In the event of my proposal/offer dated containing technical details to let out/lease my building premises to the Bank in response to your advertisement dated being accepted for consideration, the financial/commercial terms and conditions will be as under: -

A] Rent per sq. ft. of carpet area	Rs.
B] Monthly rent	Rs.
C] Total Area in Sq feet	sqft
Period of lease	
cost of lease deed (to be borne equally by both parties)	50 – 50 %
Water tax to be borne by	Landlord
Corporation/ property tax to be borne by	Landlord
Present amount of property tax	
Service Tax amount, if applicable, to be borne by	Landlord
Any other Tax Levied/Leviable by Municipal and/or Govt. Authorities to be borne by	Landlord
Service charges/maintenance charges if any to be borne by	Landlord
Present amount of maintenance charges	
Terms for bearing cost of repairs/white washing/distempering and its periodicity	Landlord

Place

Signatures:

Date

Name (s):
Mobile :-