



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

The Zonal Manager
Bank of Maharashtra
Goa Zonal Office,
M G Road,
Panaji- 403001

Dear Sir,

**Reg: Offer to let out / Lease my building / premises for the Bank's Branch Premises
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 Notice / advertisement dated being accepted for consideration, the financial/commercial terms and conditions will be as under:

1	Carpet Area Offered	Ground Floor = Mezzanine Floor =
2	a] Rate of Rent per sq. ft. of carpet area (for Basement & First/mezzanine floor rate should be 50% of Ground Floor) b] Total monthly rent	a] G/F= Mezzanine Floor = b]
3	Period of lease	15/20 years
4	Renewal terms of the lease deed (hike Clause) (Maximum 15% increase in rent after 5 years period)% increase in rent after 5 years period
5	Amount of Society maintenance charges per month if any and to borne by Landlord / Bank	
6	Interest Free Security Deposit (refundable on vacation of premises)	
7	Cost of lease deed (to be borne equally by both parties)	50:50 sharing basis
8	Water tax to be borne by	Landlord
9	Corporation Tax/ Panchayat Tax to be borne by	Landlord
10	Property tax to be borne by	Landlord
11	GST amount, if applicable, to be borne by	Landlord / Bank
12	Any other Tax Levied/Leviable by Municipal and / or Govt. Authorities to be borne by	Landlord
13	Amount of present tax being paid (enclose latest tax receipt)	



14	Terms for bearing cost of repairs Customer area to be provided by landlord with emulsion painting with putty as per bank's colour choice every 03 years. If landlord does not get the premises painted bank may get it painted by itself and cost incurred to be recovered from landlord.	Minor Repair-Bank Major Repair-Landlord
15	Lease Deed As per Bank's approved format (To be obtained from Branch Manager) Registration/stamp duty will be shared equally by Bank & owner	
16	Present Panchayat / Municipal Tax etc. amount (Copy of the paid latest property Tax / municipal tax /panchayat tax etc.)	
17	Income Tax at stipulated rate be deducted from rent if applicable.	

Place.....

Signatures:

Date

Name (s):

Address: