From :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

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

To,

The Chief Executive Officer,

Thane Bharat Sahakari Bank Ltd.

Sahayog Mandir, Ghantali,

Naupada, Thene (w)-400602

**Ref: Offer for premises on Leave-n-License Basis for \_\_\_\_\_\_\_\_\_\_\_\_Branch premises**

|  |  |  |
| --- | --- | --- |
| 1. | Full Postal Address of the Premises With PIN Code. |  |
| 2. | Frontage of the Premises in feet. |  |
| 3. | Is the Property commercial or residential? |  |
| 4. | Is the Premises ready for use or under construction? |  |
| 5. | Copy of approved plan enclosed. (yes/no) |  |
| 6. | Owner/s name, address |  |
| 7. | Contact details |  |
| 8. | Carpet area |  |
| 9. | Rent |  |
| 10. | Interest free Security Deposit |  |
| 11. | Term of Agreement (minimum 9 yrs. required) |  |
| 12. | Municipal/Property/Rent Taxes |  |
| 13. | Service Tax on Rent. |  |
| 14. | Maintenance Charges |  |
| 15. | Amenities to be provided by the Owner |  |
| 16. | Availability of Space at areas specified by Bank for:1. 2 nos. of Antennae on terrace
2. DG Set in open space on ground floor.
3. Out door units of AC
4. Earthing pits (2 nos. for electrical installations and 4 nos. for DG set)
 |  |
| 17. | Parking Spaces |  |
| 18. | Electric Power |  |
| 19. | Separate Water Connection. |  |
| 20. | Provision for Strong Room / Installation of Locker cabinets, safes etc. |  |
| 21. | Mandatory requirements (documents to be submitted along with offer)1. Copy of approved plan.
2. Copy of Title deed.
3. Copy of occupation certificate
4. Society NOC (if Required)
 |  |
| 22. | Stamp Duty & Registration Charges |  |
| 23. | Possession of premises |  |
| 24. | Rent free period |  |

(Owner Of The Premises)