

LOI for Premises

To,
C.E.O.
GP Parsik Sahakari Bank Limited
Head Office, Parsik nagar,
Kalwa, Thane – 400605.

Sir,

I/we undersigned _____ has come to know regarding the requirement of premise in the vicinity of _____ on rental/ownership basis for bank. I/we is/are interested to offer the below mentioned premises on rental/ownership basis. The details of the premises are as under.

SR NO	PARTICULARS	DETAILS	Requirement of Documents
1.	Name of the Owner		Zerox copy of Pan card , Aadhar Card & Voting ID, Photograph
2.	Phone No.		Landline No., Mobile No.
3.	Address of Premises with Pin Code		Zerox copy of latest Light Bill or Telephone Bill, Zerox copy of latest paid Tax Receipt.
4.	Floor		Location of Premises
5.	Area Carpet		Zerox copy of Sanction Plan From Municipal Corp.
	Built Up		Zerox copy of Purchase Register agreement with registration Receipt, Commencement certificate (CC) Occupation certificate (OC) NOC from Society/ Builder, if, applicable
	Loft area (Carpet)		Certificate from Govt. approved Architect
6.	Height		Certificate from Govt. approved Architect
7.	Age of Building		Certificate from Govt. approved Structural Engg. If age of bldg. more than 25 year
8.	Leave And License Basis/Lease/ownership Basis		Previous leave license agreement if, applicable
9.	Service Agreement		Previous Service agreement if, applicable
10.	Rent lump-sum/ per sq.ft.		
11.	Service Charges		
12.	Deposit Amount		
13.	Escalation % & Period		
14.	Rent free period for fitment		

SR NO	PARTICULARS	DETAILS	Requirement of Documents
15.	Payment of present & future property tax and Municipal Taxes & maintenance charges of the society?		Recent Property tax & Maintenance charges paid receipt
16.	Photo of Property	Must be provided by owner	Recent Photos of properties (Internal and External Area)
17.	Electricity Connection Commercial	Must be provided by owner	Latest Electricity Bill Paid receipt,(Three Phase line with 15 KVA connection)
18.	Water Connection Commercial	Must be provided by owner	Latest Water Bill paid receipt
19.	Bathroom/Toilet Facility	Must be provided by owner	Civil Engg. Certificate
20.	Structural Plan of Property	Must be provided by owner	Certified Structural Plan copy from Govt. approved Architect
21.	Other Civil Work i.e marbonate tiles for flooring, fully -equipped toilets, strong room walls as per parameters of RBI & Architect (if, applicable)	Must be provided by owner	NOC from Society/Builder
22.	Existing litigation, if any		Details of litigation
23.	If premises on first floor, independent staircase		Copy of permission from Municipal corp.& NOC from society / Builder
24.	Space for lease line antenna	Must be provided by owner	NOC from Society/Builder
25.	Space for A.C outlet	Must be provided by owner	NOC from Society/Builder

Kindly consider my/our request letter and do the needful further corresponding with us.

Thanking you,

Yours faithfully
