

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

To,  
Dy. General Manager  
Bank of Maharashtra, Regional Office,  
4-3-379, 2<sup>nd</sup> floor, Bank Street, Koti,  
Hyderabad 500 001

Dear Sir,

Offer to let out/Lease my building/premises for the Bank at \_\_\_\_\_

In response to your advertisement dated \_\_\_\_\_ I/ we offer to your Bank \_\_\_\_\_ sq. ft. (carpet area) for opening of your \_\_\_\_\_ branch 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. 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 Vetrified marbonite 2'X 2'	
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	

12. Description of other Establishments in and around the proposed building	
13. Whether three phase power supply with required power load will be made available	
14. Whether adequate/continuous water Supply provision is/will be made available.	
15. Whether proper wiring to bear the load of Air Conditioners is/will be made available	
16. Whether proper Sanitation/drainage system is/will be provided along with two independent w.c./toilet blocks	
17. Whether sufficient space for power Back up Generators is/will be provided	
18. Whether 'A' class earthing as per IS specifications is/will be provided	
19. Any other facility to be provided	
20. Lease period 15 years with 25% increase in rent after every five years.	
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  
Address:

Signatures:  
Name (s):

Please enclose:

- (i) Site plan clearly demarcating premises offered with area statement on carpet basis
- (ii) Plan of the Building along with photographs
- (iii) Completion/ occupation certificate to use said premises for commercial purpose

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

To,  
Dy. General Manager  
Bank of Maharashtra, Regional Office,  
4-3-379, 2<sup>nd</sup> floor, Bank Street, Koti,  
Hyderabad 500 001

Dear Sir,

Offer to let out/Lease my building/premises for the Bank 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] Rate of Rent per sq. ft. of carpet area	a]
b] Total monthly rent	b]
Period of lease	15 years
Renewal terms of the lease deed	25% increase in rent after 5 years period For center in Hyderabad City & 15% for center outside Hyderabad City area
Cost of lease deed (to be borne equally by both parties)	
Water tax to be borne by	
Corporation/ property tax to be borne by	
Service Tax amount, if applicable, to be borne by	
Any other Tax Levied/Levi able by	
Municipal and/or Govt. Authorities to be borne by	
Service charges/maintenance charges if any to be borne by	
Terms for bearing cost of repairs/white washing/distemping and its periodicity	

Place:  
Date:  
Address:

Signatures:  
Name (s):