

Application / Quotation for Bank Premises

From

Name

Address

Mob No

To,

District Manager, The
Fazilka Central
Cooperative bank Ltd
Opp. New grain Market,
Abohar

Dear Sir/Madam,

SUBJECT. OFFER TO GIVE PREMISES ON LEASE/ RENTAL BASIS FOR _____ BRANCH

This has reference to your advertisement in _____ dated _____
I/we offer to you on lease/Rental basis the premises described herein below for your branch.

1.	Name & Address of the Owner(s) (Give share of each owners if Joint ownership)	
2.	Telephone/ Mobile No and email id	
3.	Full Address of premises offered on Lease/Rent	
4	Distance from main road / cross road	
5.	Distance from our Existing Branch at (in Meters)	

6.	Area (Please give dimensions. Plan Copy be enclosed. Offered area be marked in red)	
7.	Year of Construction	
8.	Whether occupancy/Completion Certificate obtained (Enclose copy)	
9.	Whether construction is as per sanctioned plan.	
10.	Whether the offer is for new/renovated or under construction	
11.	If under construction, time required for completion	
12.	Type of the building : (Commercial/Residential (proof enclosed))	
13.	Whether the premises is approved for Banking as per : Norms of local Municipal Body/ concerned authority	
14.	Whether Parking Facility Available : (Please give details)	
15.	Electricity Connection with phase & load.	
16.	Type of Water supply & Sewerage Connection.	
17.	Provision of Toilets:- (Two toilets- one each for the ladies and gents- to be provided by the landlords)	
18.	Total Rent Demand/quotation (Inclusive of all taxes,charges,services charges)	

DECLARATION: -----

I. I/We agree to provide the following amenities:

- ❖ Construction of Strong-room as per RBI's specifications. I/We will also raise a brick wall within the Strong Room, with a Steel grill door segregating cash section from locker section. All side walls of the strong room to be 12" RCC reinforced with Steel 'Jala'. **Strong Room Door will be provided by the bank.**
- ❖ Separate toilets for ladies and gents with tiling as per specifications of bank and with provision of W/C, WHB/ urinals and necessary faucets.
- ❖ All entry and exit points of the premises to be secured by wooden door/aluminum glass door, collapsible door and rolling shutter.
- ❖ Major repairs as & when necessary to be carried out by the lessors as & when required.
- ❖ I am ready to construct strong room at my cost as per bank specifications. The Bank will bear the cost of strong room door.
- ❖ I agree to do adequate security arrangements such as grills, collapsible gate, rolling shutters, double grill on window and aluminum frame glass door etc. as per requirement of the bank.
- ❖ I agree to paint the premises before delivery of possession/payment of arrears and **every 3 years thereafter as per colour scheme approved by the bank.**
- ❖ Bank's Sign Boards: As long as the premises are occupied by the Bank, lessors or any other person or firm will not put up any hoarding on the portion of the premises meant for Bank's own sign-boards.
- ❖ Use of terrace: The bank can use approx. 50 to 100 sq. ft. area part of the terrace free of any rental charges for installation of V-sat antenna, lease line antenna & noiseless Gen-set in case of need.

II. I/We declare that I am/we are the absolute owner of the plot/building offered to you and having valid marketable title over the above. Copy of the ownership papers is enclosed.

III. The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.

IV. You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room partitions and other furniture put up by you.

V. If my/our offer is acceptable, I/We will give you possession of the above premises within.....days of sanction.

Owners/Signatures

Address:

Contact No. :

Date -

Please enclose following documents-

1. Site plan clearly demarcating premises offered with area statement on carpet basis.
 2. Approved Plan of the Building along with photographs.
 3. Location Map Plan with land marks.
 4. Completion/ occupation certificate to use said premises for commercial purpose.
 5. Copy of Title deed of the property/ Copy of Sale deed of the property.
 6. Approved building plan. It should be sanctioned by SMC/TP/local authorities.
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