

## 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 known regarding the requirement of premises in the vicinity of \_\_\_\_\_ on rental/ownership basis for your Bank. I/we am/are interested to offer my / our owned below mentioned premises on rental/ownership basis. The details of the premise are as under.

SR NO	PARTICULARS	DETAILS	Requirement of Documents
1.	Name and Address of the Owner/s		Xerox copy of :- 1. Pan card , 2. Adhar Card, 3. Voter Card,
2.	Contact Details	1. 2.	Mobile No.
3.	Address of Premises with Pin Code		Xerox copy of 1. Index II 2. Latest Electricity Bill, 3. Latest Property Tax Bill and Paid Receipt.
4.	Municipal Ward Details (Must be provided by owner/s)		
5.	Floor of Premises		
6	If premises on first floor, (Then independent staircase to be provided by the owner/s)	Provided / Not Provided	<ul style="list-style-type: none"> <li>• Copy of permission from Municipal corporation,</li> <li>• NOC from society / Builder</li> </ul>
7.	<b>Area</b> Carpet		Xerox copy of Sanction Plan From Municipal Corporation.
	Built Up		Xerox copy of:- <ul style="list-style-type: none"> <li>• Agreement to sell / Sale Deed along with registration Receipt,</li> <li>• Occupation certificate (OC)</li> <li>• NOC from Society/ Builder, (if applicable)</li> </ul>
	Loft area (Carpet)		Certificate from Govt. approved Architect
8.	Building / Structure having Occupancy Certificate		Yes / No Copy of Occupation certificate (OC)
9.	Height		Certificate from Govt. approved Architect

10.	Structural Plan of Property		Yes / No
11.	Other Civil Work i.e marbonate tiles for flooring, Strong Room walls as per parameters of RBI & Architect (if, applicable) (Must be provided by owner/s)		
12.	Bathroom/Toilet Facility (Must be provided by owner/s)		Yes / No
13.	Space for lease line Antenna (Must be provided by owner/s)		<ul style="list-style-type: none"> <li>• NOC from Society/Builder</li> </ul>
14.	Space for A.C outlet (Must be provided by owner/s)		<ul style="list-style-type: none"> <li>• NOC from Society/Builder</li> </ul>
15.	Age of Building		Certificate from Govt. approved Structural Engineer. If age of Building is more than 25 years
16.	Photo of Property (Must be provided by owner/s)	Provided / Not Provided	Recent Photos of properties (Internal and External Area)
17.	Ready to Offer on		<ul style="list-style-type: none"> <li>• Leave And License Basis,</li> <li>• Lease Basis,</li> <li>• Ownership Basis.</li> </ul>
18.	Deposit Amount (Rs.)		
19.	Rent lump-sum/ per sq.ft. (Rs)		
20.	Rent free period of Three Months for Fitment		<ul style="list-style-type: none"> <li>• Yes / No</li> </ul>
21.	Next Escalation in rent / Lease Amount %		
22.	Taxes to be paid by		<ul style="list-style-type: none"> <li>• Property tax,</li> <li>• Municipal Taxes (If Applicable),</li> <li>• Society Maintenance charges</li> </ul>
23.	Commercial Electricity Connection Must be provided by owner/s (Three Phase line with 15 KW connection)		<ul style="list-style-type: none"> <li>• Yes / No</li> </ul>
24.	Water Connection (Must be provided by owner/s)		Yes / No
25.	Existing litigation, if any		Yes / No Details of litigation

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

**Yours faithfully**

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ENCL :