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Date :

To,  
The Dy. Gen. Manager  
Abhyudaya Co-op. Bank Ltd.  
Development Dept.  
Vashi,  
Navi Mumbai.

**Sub : Offer for our commercial premises on lease/Lease and license basis at \_\_\_\_\_**  
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Respected Sir,

With reference to your advertisement in local newspaper Free Press Journal/ Nav Shakti dated 04.05.2024, we hereby submit our offer for commercial premises on lease/leave and license basis.

The details and terms of the premises available with us are mentioned hereinbelow :

1. Name of the Owner : .....
2. Address of premises offered : .....  
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3. Carpet area : .....
4. Year of construction : .....
5. Monthly Rent/License fees : Rs..... per sq. ft. (carpet) / Rs..... lumpsum
6. Lease/ License Term : .....
7. Interest free security deposit : .....
8. Escalation : .....
9. Maintenance charges : To be borne by .....
10. Parking available : .....
11. Initial Rent Free period : .....
12. Other details (if any) :

- Property tax to be borne by Premises Owner
- Stamp duty and registration charges to be shared equally by Lessor and Lessee.
- Separate Electricity meter with required KVA capacity to be provided by Premises Owner.
- 4 to 5 photos giving suitable view of the premises to be attached.

Thanking you,

Yours faithfully,