



LETTER OF INTENT TO LEASE PREMISES FOR THE PURPOSE OF APPLYING FOR A YERF LOAN

.....
Company Name (owner of premises)

.....
(Date)

Dear Sir/Madam

RE: OFFER TO LEASE PREMISES AT

.....
(Name of building/office)

We have the pleasure of detailing below the provisions upon which the Lessor will consider entering into an Agreement of Lease.

- a) This letter records the basis upon which the Lessee (tenant) is prepared to enter into an Agreement of Lease with the Lessor to hire the Lessor's premises.
- b) Acceptance by the Lessor will take the form of an official letter signed by an authorized representative of the Lessor and will be accompanied by a formal lease agreement after receiving payment from the lessee.
- c) This document is not binding until the above conditions are fulfilled.

The conditions of the proposed agreement are as follows:

1. PREMISES

.....

2. BUILDING

.....

3. AREA

.....

4. USAGE

The premises will be used for:

.....
(State type of business to be run within premises)

5. COMMENCEMENT DATE:

.....

6. LEASE PERIOD

7. OPTION FOR RENEWAL.....

8. SIGNAGE *(indicate terms for tenant to have signage on the premises for their business)*

.....

9. BASIC RENTAL PER MONTH FOR THE PERIOD

Period	Rent	VAT	Total
FROM.....			
TO.....	E	E	E

10. OTHER CHARGES (if any)

.....

11. DEPOSIT GUARANTEE (if applicable) E.....

KEY DEPOSIT (if applicable) E.....



12. ACCEPTANCE OFFER

Please indicate your confirmation of the above terms and conditions by initialing page 1-2 and signing page 3 of this letter where indicated and return it to our offices on the or before this date.

We sincerely thank you for your interest in our property and look forward to being able to fulfill your business requirements.

Yours faithfully

.....

For: Landlord

.....

COMPANY NAME

13. THE PROSPECTIVE TENANT (APPLICANT)

I/WE HEREBY ACCEPT THE TERMS AND CONDITIONS OF THIS LETTER

SIGNATURE:

DATE:

NAME OF SIGNATORY:

DESIGNATION: DIRECTOR

14. SURETYSHIP (to be filled by prospective tenant's surety)

As a surety, I am signing to confirm that the prospective tenant is known to me and I can be contacted in the event that the prospective tenant is not available.

Full Name:

Contact Number:

The surety confirms that they reside at the following address:

.....
.....

Signature: