**APPLICATION FORM**

The General Manager, Date: - ……………….

Punjab Gramin Bank, Head Office Kapurthala

Dear Sir,

**REG:-APPLICATION FOR BANK BUILDING/SITE AT………………………..**

The details of premises which I/we offer to lease out to the Bank are as under:-

|  |  |  |
| --- | --- | --- |
| **SN** | **Particulars** | **Information** |
| 1. | Name of the owner/s (Attach Proof of ownership) |  |
| 2. | Father’s Name |  |
| 3. | Postal Address | Village…………………..PO:…………………….Teh…………….Distt……………………………… |
| 2. | Location of proposed site:  i. Name of the building1. Number and Street
2. Ward/ Area
 |  |
| 3. | Type of building: (Residential/Commercial/Industrial/ Mixed: Attach Proof) |  |
| 4. | Size of Plot: | Front …………. Sq. ft, Depth: …………. Sq. ft., |
| 5. | Size of the Parking area | Front …………. Sq. ft, Depth: …………. Sq. ft., |
| 6. | Expected Rent | Rs…………………..Per Month |
| 7. | Type of building: | (Load bearing/RCC/framed structure) |
| 8. | Year of Construction |  |
| 9. | Clear floor height from floor to ceiling |  |
| 10. | Whether plan of construction is approved by the competent authority | Yes/ No |
| 11. | Floor | Ground floor/Ist Floor/ Basement |
| 12. | Rentable Carpet area offered to Bank |  |
| 13. | Are M.S.grills provided to windows? | Yes/ No |
| 14. | Running water facility available | Yes/ No |
| 15. | Sanitary facilities available | Yes/ No |
| 16. | Electrical supply with separate meter available | Yes/ No |

I/We agree to:

1. Execute Agreement to Lease and Lease Deed in Bank’s Standard Format.
2. Construct ***Strong Room as per RBI specifications*** and do all civil works at my/our own cost as per bank’s requirements.
3. Bear all the taxes and charges related to the premises.
4. Bear the cost of execution and registration of Lease Deed.
5. To lease the premises in favour of Bank for ………..years plus………options of …. years each with …….% increase in rent at each option.

*My/Our offer will be valid for next six months from the date of offer.*

Signature of the Applicant

Name: Postal Address:

Mobile No.: