



Repco Home Finance is looking for office space of approximately 2200 sq ft for rent in and around Thillai Nagar area with following conditions:

1. The premise shall be approximately 2200 sq ft, hall type, located on ground floor or first floor with good frontage and good natural ventilation.
2. Easy connectivity with main business area of the city, dedicated 2-wheeler parking and exclusive toilet facility inside the premise.
3. Adequate security in the form of grill gate, shutter box at the main entrance, grilled windows.
4. Tiled flooring in good condition and wall painting as per our choice of color
5. Concealed electrical wiring with 8 fan points, 10 light points and 6 power points (minimum) with switch boxes
6. The building should have at least BSNL broad band & lease line connectivity and if required, Tower/Tripod/Pole will be fixed at the building (additional rent will not be paid for the same).

**Interested owners may apply who are ready to rent out their readily available commercial premises are requested to send the details as per the prescribed format which may be downloaded. Applications sent by any other formats will not be accepted.**

Applications in a sealed envelope super scribed with “**PREMISE FOR OFFER ON RENT AT Thillai Nagar**” may be sent by registered post to:

The Branch Manager  
Repco Home Finance Limited  
No.24, B 14, Ram Arcade,  
Thillai Nagar 11<sup>th</sup> Cross Main Road,  
Trichy - 620018

**Last date for receipt of application is 03-08-2019** Company reserves the right to accept/reject any/all application without assigning any reason. **No brokerage will be paid.**

**Very Important:**

- It may please be noted that invitation of offer does not entail any commitment on part of the company for taking the premises on rent. Offer of the most suitable premises may be accepted by us and so intimated.
- It is the sole discretion of RHFL to increase/decrease the requirement of space depending on the availability.
- It is in the absolute discretion of the RHFL to accept or reject any offer without assigning any reasons.
- Selection of the premise will be based on the criteria fixed by the RHFL in this regard.

Format for sending PREMISES FOR OFFER ON RENT

To

The Branch Manager

Repc Home Finance Ltd

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Dear Sir,

The details of the premises which I/We offer on rent to Repco Home Finance Ltd are as under:

1. Building Address (Full):
2. Floor no:
3. Sq ft (Carpet Area):
4. Lift Facility:
5. Availability of Power backups & Earthing (Yes/No):
6. Reserved 4 wheeler parking (no) & type (covered/semi-covered/open):
7. Reserved 2 wheeler parking (no):
8. Name, Address, Phone No of the Owner:
  
9. Share of each owner in case of Joint Ownership:
10. Ownership proof :  
(Title deeds, tax receipts, legal opinions etc)(to be closed):
11. Age of the building:
12. Main door metal shutter:
13. Road/ Rear Facing (Availability of frontage for glass branding):
14. Ensure that the building has at least BSNL broad band  
Connectivity and lease line connectivity :  
can also be installed, if required
15. Distance from main commercial area:
16. Banks/ other financial institutions in the vicinity:
17. Rent per month (inclusive of maintenance, taxes etc.):
18. Lease Period (Minimum 3 to 6 years):

19. Advance requested:
20. Rental Hike required:
21. Requirement of registration & cost sharing thereon:
22. Any other details the owner wants to provide:

I/We agree to execute lease deed as per Company's standard format, bear the cost of execution and registration of lease deed. My/ Our offer will be valid for the next six months from the date of offer.

Signature of the Landlord/s

Place:

Name:

Date:

Address:

Encl:

1. Building Plan
2. Ownership Proof copy
3. At least one photograph from the road outside, 1 photo of staircase, 1 photo of parking area, 4 to 5 photos of the interior taken from different angles