

To,
Mr. / Mrs. _____,

R/o _____,

Date: _____

Dear Mr./Mrs. _____,

Sub: Our offer for consultancy for renting your flat/villa.

We have setup a team to help our customers rent out their respective flats and villas in our projects. We shall advertise on behalf of all our customers, arrange site visits, negotiate the terms and help finalize the lease including documentation. The benefits of our offer are:

- a. Rental may be finalized within a short time.
- b. Possibility of getting higher rent.
- c. Documentation will be completed by our office.
- d. Consultancy fee shall be refunded in case tenant vacates before completing 3 months.
- e. Screening of potential tenants and background check.
- f. Hassle free and smooth transaction.

In order to recoup the expenses a service charge equal to one month rent (+ applicable service tax) shall be payable to us upon finalization of the lease. The said consultancy charges shall be refunded in case the tenant vacates within 3 months.

We request you to sign a copy of the letter attached herein as confirmation of the above and provide the details in the annexure printed overleaf. Please send us scanned copy of the same.

Thank You.
Yours Sincerely,

Mr. Ashok Kumar
Manager - Sales
Mobile: +91-7032107065
Email ID: ashok@modiproperties.com

Agreed and confirmed:

Sign:
Mr./Mrs. _____

ANNEXURE

1.	Name of customer	
2.	Flat/villa No.	
3.	Project name	
4.	Area of flat/villa	
5.	Email of customer	
6.	Contact no. of customer	
7.	Lease can commence from	<input type="checkbox"/> As soon as possible <input type="checkbox"/> from:
8.	Lease period preferred	<input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years <input type="checkbox"/> other:
9.	Rental increase per year	<input type="checkbox"/> 8% per year <input type="checkbox"/> other:
10.	Lease rental to be quoted	Rs. ___ per sft
11.	Minimum rent to be finalized	Rs. ___ per sft
12.	Maintenance charges	Rs. ___ per sft
13.	Security deposit to be quoted	___ months rent
14.	Min. security deposit to be finalized	___ months rent
15.	Details of fitting and fixtures provided	<input type="checkbox"/> Lights <input type="checkbox"/> fans <input type="checkbox"/> geezers <input type="checkbox"/> kitchen cabinets <input type="checkbox"/> dining table <input type="checkbox"/> sofa set <input type="checkbox"/> mattress <input type="checkbox"/> curtains <input type="checkbox"/> Wardrobes <input type="checkbox"/> beds <input type="checkbox"/> other:
16.	Car parking	<input type="checkbox"/> NA <input type="checkbox"/> 1 car <input type="checkbox"/> 2 cars <input type="checkbox"/> Nil
17.	Property tax	<input type="checkbox"/> To be paid by owner
18.	Availability of keys	
19.	Special requirements	
20.	Remarks	

Sign:

Mr./Mrs. _____

Date: _____