

ANDHRA PRADESH GRAMEENA BANK

(A Government undertaking sponsored by Union Bank of India)

Premises Lease and Maintenance Policy

Annexure-III

OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS (BID)

With reference to your Enquiry/ advertisement in the local daily/ Bank's website dated _____, I/We hereby offer the premises owned by us for housing your branch/office on lease basis.

PART A: GENERAL INFORMATION

1	Name of the owner and address	
2	Share of each owner, if any, under joint ownership:	
3	Location:	
4	Name of the building (if any):	
5	Premises Address along with PIN & prominent landmark	
6	Locality (Prime/ Main Road/ Side street):	
7	Lease period offered:	

PART B: TECHNICAL INFORMATION

	I. Building	
1	Whether ready to offer area as required by Bank? (Yes/No):	Yes
2	Dimension of the building in feet	(L x W x H)
3	Carpet Area of the premises(Sq.ft) - Internal measurements	
4	Dimensions of banking Hall	
5	Strong Room Dimension(L x W x H) in feet	
6	Carpet Area of strong room (Sq.Ft) - Internal measurements	
7	Toilet/Washrooms dimensions	
	II. Floor particulars	
8	Ground/1 st floor (Give area of each floor):	
9	Age of the building:	
10	Frontage in feet:	
11	Access /distance from Main Road: (Mention whether it is on main road)	
12	Type of Building: (Residential /Commercial as per plan approval)	
13	Type of Construction (Load bearing/RCC)	
14	No. of Pillars in premises offered (specify no.)	
15	Floor numbers and height of each floor including Basement, if any: (Clear floor height from floor to ceiling)	

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PART C: OTHER PARTICULARS:

Amenities available / proposed:		
1	Separate electricity meter (YES/NO):	
2	Sanctioned Electrical power/ load: (Min 10KVA required for new/existing premises)	
3	Car Parking facility:	
4	Water supply facility (Municipal supply/Well/Bore well):	
5	Continuous water supply (YES/NO):	
6	Whether separate water meter is provided (YES/NO):	
7	No. of toilets (Minimum Two)	
8	Whether <u>plans are approved</u> by local authorities:	
9	Time required for giving possession:	
10	Whether agreeable to provide rooftop for installation of V-SAT / Solar panels / MPLS / any other bank's equipments	<u>Yes</u>
11	Any other information i.e. visibility from main road etc.	

- Encl: 1. Copy of the Title deed to the property
2. Latest Tax paid receipt
3. Approved plan of the building.
4. KYC Documents-Copy of Aadhaar and PAN.

Place:

Date:

Phone No:

Address:

Signature

(Landlord/Owner)

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Annexure-IV

OFFER OF PREMISES ON LEASE / RENTAL BASIS (PRICE BID)

With reference to your Enquiry/advertisement in the local dailies/banks Website dated 25/12/2025, I/We hereby offer the premises owned by us for housing your branch/office on lease basis.

RENT:

Rate per sq.ft (carpet area) :

Amount of Municipal/Panchayat/Local Taxes per annum :

Water Taxes per annum :

Monthly Maintenance charges
(like society charges/charges for amenities, etc.) :

Any other charges per month (please specify) :

Municipal/ Panchayat/ Local Taxes to be borne by* :

Water Taxes to be borne by* :

Maintenance charges to be borne by* :

Any other charges to be borne by* :

* Please mention (landlord or Bank)

TOTAL DEMAND (per month)

Rent :

Water tax :

Maintenance charges :

Any other charges :

Total :

Place:

Date:

Phone No:

Signature

(Landlord/Owner)

Address: