

Date :

To :

[deal.landlord\_name]([deal.landlord\_nric\_fin\_roc])  
[deal.co\_landlord\_name]([deal.co\_landlord\_nric\_fin\_roc])  
Hereby known as "**The Landlord**"

Dear Sir/Ma'am,

**SUBJECT PROPERTY:** [deal.property\_unit\_number],  
[deal.property\_street\_address], [deal.property\_postal\_code]

We are pleased to recommend our prospect to lease the above mentioned property subject to the following terms and conditions:

**Main Tenant:**

**Name :** [deal.tenant\_name]  
**NRIC/FIN/ROC :** [deal.tenant\_nric\_fin\_roc]

**Occupiers (If Applicable)**

[deal.occupiers]

**1. RENTAL**

**SGD [deal.lease\_rental\_amount]** per month (inclusive of GST if any, fittings, fixtures, maintenance charges and car park).

**2. LEASE COMMENCEMENT**

The lease shall commence on **[deal.lease\_commencement\_date]**.

**3. LEASE TERM**

**[deal.lease\_term]** lease with an option to renew for another one (1) year at a rental to be agreed upon at the expiry of the lease term.

**4. BOOKING AND SECURITY DEPOSIT**

(a) Good faith deposit of **SGD [deal.lease\_rental\_amount]** payable by the Tenant upon signing of this Letter of Intent. This deposit shall be treated as part of the first month's advance rental.

(b) Security deposit of **SGD [deal.security\_deposit]** to be made payable to the Landlord upon signing of the Tenancy Agreement.

## 5. USE OF PREMISE

The Tenant shall not use the premise nor permit the same to be used for any purpose whatsoever other than as a private dwelling.

## 6. TELEPHONE, TV, INTERNET SUBSCRIPTION , UTILITIES SUPPLY

To be borne by the Tenant.

## 7. STAMP DUTY FEES

To be born by the Tenant.

## 8. SERVICING OF AIR-CONDITIONERS

The Tenant shall take up a service contract with a reliable air-conditioning contractor to service and maintain the air conditioners once every three (3) months. Any repair for breakdown and replacement of worn parts due to fair wear and tear, shall be at the responsibility of the Landlord. The Tenant shall furnish a copy of the service contract to the Landlord within three months after lease commencement and produce the last service receipt upon expiry of the lease.

\*\*Landlord will do a gas top-up and chemical cleaning (if necessary) prior to the commencement of the lease.

## 9. MINOR REPAIR CLAUSE

The Tenant to be responsible for all minor repairs and routine maintenance, including replacement of electric light bulbs and tubes of the premises up to **SGD [deal.lease\_minor\_repair\_amount\_paid\_by\_tenant]** per repair. In the event the repair exceeds the aforesaid amount, the first minor repair amount of **SGD [deal.lease\_minor\_repair\_amount\_paid\_by\_tenant]** shall be borne by the tenant, thereafter the remaining balance amount shall be borne by the landlord on both parties agreeable to the repair cost, provided always, such repairs are not caused by the willful negligence of the Tenant. Approval must be obtained from the Landlord prior to such repair.

\*\*The Tenant shall be entitled to a 30 days **problem free period**. The Landlord shall not hold the Tenant responsible for any defects /replacement of parts of any item in the premise that were identified by the Tenant and brought to the Landlord's attention within the first Thirty (30) days (from the handover date) in writing. Any such defects/replacement shall be rectified by the Landlord at his own cost.

## 10. DIPLOMATIC CLAUSE

Diplomatic clause may be served by the Tenant after Twelve (12) months tenancy by giving Two (2) months' advance notice in writing or Two (2) months' rent in lieu of such notice.

## 11. TENANCY AGREEMENT AND REFUND OF SECURITY DEPOSIT

Notwithstanding anything herein contained, the tenancy of the Property is subject to a Tenancy Agreement to be negotiated upon in good faith and entered into between the Landlord and the Tenant. The Landlord shall forthwith refund the good faith deposit to the Tenant free of interest if the Landlord and Tenant cannot reach an agreement on the provisions contained in the Tenancy Agreement within **THREE (3) DAYS** of the receipt of the same and thereafter neither party shall have any claim against the other for damages, costs, compensation or otherwise in the matter.

The Landlord shall provide the Tenant with a draft of the Tenancy Agreement within **THREE (3) DAYS** from the date of the Landlord's acceptance of the terms and conditions herein.

In the event the Tenant withdraws his interest to proceed with the lease of the Property, after all terms and conditions have been agreed upon, the Landlord shall be entitled to forfeit the good faith deposit and thereafter neither party shall have any claims whatsoever against the other.

12.	LANDLORD AGREES TO THE BELOW REQUESTS AND ITEMS
a)	All electrical appliances and light fixtures are to be in good working condition.
b)	To clean the entire premises thoroughly including the interior and exterior of cupboards and appliances.
c)	To dry clean all curtains and the Tenant shall deliver the same upon expiry of the lease.
d)	To service all air-conditioners, including topping up of gas and chemical cleaning (if necessary) before handover of premise and Tenant shall deliver the same upon expiry of Tenancy.

Kindly confirm your acceptance of the terms and conditions contained by signing the Acceptance Copy below.

Yours Sincerely,

Acknowledged by Tenant

**Name :** [deal.greyloft\_agent\_name]

**Tenant Name :** [deal.tenant\_name]

**Salesperson Registration No:**

**NRIC/FIN/ROC :** [deal.tenant\_nric\_fin\_roc]

[deal.greyloft\_agent\_salesperson\_registration\_number]

**Greyloft Realty LLP. (License No: L3010433A)**

I/We [deal.landlord\_name] ([deal.landlord\_nric\_fin\_roc]) and  
[deal.co\_landlord\_name]([deal.co\_landlord\_nric\_fin\_roc]) the Landlord of the Property hereby accept the  
above terms and conditions and acknowledge receipt of SGD **[deal.lease\_rental\_amount]** being the good  
faith deposit paid by the tenant.

Landlord Signature:

[deal.landlord\_name] ([deal.landlord\_nric\_fin\_roc])

Co-Landlord Signature:

[deal.co\_landlord\_name]([deal.co\_landlord\_nric\_fin\_roc])