

LR



Building Relations in Real(i)ty

LESSOR'S GUIDE
(Residential Properties)

Q U A L I T Y P O L I C Y



“

To be the professionally managed Real Estate Agency, availing or providing space, to individuals or corporates, for residential or commercial use, for rent or for sale / purchase, ensuring utmost customer satisfaction, by optimizing the use of technology and trained human resource.

”



I N D E X



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Why Rent Your Property?

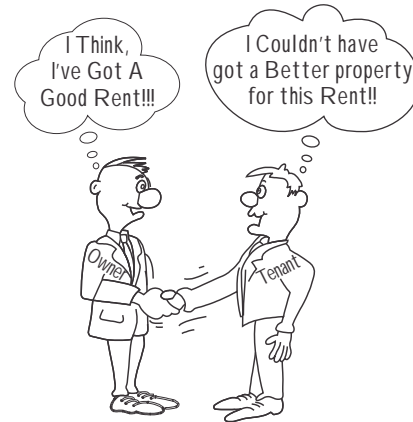
1. Your residential property has been **lying idle** for a very long time
2. You are facing **problems in letting out** to the right kind of people
 - ✓ Company executives
 - ✓ Reliable individuals
3. your property is **turning out to be a liability** due to the following reasons :
 - ✓ Day to day maintenance charges towards its upkeepment
 - ✓ Common maintenance payable to the society
 - ✓ Local Authority taxes, electricity bills
 - ✓ EMI payable towards home loan (if availed)
4. You are **moving out of the city** for a long period
5. You are looking for source of regular **monthly income**

Whatever be the reason for letting out your property, we can help you...

Step Wise Procedure Of The Deal



MATCHING
the right Licensee to your property



FINAL NEGOTIATIONS
to get both the parties the best deal

Signing of **CONFIRMATION** and token payment

OWNER
Completion of required work.

TENANT
Submitting the Post Dated Cheques and Security Deposit.

Signing of **AGREEMENT**

Giving the **POSSESSION** to the Licensee.

Payment of **BROKERAGE**

RENEWAL
reminders and processing.

Support in **TERMINATION** formalities.

Top 10 Tips For Easy Renting

TIP 1

Support us through out the deal

Allowing us to take photographs of the property and affix poster on the premises, making proper arrangement for the keys, providing necessary details/documents to prepare agreement on time, completing all the necessary and mandatory work before the Licensee occupies the premises. We have a set system to serve our clients in the best possible manner.

TIP 2

Better the property, higher the return

Licence Fee depends upon the location, kind of Society/Building, type of furnishing, amenities provided etc. Our executive may be able to help you assess the Licence Fee considering the rate prevailing and deals executed in the vicinity for similar properties.

TIP 3

Property should be in a presentable condition

Here, the fact that a product is known by its packaging holds true. When we show your property, it should look worth living.

For you the property might be a money making unit, but for the occupant... it is his home!

TIP 4

Be patient

Our objective is to provide you the best deal. And the best deal comprises of a reasonable Licence Fee, known corporate and a reliable occupant. This might happen in a day or may take a month. So what you need to do is rely on us and wait for the right combination.

TIP 5**Wait for a good offer, but don't wait too long**

With the experience of over two decades, we are aware of the prevailing rates in the market. Respecting your expectations, we also take into consideration various factors like licensee's fondness towards the property, his ability to maintain the property and his attitude towards paying the Licence fee. So when you know that your property is going in good hands, be liberal in your expectations.

TIP 6**Be straight and open in dealing**

We would appreciate if you can let us know your disagreement to any of the terms mentioned, in advance. This way we will be able to determine whether we can work for your property by making the necessary amendments or ask you to liberalize your expectations. Hence saving yours as well as our time and efforts.

TIP 7**Don't get tempted with exorbitant return**

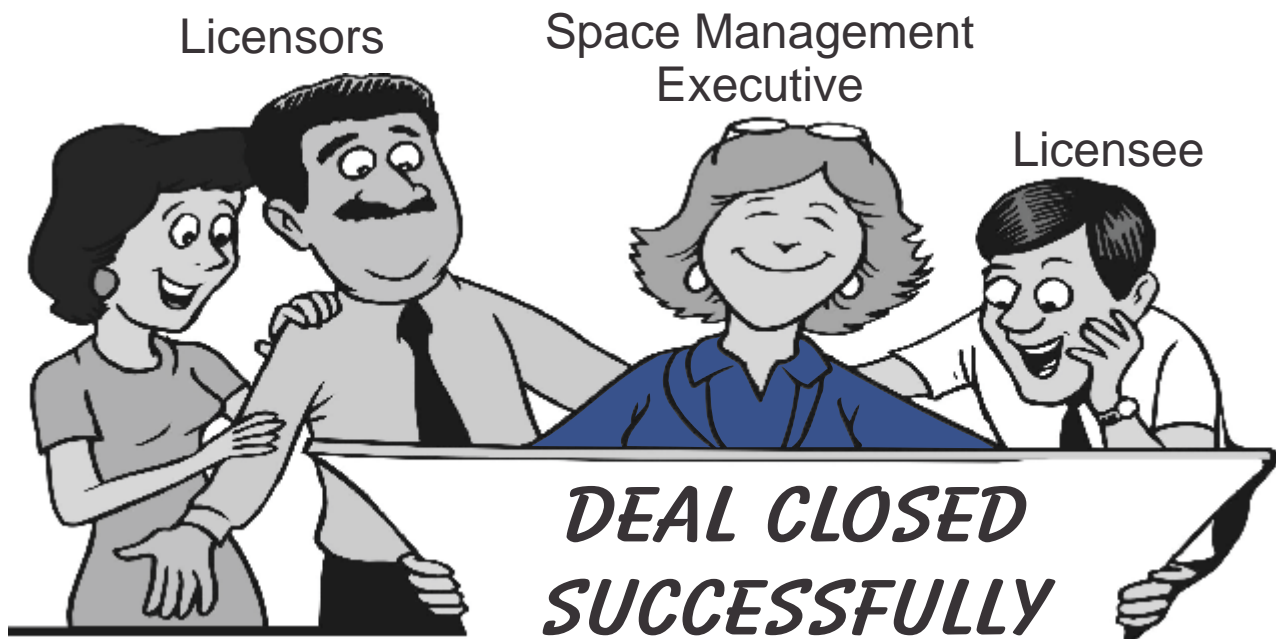
If the authenticity of the client is at stake, don't let out your property. The chances are the Licensee may have the poor credentials. It is advisable to consider this point before proceeding.

TIP 8**Clear all your dues till date**

Clear all your dues towards the society maintenance, electricity company, local authority taxes, cesses, levies, charges etc. The Licensee takes the property in good faith that he/she will have a sweet home with good nights sleep. We would request you to submit the receipts to the licensee by clearing all the previous dues towards the property, before allowing them to occupy the premises.

TIP 9**Be cooperative and non intrusive**

Once your property is let out the owner has to respect the occupant as much as the occupant shall respect the owner. Owner should visit the premises with prior intimation to the occupant considering their convenience also.

**TIP 10****Help us to serve you better**

Over two decades of experience, thousands of corporate clients, a sound infrastructure, magnificent manpower, value added service, specialized assistance through out the deal, professional work ethics and unbiased devotion towards improving the service everyday. And all this is because people have put trust on us.

Trust us on the offer that we quote, on the service that we offer, on the experience that we have, on systems that we follow, on the clients that we fetch for your property.

AUTHORIZATION LETTER

From,



To,

SPACE MANAGEMENT LIMITED

609-610, **Pinnacle Business Park**,
Opp. Royal Orchid Apartments,
Corporate Road, Prahladnagar,
Satellite, Ahmedabad - 380 015.

Date : _____

Dear Sir/Madam

Sub: Letting out my property at _____

1. I want to let out the subject mentioned property on Leave & Licence basis.
2. I am authorized to let out the subject mentioned property.
3. I authorize Space Management Ltd to find suitable client for the subject mentioned property.
4. I agree to the general terms and conditions mentioned herein, which may vary in case to case basis.
5. I shall provide you one set of keys in duplicate (if not occupied) to facilitate you to show this property to your clients.
6. I am agreeable to pay your brokerage and renewal charge as per the following table mentioned below upon finalizing this property.
7. I request you to quote Rs. _____ (negotiable) towards monthly licence fee.

Type of Agreement	During the Agreement Period	In case of Pre-mature termination
Fresh Deal of Agreement period of 11 (Eleven) Months. (Credit Period of 11 months)	One Month's Licence Fee and Stamp Charges plus Service Tax applicable as per government norms.	We will help you to find suitable client and will charge 10% of One Month's Licence Fee and Stamp Charges plus Service Tax applicable as per government norms during initial 11 months.
First Renewal of 11 (Eleven) Months.	10% of Licence Fee and Stamp Charges plus Service Tax applicable as per government norms.	It will be considered as a fresh deal and we will charge accordingly to help you find suitable client.
Second Renewal of 11 (Eleven) Months (Credit Period of 11 months)	One Month's Licence Fee and Stamp Charges plus Service Tax applicable as per government norms.	We will help you to find suitable client and will charge 10% of One Month's Licence Fee and Stamp Charges plus Service Tax applicable as per government norms.

Thanking You,

Name: _____ Sign: _____ Date: _____

General Terms And Conditions

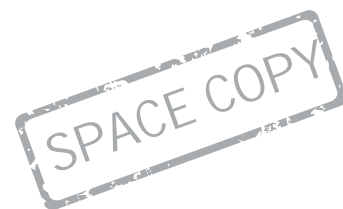
Term	
Agreement Period	✓ 11 months on Leave and Licence basis.
Agreement stamping and registration charges	✓ To be shared by the Licensor and the Licensee equally i.e. 50:50
Licence Fee (After deducting TDS if applicable)	✓ In case of Agreement with the Company; Payable in advance on or before 7 th of each English Calendar month. ✓ In case of Agreement executed with an individual; the Advance Licence Fee will be payable by way of monthly Post Dated Cheques/ Bank Transfer for the Agreement Period.
Security Deposit	✓ Equivalent to Two/Three Months' Licence Fee (depending upon the furnishing) refundable at the time of vacating the premises after adjusting against the outstandings if any as per the Agreement.
Electricity, Gas & Water Charges	✓ Extra on actual.
Society's Common Maintenance Charges	✓ Inclusive of the Licence Fee during the Agreement Period. Any increase in the Society's common maintenance charges will be taken care of by the Licensee at the time of renewal of the agreement.
Local Authority Taxes and Cesses	✓ Inclusive of the Licence Fee during the Agreement Period. Any increase in the Local Authority Taxes or any new Cesses will be taken care of by the Licensee at the time of renewal of the agreement.
Occupation	✓ Against signing of the agreement and the payments towards Security Deposit and the Licence Fee, Brokerage etc. and submission of identity, address proof or employment proof and passport size colour photographs from the Licensee/Occupant.
Renewal	✓ For a maximum of further two intervals of 11 months.
Increment in Licence Fee	✓ 5% to 7% increase every renewal cumulatively.
Notice	✓ 30 days prior notice in writing to the other party in case of violation of any of the terms mentioned in the Licence Agreement.
Penalty	✓ Licensee will be liable to pay a liquidity damages equivalent to 200% of the Monthly Licence Fee on pro rata basis (calculated per day) until the premises is vacated upon expiry OR pre mature termination.
Vacating and settlement of Security Deposit account	The Security Deposit account will be settled by the Licensor at the time of Licensee ; <ol style="list-style-type: none"> 1. Clearing all his dues towards licence fee, electricity, gas, water charges, society charges, local authority taxes, telephone charges, internet charges, cable charges etc. (whichever applicable as per the agreement) and 2. Vacating the premises in maintained condition as per the Agreement.

I agree to the above terms and conditions,

Name: _____ Sign: _____ Date: _____

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I agree to the above terms and conditions,

Name: _____ Sign: _____ Date: _____

Premises Inspection Report (1/2)

Form No.	Date	PIR		Premises			Person			Price			Priority		
		<input type="checkbox"/> Required	<input type="checkbox"/> Not required	A	B	C	A	B	C	A	B	C	A	B	C

Category	<input type="checkbox"/> Flat	<input type="checkbox"/> Tenement	<input type="checkbox"/> Row House	<input type="checkbox"/> Bungalow
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Location	
-----------------	--

Premises No.		Premises Name	
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Premises Address			
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Area	Built up _____ Sq. Feet	Plot _____ Sq. yards
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No. of Bedrooms	Floor No	Year of construction	Possession from
------------------------	-----------------	-----------------------------	------------------------

Keys at	<input type="checkbox"/> Space Management	<input type="checkbox"/> At site	<input type="checkbox"/> At caretaker
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Contact Information

Registrants Name			
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Address			
----------------	--	--	--

Phone Number	(M ₁) _____	(M ₂) _____	(O) _____	(R) _____
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e-mail			
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Registrant	<input type="checkbox"/> Owner	<input type="checkbox"/> Power of Attorney	<input type="checkbox"/> Caretaker
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Referred by		Mobile. No.	
--------------------	--	--------------------	--

Reason for letting out			
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Particular	A	B	C
Ambience	<input type="checkbox"/> Good	<input type="checkbox"/> OK	<input type="checkbox"/> Poor
Cross Ventilation	<input type="checkbox"/> Good	<input type="checkbox"/> OK	<input type="checkbox"/> Poor
Flooring	<input type="checkbox"/> Marble	<input type="checkbox"/> Vitrified Tiles	<input type="checkbox"/> Ceramic
Furnishing	<input type="checkbox"/> Fully Furnished	<input type="checkbox"/> Semi- Furnished	<input type="checkbox"/> Un Furnished
Light	<input type="checkbox"/> Good	<input type="checkbox"/> OK	<input type="checkbox"/> Poor
Main Door Facing	<input type="checkbox"/> East / North	<input type="checkbox"/> West	<input type="checkbox"/> South
Paint Condition	<input type="checkbox"/> Good	<input type="checkbox"/> OK	<input type="checkbox"/> Poor
Painting	<input type="checkbox"/> Flat/Plastic Paint	<input type="checkbox"/> Distemper	<input type="checkbox"/> White Wash / Putty
Parking	<input type="checkbox"/> Allotted	<input type="checkbox"/> Common	<input type="checkbox"/> No
Furniture Condition	<input type="checkbox"/> Good	<input type="checkbox"/> OK/ N/A	<input type="checkbox"/> Poor
Servant Quarter	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	<input type="checkbox"/> No
Store Room	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No
Water Seepage	<input type="checkbox"/> No	<input type="checkbox"/> Minor	<input type="checkbox"/> Major

Building/Society	A	B	C
BU Permission	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Building	<input type="checkbox"/> Low Rise with lift	<input type="checkbox"/> High Rise	<input type="checkbox"/> Low Rise without lift
Building Maintenance	<input type="checkbox"/> Good	<input type="checkbox"/> OK	<input type="checkbox"/> Poor
Childrens Play Area	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Ground Floor	<input type="checkbox"/> Parking	<input type="checkbox"/> Residence	<input type="checkbox"/> Shops
Locality	<input type="checkbox"/> Good	<input type="checkbox"/> OK	<input type="checkbox"/> Poor
Occupancy	<input type="checkbox"/> Fully Occupied	<input type="checkbox"/> Partially Occupied	<input type="checkbox"/> Unoccupied
Security	<input type="checkbox"/> Good	<input type="checkbox"/> Ok	<input type="checkbox"/> Poor
Neighborhood	<input type="checkbox"/> Cosmo	<input type="checkbox"/> Gujarati	
Piped Gas	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Non-Veg	<input type="checkbox"/> Allowed		<input type="checkbox"/> Not Allowed

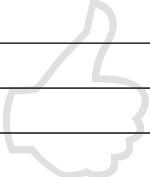



Premises Inspection Report (2/2)

UN FURNISHED						
<input type="checkbox"/> Grills on Windows	<input type="checkbox"/> CFL/Bulbs	<input type="checkbox"/> Door Bell	<input type="checkbox"/> Door Eye	<input type="checkbox"/> Exhaust Fan	<input type="checkbox"/> Fans	<input type="checkbox"/> Jet Spray
<input type="checkbox"/> Night Latch	<input type="checkbox"/> Shower Curtain Rods	<input type="checkbox"/> Soap Dish	<input type="checkbox"/> Mirror	<input type="checkbox"/> Towel Rods	<input type="checkbox"/> Tube Lights	<input type="checkbox"/> Geyser

SEMI FURNISHED				
<input type="checkbox"/> Kitchen Cabinets	<input type="checkbox"/> Storeroom Shelves	<input type="checkbox"/> Platform Shutters	<input type="checkbox"/> Wardrobes	<input type="checkbox"/> Shoe Rack

FULLY FURNISHED				
<input type="checkbox"/> Air Conditioner	<input type="checkbox"/> Beds	<input type="checkbox"/> Cooking Range	<input type="checkbox"/> Dining Table	<input type="checkbox"/> Microwave
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Study Table	<input type="checkbox"/> Television	<input type="checkbox"/> Washing Machine	<input type="checkbox"/> Sofa Set





Key Plan of the property

Inspected by: _____ on date: _____ Registrant's Signature: _____



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Tel: **+91 79 29 70 70 70** (Board)

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Visit us at **www.spacemanagement.in**