





## **QUALITY POLICY**

“To be a 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 optimising the use of technology and trained human resource”

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# WHY RENT YOUR PROPERTY?



01 Your residential property has been lying idle for a very long time

02 You are facing problems in letting out to the right kind of people

- **Company Executives**
- **Reliable Individuals**

03 Your property is turning out to be a liability due to the following reasons:

- **Day to day maintenance charges towards its upkeep**
- **Common maintenance payable to the society**
- **Local authority taxes, electricity bills**
- **EMI payable towards home loan (if availed)**

04 You are moving out of the city for a long period

05 You are looking for source of regular monthly income

**WHATEVER BE THE REASON FOR LETTING OUT FOR YOUR PROPERTY,  
WE CAN HELP YOU**

# STEP WISE OF PROCEDURE OF THE DEAL

## REGISTER

Your property  
with us

## EVALUATION

Our executive  
will visit your  
property for  
evaluation

## 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

**AGREEMENT**  
Signing of  
agreement



Giving the  
**POSSESSION** to  
the licensee



Payment of  
**BROKERAGE**

**RENEWAL**  
Reminders &  
Processing



Support in  
**TERMINATION**  
formalities





# TIPS FOR EASY & FAST RENTINGS

The two golden rules for selling your property are :

**The price expectations should be rational**

**The expectation should be in line with the market rates. Although, a premium or a discount is legitimate in accordance with the condition of your property.**

**Support us through out the deal**

Allowing us to take photographs of the property, 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.

**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.

**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!

**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.

**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.

## **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 liberalise your expectations. Hence saving yours as well as our time and efforts.

## **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.

## **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 night 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.

## **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.

## **Help us to serve you better**

Over two decades of experience, thousands of corporate clients, a sound infrastructure, magnificent manpower, value added service, specialised 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.



# AUTHORISATION LETTER

## (Customer Copy)

**From:** \_\_\_\_\_

**To:**  
**SPACE MANAGEMENT LIMITED**  
609-610, Pinnacle Business Park,  
Opp. Royal Orchid Apartments,  
Corporate Road, Prahladnagar,  
Satellite, Ahmedabad - 380015

**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   |
|--|---|
| Fresh Deal of Agreement period of 11 (Eleven) Months. (Credit Period of 11 months) | One Month's Licence Fee and Stamp Charges plus 18% GST applicable as per government norms.          |
| First Renewal of 11 (Eleven) Months.   | 50% of Licence Fee and Stamp Charges plus Service Tax applicable as per government norms.           |
| Second Renewal of 11 (Eleven) Months (Credit Period of 11 months)                  | 50% of Monthly rent, licence Fee and Stamp Charges plus 18% GST applicable as per government norms. |

# GENERAL TERMS & CONDITIONS

| <b>TERMS</b>   |  |
|--|--|
| <b>Agreement Period</b>                                    | 11 months on Leave and Licence basis.  |
| <b>Agreement stamping and registration charges</b>         | To be shared by the Licensor and the Licensee equally i.e. 50:50   |
| <b>Licence Fee (After deducting TDS if applicable)</b>     | In case of Agreement with the Company; Payable in advance on or before 7th of each English Calendar month.<br><br>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 |
| <b>Security Deposit</b>                                    | Equivalent to Two/Three Months' Licence Fee (depending upon the furnishing) refundable at the time of vacating the premises after adjusting against the outstanding if any as per the Agreement.   |
| <b>Electricity, Gas &amp; Water Charges</b>                | (Extra on actuals: Excluded)   |
| <b>Society's Common Maintenance Charges</b>                | 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.  |
| <b>Local Authority Taxes and Cesses</b>                    | 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.   |
| <b>Possession</b>  | Against signing of the agreement and the payments towards Security Deposit and Licence Fee, Brokerage etc.   |
| <b>Renewal</b>   | For a maximum of further two intervals of 11 months.   |
| <b>Increment in Licence Fee</b>                            | As mutually decided by the lessor and the lessee   |
| <b>Notice</b>  | 30 days prior notice in writing to the other party in case of violation of any of the terms mentioned in the Licence Agreement.  |
| <b>Penalty</b>   | Licensee will forfeit security deposit   |
| <b>Vacating and settlement of Security Deposit account</b> | The Security Deposit account will be settled by the Licensor at the time of Licensee ; Clearing all his dues & vacating the premises   |

I agree to the above terms & conditions:

**LICENSOR & LICENSEE\***

**Name:** \_\_\_\_\_

**Sign:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**LICENSOR & LICENSEE\***

**Name:** \_\_\_\_\_

**Sign:** \_\_\_\_\_

**Date:** \_\_\_\_\_



We'd love to hear from you!  
E-mail: [space@spacemanagement.in](mailto:space@spacemanagement.in)  
Website: [www.spacemanagement.in](http://www.spacemanagement.in)