

COMMERCIAL OFFER LETTER

Date **SUBJECT TO CONTRACT**

Company _____

of Address _____

Contact Person _____

We write to confirm our interest in leasing the subject premises on the following terms:

Premises _____

Size _____ * *Gross / Lettable / Net* (approx.)

Monthly Rent HK\$ _____ per month, payable monthly in advance (ie HK\$ _____ per sq.ft, * *Gross / Lettable / Net*)

Management & AC Charges HK\$ _____ per sq.ft, * *Gross / Lettable / Net*) payable monthly in advance, * but subject to review.

Government Rates To be borne by the * *Tenant / Landlord*.

Stamp Duty To be equally shared by the Landlord and Tenant.

Legal Costs The Landlord and Tenant are responsible for their own legals costs.

Lease Term and _____ year(s), _____ month(s), commencing from

Commencement _____ and expiring _____ both days inclusive.

Option to Renew _____

Rent Free Period _____ month(s), from _____ to _____.
During this period the tenant will bear the A/C & Management charges.

Security Deposit The equivalent of _____ month(s) rental inclusive of A/C & Management charges to be paid upon signing of the formal offer letter.

Condition of Premises The unit will be handed over to the tenant in * *bare shell / partially furnished / fully furnished* condition.

Any other terms _____

Nothing herein shall be binding on either party until a formal tenancy agreement is entered into by the parties.

Authorised Signature (with company chop)

For and on behalf of:

Date: [-End-]