

REALTORS & ESTATE CONSULTANTS ASSOCIATION OF KOLKATA

Dear Sir/Madam,

Greetings from !

It was a pleasure connecting with you regarding your property at
.....<property address.....>

A) Please confirm the details of the mandate as we understand it.

- | | |
|-----------------------------|----------------------------------|
| 1. Type of Transaction | : Assisting to Rent Out property |
| 2. Address of property | : (To be mentioned by the owner) |
| 3. Name of the Lessor/Owner | : (To be mentioned by the owner) |
| 4. Expected Rent | : (To be mentioned by the owner) |

B) Services rendered by us.

- Preparing the property profile.
- Promoting the property.
- Showing property to potential Lessee/Tenants.
- Finalizing on Lessee.
- Assisting with negotiation and payment schedule.
- Coordinating between Lessor/Owner and Lessee/Tenant at various levels to facilitate the transaction.
- To maintain the property and present it in a 'ready-to-move-in' condition to tenants.
- Depositing rent directly into Lessor/Owner's account.
- Assisting with documentation procedure.
- Arranging appointments with legal consultants and at Registrar's office.
- Introducing the Lessee/Tenant to the Association
- Assisting with the Police Verification procedure.
- Conduction of Quarterly Inspection after Licensee takes possession.
- Preparing the Pre-Vacation report at the end of the agreement term, and facilitating the repossession of the premises.
- Continued support throughout the tenure of occupation.

C) Professional Brokerage Service Charges payable to us:

- Equivalent to 1 Month's Lease/Rent plus GST on Rent for agreements between 1 to 3 years
- Equivalent to 2 Month's Lease/Rent plus GST on Rent for agreements above 3 years.

The said fee being payable by Cheque drawn in the name of " Property Realtors ", on the day of the registration or the possession of property, whichever is earlier.

D) Kindly note that we insist, keeping the best of your interests as the owner, that we are participant to every meeting related to the property transaction. This not only enables us to extend the best and fullest of our services but also help you maximize utilizing our professional services.

If Consultant is excluded from any such property related transaction, you would be required to clear all our Service Charges and relieve us of our relevant responsibilities towards this transaction.

We look forward to a confirmation from you of the above information to enable us to take the transaction to the next level. Please do not hesitate to call or mail us if you need any more information or if you have any queries.

With Best Regards,
Sincerely

For **Property Realtor**