



**LETTER OF INTENT** (Industrial / Commercial Lease)

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

**SUBJECT TO CONTRACT**

To : \_\_\_\_\_ (the Landlord)

Dear Sir / Madam

**PROPERTY :** \_\_\_\_\_

We are pleased to inform you that the following named person/company has confirmed his / her / their intention to lease the above-mentioned premises based on the following terms and conditions:-

Name of Tenant : \_\_\_\_\_

Registered address: \_\_\_\_\_

1) Approximate Area : \_\_\_\_\_ sq.ft. / \_\_\_\_\_ sq.m.

2) Actual Lease Commencement Date : \_\_\_\_\_

3) Term of Lease : \_\_\_\_\_ ( ) months of lease commencing \_\_\_\_\_ with an option to renew for a further period of ( ) months.

4) Monthly Rental : \$ \_\_\_\_\_ p.s.f. / \$ \_\_\_\_\_ per month inclusive/exclusive of maintenance fee but exclusive of utility charges payable monthly in advance.

5) Security Deposit : \_\_\_\_\_ ( ) months' deposit.

6) Usage of Premises : \_\_\_\_\_

7) Rent-free Fitting-Out Period : \_\_\_\_\_ days w.e.f. \_\_\_\_\_

8) Possession of Premises : Vacant / Partial / Fully Furnish  
(\*refer to attached Inventory List)

9) Stamp Duty : To be borne by the Tenant.

10) Power Supplies /Tel. Charges : To borne by the Tenant.

11) Remarks : \_\_\_\_\_

Enclosed is a Goodfaith deposit of \$ \_\_\_\_\_ (Cheque No. \_\_\_\_\_ )  
made payable to the Landlord.

- 1) The Landlord and Tenant shall sign the Tenancy Agreement within **FOURTEEN (14) DAYS** from the above-mentioned date.
- 2) If the Tenant fails to sign the Tenancy Agreement after the terms and conditions are already agreed as mentioned above, the Landlord shall be at liberty to rent the above premises to another tenant and the Goodfaith Deposit submitted herewith shall be forfeited to the Landlord without further notice to the Tenant and this Letter of Intent shall become null and void.

The Goodfaith Deposit shall eventually become part of the security deposit upon the successful completion and execution of the Tenancy Agreement.

Please sign and return the duplicate of this letter as acknowledgement of your receipt of this Letter of Intent and the Goodfaith Deposit and to indicate your agreement to the above terms and conditions.

\_\_\_\_\_  
**Tenant's signature (s) & Date**  
Company's Stamp

\_\_\_\_\_  
**Landlord's signature (s) & Date**  
Company's Stamp

In the presence of:

\_\_\_\_\_  
Salesperson's Name:  
NRIC No:  
CEA Reg. No. :

\_\_\_\_\_  
Salesperson's Name:  
NRIC No:  
CEA Reg. No. :