

**LETTER OF INTENT**

**(Private/Residential)**

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

|  |
| --- |
| **SUBJECT** |
| **TO** |
| **CONTRACT** |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir/Madam,

**Property Known as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We are pleased to inform you that our client(s), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has confirmed with us their intention to lease the above-mentioned property based on the following terms and conditions:

1. **Period of Lease / Monthly Rent**

The lease shall be for \_\_\_\_\_\_\_\_\_\_\_ ( ) months at **S$\_\_\_\_\_\_\_\_\_\_** per month, inclusive of service and maintenance charges throughout the lease duration.

1. **Date of Commencement**

The lease shall commence on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **Terms of Payment**

\_\_\_\_\_\_\_\_ ( ) months’ Security Deposit and \_\_\_\_ month’s Rent in advance.

1. **Utilities Supply and Telecommunications**

To be borne by the Tenant(s) or Occupant(s) throughout the duration of the lease.

1. **Stamp Fee**

To be borne fully by Tenant.

1. **Option To Renew**

The Tenant shall have the option to renew the lease at the expiration for another \_\_\_\_\_\_\_\_\_\_ (\_\_\_)   
months by giving the Landlord written confirmation \_\_\_\_\_\_\_\_ (\_\_\_) months before expiration at prevailing market rental rate to be mutually agreed upon thereon.

1. **Legal Fee**

Each party to bear its own legal cost for the preparation of the Tenancy Agreement, if any.

1. **Diplomatic Clause**

After the completion of the first \_\_\_\_\_\_\_\_\_\_\_\_ ( ) months of the lease, the Tenant may at any time thereafter subject to documentary proof, give the Landlord **\_\_\_\_\_\_ (\_\_\_)** months’ written notice or pay **\_\_\_\_\_\_\_ (\_\_\_\_)** months’ rent in-lieu of such notice to terminate the lease. In the event that the Tenant should terminate the tenancy prematurely, the Tenant irrevocably agrees to reimburse the Landlord on a pro-rata basis, the commission paid to the Estate Agent for the remaining unfulfilled lease period.

9.         **Minor Repair Clause**

Except for the first month of Tenancy, Tenant shall be responsible for all minor repairs and replacement of parts and other expendable items at its own expense up to Dollars \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (S$\_\_\_\_\_\_) per item per repair. Such expenditure in excess of Dollars \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (S$\_\_\_\_\_\_) shall be borne by the Landlord, provided prior consent has been sought from the Landlord and that any damage requiring such repair is not due to the negligence of the Tenant or its permitted occupiers.

11.       **The followings are a list of our client’s requirements prior to handover**:

(a)             To clean entire premises including all fixtures, fittings, curtains and furniture.

(b)             To ensure all appliances, electrical and sanitary wares are in good working condition.

(c)             To clean and chemical service all existing Air-conditioners in the Premises.

(d)             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e)             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(f)               \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(g)        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(h)        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12.       Enclosed please find **Cheque No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_** for the amount of **S$\_\_\_\_\_\_\_\_\_\_**being payment of good-faith deposit to reserve the above mentioned property. The balance of the deposit and rent shall be paid upon signing of the Tenancy Agreement.

 13.       The Tenancy Agreement must be finalized and signed between the Landlord and the Tenant within **Seven (7) days** from the date of Acceptance by the Landlord or one (1) day before commencement, whichever is earlier; and the Tenant shall pay to the Landlord the full rental deposit plus advance rental, less the good-faith deposit.

14.       In the event that the terms and conditions in the Tenancy Agreement cannot be agreed upon by the Landlord and the Tenant within the time stipulated in Clause 13 and unless extended by mutual agreement in writing, the Landlord shall immediately return the good-faith deposit to the Tenant without any deduction or interest thereon and thereafter neither party shall have any claim against the other.

CONFIRMATION BY TENANT

I/We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the intending Tenant of the Premises hereby confirm and acknowledge acceptance of the above terms and conditions.

We also agree that any subsequent withdrawal or cancellation of this acceptance prior to our execution of the Tenancy Agreement or our non-fulfillment of any term and condition of this letter other than for reason(s) specified under Clause (14) of this letter shall give the Landlord the absolute right to forfeit the good faith deposit paid by us to the Landlord and to recover from us all damages, losses, costs and expenses suffered or incurred by the Landlord as a result of our said withdrawal, cancellation or non-fulfillment.

Tenant’s Name                                     : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant’s Authorized Signature               : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Stamp (where applicable)       : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**LANDLORD’S ACCEPTANCE COPY**

**Property Known As: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\* I / We, the undersigned Landlord(s) of the above mentioned property hereby accept the offer by the Tenant to lease the property based on the terms and conditions mentioned in the Letter of Intent and if accepted, acknowledged the good-faith deposit tendered herein.  Upon acceptance of this letter, the Landlord irrevocably agrees not to accept any other bid to lease the above-mentioned property.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord’s (1) Signature                                                                         Landlord’s (2) Signature

Name: ………………………………………                                  Name: ………………………………………

NRIC No: ………………………………….                                   NRIC No: …………………………………..