

## LETTER OF INTENT

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

\_\_\_\_\_

\_\_\_\_\_

Singapore \_\_\_\_\_

Dear Sir/Mdm,

**RE:** \_\_\_\_\_

We are pleased to inform you that we, \_\_\_\_\_  
\_\_\_\_\_ have confirmed our intention to lease the  
above mentioned premises based on the following terms and conditions:

1. **Period Of Lease:** The lease shall be for \_\_\_\_\_ months at S\$\_\_\_\_\_ per month inclusive of maintenance charges on a \*fully furnished / partially furnished / unfurnished basis.
2. **Date Of Commencement:** The lease shall commence on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.
3. **Terms Of Payment:** \_\_\_\_\_ month's rental deposit and \_\_\_\_\_ month's rental in advance.
4. **Power Supply And Telephone Charges:** To be borne by the Tenant during the lease.
5. **Stamping Of Tenancy Agreement:** The cost of stamping to be borne by the Tenant.
6. **Option To Renew:** The Tenant shall have the option to renew the lease at the expiration for another \_\_\_\_\_ months giving the Landlord \_\_\_\_\_ month's written notice.
7. **Diplomatic Clause:** After the expiration of the first \_\_\_\_\_ months of the lease, the Tenant upon being ceased to be employed in Singapore can give the Landlord \_\_\_\_\_ month's written notice to terminate the lease.
8. **Due Diligence:** Prior to the execution of the Tenancy Agreement, the Tenant shall produce all relevant documents to verify that the Tenants/Permitted Occupiers are not prohibited immigrants under the provisions of the Immigration Act.
9. **Subject To Contract:** The execution of the Tenancy Agreement is subject to contract.
10. **Lapse Of Offer:** This offer shall lapse within \_\_\_\_\_ ( ) days from the date hereof. In the event this offer is not accepted by the stipulated date, any deposit or monies received by the Landlord shall be returned to the Tenant immediately and thereafter neither party shall have any claims against the other.
11. **Good Faith Deposit:** Enclosed please find Cheque No. \_\_\_\_\_ of \_\_\_\_\_ Bank for the amount of Singapore Dollars \_\_\_\_\_ (S\$\_\_\_\_\_ ) being payment of good faith deposit. The balance of the deposit and rent will be paid upon execution of the Tenancy Agreement. In the event this **offer is accepted** and the Tenant **fails to execute the Tenancy Agreement** before the said commencement date, the **good faith deposit submitted herewith shall be forfeited to the Landlord and thereafter neither party shall have any claim against the other.**

12. **Tenants Requirements:** The following are a list of our requirements:

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_
- (e) \_\_\_\_\_

Yours faithfully,

Signature of Tenant: \_\_\_\_\_

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

ID No: \_\_\_\_\_

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## ACCEPTANCE

**RE:** \_\_\_\_\_

**\*I/We**, the undersigned Landlord(s) of the above mentioned property hereby **\*accept / reject** the offer by the Tenant to lease the property based on the terms and conditions mentioned in the Letter Of Intent and acknowledge **\*receipt / no receipt** of the good faith deposit.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

Signature of Landlord: \_\_\_\_\_

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

NRIC No: \_\_\_\_\_

Signature of Landlord: \_\_\_\_\_

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

NRIC No: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

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

NRIC No: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

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

NRIC No: \_\_\_\_\_

**\* Delete if not applicable**