### **Tenancy Quotation Agreement**

**[Your Company Name]  
[Your Company Address]  
Email:** [Your Email] | **Phone:** [Your Phone Number]

**Date:** [Insert Date]  
**Quotation No:** [Insert Quotation Number]

**1. Party Details**

**Landlord (Owner):**Company Name: [Landlord Name]  
Address: [Landlord Address]  
Contact Person: [Contact Name]  
Email: [Landlord Email]  
Phone: [Landlord Phone]

**Tenant:**Name: [Tenant Name]  
Address: [Tenant Address]  
Contact Person: [Contact Name]  
Email: [Tenant Email]  
Phone: [Tenant Phone]

**2. Property Details**

* **Property Address:** [Insert Property Address]
* **Type of Property:** [Specify House, Apartment, Office, etc.]
* **Number of Rooms/Spaces:** [Specify]
* **Furnishing Status:** [Furnished, Semi-furnished, or Unfurnished]

**3. Quotation Details**

| **Item No** | **Description** | **Amount** |
| --- | --- | --- |
| 1 | Monthly Rent | [Amount] |
| 2 | Security Deposit | [Amount] |
| 3 | Maintenance Fees | [Amount] |
| 4 | Utilities (Optional) | [Amount] |

**Total Amount:** [Insert Total Amount]

**4. Payment Terms**

* **Payment Method:** [Bank Transfer, Cash, etc.]
* **Payment Frequency:** [Monthly, Quarterly, etc.]
* **Due Date:** [Insert Due Date]

**5. Terms and Conditions**

1. **Lease Term:** The lease period will be for [X] months/years, starting from [Start Date] to [End Date].
2. **Renewal Option:** [Specify if the tenancy can be renewed or extended.]
3. **Termination:** Either party must provide [X] days’ written notice before terminating the lease.
4. **Use of Property:** The property shall be used for [Residential/Commercial] purposes only.
5. **Repairs and Maintenance:** Specify who is responsible for maintenance and repair costs.

**6. Acceptance and Signatures**

**Landlord/Owner  
Authorized Signatory:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Name:** [Landlord Name]  
**Date:** [Insert Date]

**Tenant  
Authorized Signatory:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Name:** [Tenant Name]  
**Date:** [Insert Date]