

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]