

# LETTER OF INTENT

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

(SUBJECT TO CONTRACT)

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sir/Mdm,

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

We are pleased to inform you that the prospective tenant \_\_\_\_\_  
\_\_\_\_\_ has indicated his/her intention to lease the above premises based on the following terms and conditions and subject to contract.

1. **Rental:** Singapore Dollars \_\_\_\_\_ (S\$ \_\_\_\_\_) per month inclusive of maintenance charges, payable monthly in advance.
2. **Period of Lease:** \_\_\_\_\_ ( ) months with an option to renew for another \_\_\_\_\_ ( ) months at prevailing market rate mutually agreed by both parties concerned.
3. **Commencement Date:** The lease shall commence on the \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_.
4. **Security Deposit:** Equivalent to \_\_\_\_\_ ( ) month's rental to be paid on or before execution of the Tenancy Agreement.
5. **Minor Repair:** All minor repairs below S\$ \_\_\_\_\_ per item per repair shall be borne by the Prospective Tenant. Should the cost exceed S\$ \_\_\_\_\_ per item per repair, any excess amount shall be borne by the Landlord. However, for the first month of the tenancy term, the Landlord shall be fully responsible for all repairs.
6. **\*Diplomatic Clause:** The Diplomatic Clause may be exercised only after twelve (12) months occupancy by the Prospective Tenant giving two (2) months' notice or two (2) months' rental in lieu of notice to terminate the lease.
7. **Stamp Fees:** The cost of stamping the tenancy agreement to be borne by the Prospective Tenant inclusive of Admin Fee.

8. **Electricity, Water Supply, Internet and TV Channel Charges:** The Prospective Tenant shall be responsible for all charges for services supplied by SP Services, City Gas, SingTel, StarHub, M1, and other telcos providing similar services.
9. **Air-con Servicing & Repair Work:** The Landlord shall carry out the initial servicing to all air-conditioning units and to ensure all problems (if any) are rectified prior to the commencement of lease. Quarterly servicing of air-con to be borne by the Prospective Tenant & all repairs works to be borne by the Landlord.
10. **Electrical, Plumbing and Sanitary:** The Landlord shall ensure all electrical, plumbing and sanitary fixtures and fittings are in good working condition.
11. **Due Diligence:** Prior to the execution of the Tenancy Agreement, the Prospective Tenant shall produce all relevant documents to verify that the Prospective Tenants/ Permitted Occupiers are not prohibited immigrants under the provisions of the Immigration Act.
12. **Tenancy Matters:** Tenancy is subject to contract and formal Tenancy Agreement must be finalized and signed by the Landlord and the Prospective Tenant within \_\_\_\_\_ from the date of acceptance of this letter by the Landlord.

In the event that the terms and conditions in the Tenancy Agreement cannot be agreed upon by both parties within the stipulated time, the Landlord shall forthwith forfeit the goodfaith deposit to the Prospective Tenant without any deduction or interest thereafter neither party shall have any claim against the other.

13. **“Good Faith” Deposit:** Enclosed please find \*Cash / Bank Transfer / Cashier’s Order No. / Cheque No. \_\_\_\_\_ of \_\_\_\_\_ (bank) for the amount of Singapore Dollars \_\_\_\_\_ (S\$ \_\_\_\_\_) being payment of goodfaith deposit. This goodfaith deposit shall form part of the security deposit upon execution of the Tenancy Agreement.

Should the Prospective Tenant not enter into the Tenancy Agreement after signing the Letter of Intent and/or if the Prospective Tenant fails to sign the Tenancy Agreement after the acceptance of the terms and conditions of the Tenancy Agreement then, the goodfaith deposit submitted herewith shall be forfeited to the Landlord and thereafter neither party shall have any claim against the other.

14. **Requirements:** The following are a list of the Prospective Tenant’s requirements:  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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15. **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 Prospective Tenant immediately and thereafter neither party shall have any claims against the other.

Yours Sincerely,

Signed for and on behalf of  
Lands Way Real Estate Pte. Ltd.

Signed by the Prospective Tenant

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Name:  
\*NRIC / FIN / Passport No.:  
Date:

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Name:  
\*NRIC / FIN / Passport No.:  
Date:

**\*\*\*\*\* LANDLORD ACCEPTANCE COPY \*\*\*\*\***

\*I/We, \_\_\_\_\_ NRIC: \_\_\_\_\_ hereby accept the offer to lease the above-mentioned premises on the terms and conditions mentioned in the Letter of Intent and acknowledge receipt of the good faith deposit.

\_\_\_\_\_  
Name:  
\*NRIC / FIN / Passport No.:  
Date:

\_\_\_\_\_  
Name:  
\*NRIC / FIN / Passport No.:  
Date:

\_\_\_\_\_  
Witness  
Name:  
\*NRIC / FIN / Passport No.:

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