

TECHNICAL DETAILS

1	Name and address of the property	
2	Year of construction/renovation	
3	Does the building comply with the latest Earthquake standards of Tokyo Metropolitan authority?	
4	The total no of floors & in which floor the proposed area to be leased out?	
5	The floor area of the proposed to be leased (in sq. mtrs)	
6	Add common areas (in sq. mtrs)	
7	Total area to be leased out	
8	Whether the premises proposed to be leased out can take load to construct a vault? If so, what is the maximum load that the floor can take?	
9	Whether the area proposed to be leased comply with the Tokyo Metropolitan Government standards.	
10	Whether the building plan was approved by any local government authority? (If applicable, please give details)	
11	Nearest Metro/Railway Station	
12	Nearest Bus station	
13	How the temperature of the area proposed to be let out will be controlled? (centrally controlled by building management or tenant can adjust temperature within a range)	
14	What are the timings for providing the lighting and heating arrangements?	
15	Does the area proposed to be let out has asbestos?	
16	Can the tenant construct the rooms/cabins from floor to the ceiling?	
17	Is the flooring raised to conceal all the cable connections?	
18	Is the lighting provided sufficient for office use or additional lighting is required to be provided.	
19	What are the changes/modifications that are required to be carried out by tenant?	
20	Time required to handover the building after contract is executed.	
21	Car parking for one/two cars is available	
22	In case of emergency, do you have standby power for operating the building.	
23	Whether reception facility is available or not	
24	Any other details that you may like to share	

FINANCIAL DETAILS

1	Rent per Sq. Mtr	
2	Total rent payable for the offered area	
3	Pls. state the amount of advance required	
4	Are you agreeable to a fixed lease of 5 + 5 years (five years fixed lease with an option to renew the lease after five years at a pre-specified rate)	
5	Rent is inclusive of (please specify the items and amount included in the rent)	
6	Any other recurring cost which is not part of the rent (please specify items & approx. amount)	
7	Charges applicable for using the building on holidays and beyond the stipulated working hours.	
8	Conditions for cancellation of the lease agreement	
9	Notice period required for serving the building vacation notice	
10	Any other details that you may like to share	