## A. General Information

1. **Completion year of construction:**
   
   [Completion year]

2. **Type of building:**
   
   - Individual □
   - Multitenant Occupancy □

3. **Type of accommodation:**
   
   - Commercial □
   - Residential □

4. **Type of ownership:**
   
   - Single owner □
   - Multiple owner □

   *If multiple owner please provide information of all owners:*
   
   a. [Information]
   
   b. [Information]
   
   c. [Information]

5. **The space offered for rent shall be available for occupancy on (dd/mm/yy):**

   [Date] for a period of [Period] (Up to [Date])

6. **Current occupancy:**

   - Occupied □
   - Vacant □
   - Shared with other tenants □

   *If occupied/shared with other tenants please provide information of the current occupants:*

   - Name of the organization, Type of Business, Length of occupancy:
     
     a. [Information]
     
     b. [Information]
     
     c. [Information]

7. **The size of proposed rental property:**

   a. Total usable space: [SFT] (including all common area allocations)
   
   b. Net internal usable size (excluding toilets, staircases, lift shafts, etc.): [SFT]
   
   c. Total number of toilets: [Number]
   
   d. Number of vehicles SUV can be accommodated: [Number]

8. **Separate rooms/offices in the:**

   a. Total number: [Number]
Proposed rental property  

b. Total size of all rooms: __________ SFT

9. Conference/meeting rooms : 

Total number ________________________________

Size of the conference rooms :

a. __________ b. __________ c. __________

10. Are/which facilities including building entrance, parking, room areas ‘Handicapped Accessible’ 

Yes □ No □

11. Central air-conditioning 

Yes □ No □ If no, number of individual AC units_______

12. Pre-installed generator 

Yes □ Capacity ________ KVA No □

If NO, there are provisions for setting up high capacity generators____________________________

Guards post and room : 

Yes □ No □ ________________________________

If NO, are there provisions for setting up guards room? ________________________________ (location)

13. Comments, if any:
__________________________________________________________________________________
__________________________________________________________________________________

B. Basic Technical Information

1. The condition of the proposed rental is in good condition (i.e. ready to use without any major repair): Yes □ or certain renovations and improvements are required prior to use, which are as follows:

a. ____________________________________________

b. ____________________________________________

c. ____________________________________________

and the approximate time of completion of the work is __________ and (specify) __________ shall bear the cost of such renovation/improvement before occupancy by WHO.

2. Brief general description of the building:

a. Number of floors in the building : __________________________

b. Total space per floor: __________________________ SFT

c. Number of the elevators with passenger capacity: __________, ________ KGs

d. If no elevator is currently operable, please specify if any provision for fitting of elevators: __________________________

e. Fire/emergency route and exit available : Yes □ No □

f. All utilities and other services related to and required for the occupancy of the building are
3. The building has built in ventilation system capable of maintaining acceptable level of humidity and air velocity:
   [ ] Yes □ [ ] No □
   If YES, please provide detail information about it: ________________________________

4. Is there/how many emergency exit(s) in proposed rental space and in the building:
   ________________________________
   If no emergency exit is currently available, is there provision to establish emergency exit:
   ________________________________

5. Comments, if any:
   __________________________________________________________________________
   __________________________________________________________________________

C. Basic Security Information

1. Building perimeter are secured with:
   a. Guard posts Yes □ with provision for _______ (number) guards in the entrance No □
      If not are there provisions/space to set up guard post Yes □ No □
   b. Boundary wall is _________ feet in height
      Possibility to increase height, if required Yes □ No □
c. security cameras installed Yes □ details_________________________ No□

d. There are Bollards in front of the premises : Yes □ No□
e. Barbed wire fencing on exterior walls : Yes □ No □

f. Distance of main road from the property :______________
g. Driver’s waiting room Yes □ within or adjacent to main building ____________ No□
   and can accommodate _____number of drivers
   If not are there provisions/space to set it up: Yes o□ Location____________ No □

2. Attach a map diagram of the area surrounding the location of the proposed space/building which must:
   a. Highlight (define) the location of the property.
   b. Show surrounding the properties (within 800 feet) of the proposed property (whether industrial, Retail, office, Education, etc.) in the diagram.

3. Please attach photographs of proposed building/spaces for rent from different angles, which describes the property in more detail.

4. Comments, if any:
   ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________

D. Basic Legal Information

Proposed space/building’s architectural and structural design and drawings (to be attached)

1. Approved by RAJUK and available : Yes □ copy attached □ No□

2. The building is constructed in compliance with the Bangladesh National Building Code of Housing and Building Research institute, Ministry of Housing and Public Works : Yes □ No□

3. No deviation with the approved building plan is made: ________________________________________________________________________________
   In case of deviation, please describe in detail : ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

4. As built electrical design & drawings are approved and available: : Yes □ copy attached □ No□

5. Proposed rental space/building is inspected and certified by Bangladesh Fire Service and Civil Defense
   Yes □ No □ If YES, copy attached □

5. Proposed rental space/building do not contain any asbestos or any banned material dangerous for human health
   Yes □ No □
6. Without changing and alternating the structure of the property/building, WHO shall have the right to make without seeking permission from the owner the following works during the lease period:

- interior decoration: Yes □ No □
- minor renovation: Yes □ No □
- change in seating/furniture arrangements: Yes □ No □
- perimeter walls increase/enhancement: Yes □ No □
- Ad hoc security installments: Yes □ No □
- Setting up temporary structures: Yes □ No □
  (e.g. staff canteen, drivers room, guard post, etc)
  - Other (specify) ________________________________________________________________

7. If available, any certificate from national environmental agencies may be furnished:
   Specify: _______________________________________________________________________

8. Comments, if any:
   ______________________________________________________________________________
   ______________________________________________________________________________

E. Basic cost information

1. Rental amount per month _____________________________________________________________ (BDT)
   for __________________ total sq ft Or
   _____________________________________________________________ BDT per sq ft of usable space/per month

2. The above amount is inclusive of everything, except utility services from Government providers Yes □ No □

3. If NO, what additional charges : __________________________________________________ (BDT)

Comments, if any: ____________________________________________________________________
   ______________________________________________________________________________
F. Attachments:

List of documents/certification/photos attached to this proposal (including additional pages providing additional details as necessary):

a. _____________________________________________________________

b. _____________________________________________________________

c. _____________________________________________________________

d. _____________________________________________________________

G. Additional comments (if any):

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________