



Hyderabad Metropolitan Development Authority
 District Commercial Complex, Tarnaka,
 Secunderabad - 500 007.

Application form

Affix your pass
 port size photo

To
 The Commissioner,
 Hyderabad Metropolitan Development Authority,
 Secunderabad.

Sir,

Sub:- _____ Commercial Complex – Shop/ Block No. _____
 Allotment on lease basis - Reg.

I request you kindly to allot the shop/block No. _____ of _____ floor in
 _____ Commercial Complex on rental / lease basis as per details given
 below:

1. Name of complex : _____
2. Shop/ Block No. _____, Area : _____ Sft EMD Paid :Rs _____
 D.D. No : _____
3. Floor : _____ floor Date : _____
 Amount : _____
4. Purpose: _____ Bank Name: _____

1. Name of the Applicant/Office : _____
 (IN BLOCK LETTERS)
2. Father's/Husband's Name : _____
3. Age of applicant : _____ years
4. Full address
 (IN BLOCK LETTERS)

a) Present :

b) Permanent : _____

c) Telephone Number, if any _____

5. Annual Income and source of income

a) Business : Rs. _____

b) Other sources (Please Specify) Rs. _____

Total Rs. =====

(P.T.O.)

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6. Present occupation/business and _____

Place of location _____

In case of office/Institution mention Reg. No. & Date:-_____

7. Reference of two persons and address

1. _____

2. _____

Signature of the applicant

DECLARATION-CUM-UNDERTAKING

I hereby declare that the information given above is true and correct and if it is later on noticed to be false or untrue, my application under reference shall be treated as cancelled and if I have been successful in getting a Shop on the basis of false or untrue information, the allotment on lease basis may be treated as void abinitio and I shall pay the damages, if any.

I have also read the instructions, terms and conditions. I agree to abide by the terms and conditions mentioned therein and such other condition or alterations and also by the regulations of the Authority made from time to time in this regard, if I am successful in getting a Shop on lease.

I further undertake that I shall use the Shop for the approved "PURPOSE" or and for non else.

Signature of the applicant

Note: If the 2nd highest tenderer wants to have the shop/block he may have to retain his EMD for one month and agrees to pay the same tender amount as that of the 1st highest tenderer.

Important terms and conditions for allotment of shops at Swarna Jayanthi, Maitrivanam and Maitrivihar Commercial Complexes

1. Details of vacant Shops/Blocks are enclosed.
2. The applicant must pay an amount of Rs.1,00,000/- (Rupees one lakh only) towards EMD in the form of DD drawn in favour of the Metropolitan Commissioner, HMDA on any nationalized bank. EMD shall not bear any interest.
3. To pay (12) months rent as Security Deposit (Refundable at the time of vacation) it bears no interest.
4. To pay Rs.5,000/- for each shop/block as electricity deposit (refundable at the time of vacation) and it bears no interest.
5. The lessee shall have to pay the maintenance charges @Rs.3/- per sft per month in addition to the rent. The maintenance charges is subject to increase based on the actual expenditure incurred or proposed to be incurred on maintenance and shall be payable by the lessee.
6. After confirmation of tender amount, if the tenderer fails to pay the Security deposit etc., as per the schedule, the EMD will be forfeited.
7. The lessee shall have to pay compulsorily the service tax @10.3% on the basic rent in separate challan along with rent.
8. The lease will be (3) years from the date of commencement of lease.
9. The enhancement of the rent is 10% annually. However, subject to market conditions, it may also be increased.
10. After completion of the lease period, the rent will be fixed for renewal basing on the local market rates and as per the HMDA's Shops Rental Regulations.
11. Lease agreement has to be executed within time prescribed in the allotment letter and the registration charges shall bare the allottee
12. After fulfilling of the SL.No.3, 4 & 10 above, the physical possession will be given.
13. Electricity connection shall be obtained by the lessee directly from the Electricity Department but HMDA will give No. objection certificate for obtaining the same, if necessary.
14. The rent shall be payable in advance on or before 10th of ever month. Any delay in payment of rent will attract an interest @13.5% compounded monthly and shall be payable by the lessee.
- 15. The allotment of shops/blocks for use of office/sales purpose only (not for hotels any food items / bakery items).**
16. The lessee and lessor have the right to terminate the lease by giving three months notice.
17. The lease is subject to terms and conditions as contained in the HMDA (Shops) Rental Regulations and the proposed amendment thereon.
18. The lessee will not be permitted to keep signboards out side the premises and permitted only small boards on the entrance of allotted premises.
19. The Upset price will be affix on Notice Board at Maitrivanam & Taranaka commercial complexes.

HYDERABAD METROPOLITAN DEVELOPMENT AUTHORITY
District Commercial Complex, Tarnaka, Hyderabad.

**TENDER FORM FOR ALLOTMENT OF SHOP/BLOCK ON
LEASE BASIS**

Token No. _____

1. Name of the applicant & address : _____

2. Shop / Block No. : _____
3. Name of the Complex : _____
4. Upset rent fixed by HMDA : Rs. _____ per S.ft. per month
5. Rate offered by the tendered : Rs. _____ per S.ft. per month
(Rs. _____
_____ only)

Date:

Signature of the Applicant

Name:

NOTE:

1. Separate application / tender with EMD shall be submitted for each shop/block.
2. The tenderer is eligible to quote only for one space on each application.
3. Applicant intending to submit the tender shall fill the above form which is to be detached and enclosed in a sealed cover (pl. mention Token No. on cover).