

SECTION 6: Approvals (For DI Use Only)

Account Manager (Offer made by)

Name: _____ Signature: _____ Date: _____

Reviewed by
Head of Sales: _____ Signature: _____ Date: _____Approved by
Committee: _____ Signature: _____ Date: _____

Application form to be forwarded to Sales Administration for preparation of lease agreement.

SECTION 1: Company Details (All information in this section is mandatory)

Company name: _____

Contact person: _____

Contact Details:

Tel: _____ Fax: _____

Po Box: _____ Mob: _____

E-mail: _____

Nature of Business: _____

Do you have an industrial facility within Dubai industrial city?: _____

(if yes, please specify investor Account number): _____

SECTION 2: Offer Terms and Conditions

1. Tenant is requested to review the layout of the office Building(s) prior to indicating requirements.
2. Allocation of the office space shall be at the discretion of Dubai industrial city and subject to availability.
3. At the time of submission of this application, the tenant shall pay 5% of the annual rent as booking amount. This amount is non refundable, however will be converted into security deposit on signing of the lease agreement.
4. The security deposit will be refundable at the time of cancellation of the lease agreement less deductions, if any.
5. A formal lease agreement specifying the terms and conditions of office space lease would be executed upon confirmation from the tenant and acceptance of the offer.
6. The payment terms include facility management and utility charges (all inclusive).
7. At the time of lease agreement, the tenant should pay current dated cheque for 50% of the annual rent and the balance 50% as pDc dated 6 months from the date of lease commencement.
8. Minimum duration of lease shall not be less than one year.
9. One free reserved basement car parking will be provided with every 750 sq.ft. leased. Allotment of any external parking spaces will be additionally charged by Dubai industrial city.



SECTION 3: Office Space Requirement

Office Space requirement (Actual allocation will purely depend on availability and at the discretion of DI)

Options for Office Space	Office Area No.	Area in Sq. Ft.	Building Preference	Floor Preference	Lake View
Option # 1					Yes <input type="checkbox"/> No <input type="checkbox"/>
Option # 2					Yes <input type="checkbox"/> No <input type="checkbox"/>
Option # 3					Yes <input type="checkbox"/> No <input type="checkbox"/>
Option # 4					Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional Parking	Please specify the number of external parking spaces required:				

We hereby submit this application for consideration of Dubai Industrial City.

Name: _____ Designation: _____

Signature: _____ Date: _____

SECTION 4: Rent Assessment (For DI Use Only)

Office Space opted	Total Units Allocated	Available By date	Price per Office space AED	Total Annual Rent AED
Option # 1				
Option # 2				
Option # 3				
Option # 4				
TOTAL Annual Rent				

SECTION 5: Acceptance of Offer (Investor)

We confirm our agreement to the price and payment terms for the office space lease and further request Dubai Industrial City to proceed with the preparation and finalization of the Lease Agreement.

Name: _____ Designation: _____

Signature: _____ Date: _____