

仮契約書サンプル

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

Name of Landlord (NRIC No. \_\_\_\_\_)  
(herein after called "the Landlord")  
(家主の名前及び住所)

**SUBJECT TO CONTRACT AND AVAILABILITY**

Dear Sir / Madam,

RE: name of property (当該物件の住所・呼称)

This is to inform you our client, M/s. \_\_\_\_\_, (herein after called as "the Tenant") has confirmed their intention to lease the above-mentioned property on the following terms and conditions:

(1) **PERIOD OF TENANCY/COMMENCEMENT DATE** (契約期間の確認)

The tenancy shall be for a period of \_\_\_\_\_ months commencing on \_\_\_\_\_.

(2) **OPTION TO RENEW** (契約の更新に関する条件)

An option to renew in accordance with the terms of the Tenancy Agreement shall be granted for a further term of \_\_\_\_\_ months at such rent and on such terms and conditions to be mutually agreed. (更新の際には家賃等の条件を再交渉する)

(3) **RENT, CHARGES & SERVICE CHARGE** (月額の家賃及び管理費等の内訳)

The rent inclusive of the charge for hire of furniture, fixtures, fittings and appliances, service charge and goods and service tax (collectively, the "Rent") shall be S\$\_\_\_\_\_ and are payable monthly in advance on the \_\_\_\_\_ day of every month.

(4) **SECURITY DEPOSIT** (保証金支払いに関する条項)

The equivalent of two (2) months' Rent amounting to \$\_\_\_\_\_ shall be deposited to the Landlord as security deposit under the terms of the Tenancy Agreement, as follows:-

- (a) one (1) month's Rent amounting to \$\_\_\_\_\_ shall be deposited with the Landlord upon the acceptance of this Letter of Intents; and  
(この仮契約締結時に1ヶ月分の支払)
- (b) one (1) month's Rent amounting to \$\_\_\_\_\_ shall be deposited with the Landlord upon the execution of the Tenancy Agreement (in duplicate) or the handing over of the Premises to the Tenant, whichever is the earlier.

(本契約締結時又は部屋の受け渡し時点のどちらか早い時期に1ヶ月の支払)  
The security deposit will be refunded to the Tenant, free of interest, within 14 days upon the expiration or earlier termination of the tenancy terms, subject to the due performance of the terms and conditions of the Tenancy Agreement.

(保証金は契約の終了後に住居の修繕等が無い場合は、全額返却される)  
The Tenant has a right to request the Landlord to place the deposit monies with the Landlord's lawyer to hold as stakeholders until the expiration of the Tenancy Terms.  
(テナントは保証金をオーナーの弁護士によって保管される事希望出来る)

(5) **Diplomatic Clause** (契約途中での解約)

Subject as herein provided, the Tenant shall have the right to terminate the tenancy by giving to the Landlord not less than 2 months' notice in writing or paying to the Landlord 2 months' Rent in lieu of such notice, in the event that the Tenant is (I) transferred out of Singapore, (II) deported from Singapore, (III) refused permission by any authority to reside in Singapore or (IV) no longer in the employment. Provided that no notice as aforesaid shall be given until after the expiration of 12 (twelve) months from the date of commencement of the tenancy, and that the relevant documentary evidence has been furnished to the Landlord.

(本契約は居住者がシンガポール外に転勤、移動する際のみ中途解約出来る。但し、中途解約は契約後12ヶ月が経過した後に、2ヶ月の事前告知を行う事により可能となる。)

(6) **Stamp Duties, Power Supply, Telecom ,T.V. Licence and The Regular Servicing of Air-conditioners**

The Tenant shall bear all the costs and expense.

(契約に関する印紙税、電気、水道、テレビ、エアコンサービス代等の経費はテナント負担となる)

(7) **Occupant** (入居者のお名前)

Mr. \_\_\_\_\_ and their family.

(8) **The Condition of the Premises** (住居の状態に関して)

(a) All the furniture and fittings seen during viewing shall remain unchanged.

(当該住居下見時点の家具等は原状のまま残す事)

(b) The Landlord confirm to perform the followings before the hand-over;

(家主側が住居引き渡し前に行う事)

(1) General cleanliness of the whole premises, including curtains,

(カーテンを含む住居の清掃)

(2) All sanitary, electrical and plumbing fittings and appliances in good working order,

(トイレ等の水まわりの点検)

(3) All door locks, hinges, electrical and lighting points in good working order,

(鍵、電気のコンセント、電灯などの点検)

(4) All the air-conditioners are serviced before the hand-over.

(エアコンのサービス)

(9) Additional Condition (追加条項)

The Landlord shall further provide the following before the hand-over of premises to the Tenant.

(I) \_\_\_\_\_

(II) \_\_\_\_\_

If the above terms and conditions are acceptable to you, please sign below as soon as possible so that we shall collect one month holding deposit from the Tenant. In the event that the Tenant and the Landlord do not agree to any of the clauses stated in the Tenancy Agreement, the Landlord shall refund/return the deposit paid by the Tenant immediately to the Tenant and this Letter of intent shall be null and void.

(上記の内容にてテナント、家主両者の合意が成立出来るならば、下の欄にサインをし、テナントは1ヶ月分の家賃を保証金として支払う。その後、本契約の条項に両者が合意出来ず、本契約が締結出来なかった場合は、家主はテナントが支払った保証金を全額返済する事。)

Yours faithfully,

OFFICE NETWORK CO., LTD. SINGAPORE BRANCH

\_\_\_\_\_  
Name of Agent

Confirmation of Acceptance

\_\_\_\_\_  
By the Tenant

\_\_\_\_\_  
By the Landlord

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