

## **INFORMATION TO PROSPECTIVE LESSEES**

**TERMS AND CONDITIONS, METHOD AND PROCEDURE FOR LEASING OUT PUBLICLY OWNED REAL ESTATE TO DIPLOMATIC AND CONSULAR MISSIONS, DIPLOMATIC AND OTHER FOREIGN ENVOYS, TRADE AND OTHER REPRESENTATIVE OFFICES AND REPRESENTATIVES IN THE REPUBLIC OF SERBIA**

### **PROCEDURE FOR LEASING OUT THE REAL PROPERTY**

The procedure for leasing out the real property to diplomatic and consular missions, diplomatic and other foreign envoys, trade, military and other foreign representative offices and representatives in the Republic of Serbia, is carried out through direct negotiations, in accordance with the Regulation on the conditions for acquiring and disposal of the real estate through direct negotiations and leasing out of the publicly owned property and/or acquiring and assignment of the use of other property rights, and on the procedures of competitive bidding and submission of written bids ("The Off. Gazette of the RS", no. 16/2018).

### **APPLYING FOR THE CONCLUSION OF A REAL PROPERTY LEASE AGREEMENT**

If an Application for the conclusion or extension of the Real Property Lease Agreement is submitted to the Company by a foreign diplomatic and consular mission, trade, military or other foreign representative office in the Republic of Serbia, the Application shall be filed on the letterhead of the foreign diplomatic and consular mission, trade, military and other foreign representative office in the Republic of Serbia.

A proper Application shall contain:

- Information about the applicant (for foreign natural persons, with and without diplomatic status: name and surname, a photocopy of the diplomatic or service identity card issued by the RS Ministry of Foreign Affairs, address and contact telephone, a photocopy of the diplomatic, service or civil passport; for other foreign legal entities other than diplomatic and consular missions, military or trade representative offices: name and registered office, a copy of the decision on registration of the legal entity at the register maintained by the competent authority, a copy of the diplomatic or service identity card of the person authorized for representation or a copy of the diplomatic or civil passport).
- Address of the real property being the subject-matter of the application

- Purpose of the lease of the respective real property
- Lease period

The application shall be delivered by registered mail, fax, e-mail or directly to the clerk's office in the building of the Company, at the address Serdar Jola 17 in Belgrade.

## **DELIVERY AND CONTENT OF THE PROPOSAL FOR THE CONCLUSION OF THE LEASE AGREEMENT**

On the basis of the filed Application for the conclusion of the Real Property Lease Agreement, after the respective procedure has been carried out, the Company shall deliver to the Applicant a Proposal for the conclusion of the Real Property Lease Agreement, to be answered by the Applicant.

The Proposal issued by the Company shall be delivered to the Applicant by registered mail, hand-delivered, or by e-mail to the address indicated by the Applicant in the Application.

The Proposal shall contain mandatorily the following elements:

- address of the real property
- area of the real property
- period for which the lease agreement is stipulated
- monthly rent amount,
- methods and deadlines for the monthly rent payment
- amount of the security deposit to be paid as the instrument securing the lease
- term for answering the Proposal

## **ACCEPTANCE OF THE PROPOSAL AND MAKING THE DECISION ON THE CONCLUSION OF THE LEASE AGREEMENT**

The Applicant for the conclusion of the Real Property Lease Agreement shall, within 15 days from the day of receipt of the Proposal for the conclusion of the Lease Agreement, deliver to the Company the Answer to the Proposal in writing, directly at the clerk's office in the building of the Company, by registered mail or e-mail to the address of the Company.

The answer to the received Proposal for the conclusion of the Lease Agreement shall be provided in writing.

If the Applicant is a diplomatic-consular mission, trade, military or other foreign representative office, the Answer shall be issued on the letterhead of the embassy, diplomatic and consular mission, trade,



military or other foreign representative office in the Republic of Serbia, signed by the authorised person and sealed with the seal of the Embassy, diplomatic and consular mission, trade, military or other foreign representative office in the Republic of Serbia. The answer may be issued in Serbian or English, or other foreign language and accompanied with the translation into Serbian.

If the Applicant fails to provide an answer to the received Proposal within 15 days from the day of receipt of the Proposal, this shall be regarded as withdrawal from the Application for the conclusion of the Real Property Lease Agreement.

