



## **INFORMATION FOR POTENTIAL LESSEES**

REAL ESTATE OWNED BY THE REPUBLIC OF SERBIA WHICH HAS BEEN GIVEN FOR PROVISIONAL USE, MANAGEMENT AND MAINTENANCE TO PROPERTY MANAGEMENT AND RENTAL COMPANY "DIPOS" DOO BELGRADE IS PRIMARILY INTENDED FOR ACCOMMODATION OF DIPLOMATIC-CONSULAR REPRESENTATIVE OFFICES, DIPLOMATIC AND OTHER FOREIGN REPRESENTATIVES, TRADE AND OTHER REPRESENTATIVE OFFICES AND REPRESENTATIVES AT EMBASSIES

### **LEASING TO DOMESTIC LEGAL ENTITIES AND INDIVIDUAL PERSONS**

#### **PROCEDURE FOR LEASING TO DOMESTIC ENTITIES**

Conditions for leasing real estate to domestic legal entities and individual persons:

- That for a certain real estate there has not been submitted a Request for concluding a Lease Agreement by a diplomatic and consular mission, diplomatic and other foreign representatives, trade, military and other foreign missions and representatives in the Republic of Serbia.

REAL ESTATE OWNED BY THE REPUBLIC OF SERBIA WHICH ARE GIVEN FOR PROVISIONAL USE, MANAGEMENT AND MAINTENANCE TO PROPERTY MANAGEMENT AND RENTAL COMPANY "DIPOS" DOO BELGRADE IS LEASED TO DOMESTIC LEGAL ENTITIES AND INDIVIDUAL PERSONS IN THE PROCEDURE OF AGREEMENT, AND IN ACCORDANCE WITH the Decree on Conditions for Acquisition and Alienation of Real Estate by Direct Agreement and Leasing of Public Property, ie Acquisition and Assignment of Public Rights bidding and collecting written bids ("Official Gazette of RS", No. 16/2018).

#### **Submission of a request for concluding a Real Estate Lease Agreement**

THE REQUEST FOR CONCLUSION OF THE CONTRACT ON LEASE OF PUBLICLY OWNED REAL ESTATE TO THE COMPANY MAY BE SUBMITTED BY:

1. LEGAL ENTITIES
2. INDIVIDUALS

**THE REQUEST FOR CONCLUSION OF THE CONTRACT ON LEASE OF PROPERTY IS SUBMITTED TO THE COMPANY IN WRITTEN FORM.**

The request is submitted:

- by registered mail to the address of property management and rental company "Dipos" d.o.o. Belgrade, 17 Serdar Jola Street, Belgrade



- by e-mail, to the address: [zakup@dipos.rs](mailto:zakup@dipos.rs);
- directly, at the office, at the Company's building, at 17 Serdar Jola Street in Belgrade, with the indication „For the Lease Commission“.

Legal entity / Entrepreneur submits the Request in writing, on its memorandum.

### **THE REQUEST FOR CONCLUSION OF A CONTRACT ON LEASE OF IMMOVABLE PROPERTY SHOULD CONTAIN:**

- **INFORMATION ABOUT THE APPLICANT**

- For individual persons: name and surname, photocopy of the ID card, address, employment certificate, pension check or other proof of solvency, contact phone number, e-mail;
- For entrepreneurs: name and surname of the entrepreneur, address, photocopy of the ID card, ID number and personal identification number, copy of the decision on entry of the entrepreneur in the register with the competent authority, contact phone number, e-mail;
- For legal entities: name and seat of Company, copy of the decision on entry of the legal entity in the register with the competent authority, copy of the decision on assigned personal identification number, copy of the certificate of VAT registration, power of attorney for the person representing the Applicant for concluding the Lease Agreement, contact phone number, e-mail;

- **REAL ESTATE INFORMATION**

- The address of the real estate that is the subject of the Request for concluding a lease agreement;
- Purpose of use for the leased the real estate in question - it is necessary to state whether the purpose of use for the real estate is housing, performing business activities or housing and performing business activities at the same time. If the purpose of use for the real estate is to perform business activity, it is necessary to indicate the type of business activity that will be performed in the subject of the lease.



- **IRREGULAR REQUEST**

If the submitted Request is irregular, i.e., if all necessary documents are not attached to it, the Company will give the Applicant a period of 3 days to complete and process the Request. If the Applicant does not complete the Request within the set deadline, the Company will not consider it.

### **BID FOR CONCLUSION OF LEASE AGREEMENT**

The Company submits the offer for concluding the Lease Agreement to the Applicant by registered mail, in person or by e-mail to the address specified by the Applicant in its request.

If several Requests for concluding a Lease Agreement have been submitted for the same real estate, the Company will send an Offer for concluding a Lease Agreement of equal content to all Applicants, for a declaration on the Offer.

### **ACCEPTANCE OF THE OFFER**

The Applicant is obliged, within 5 days from the date of receipt of the Offer, to submit to the Company a Statement on the Offer directly, at the office in the Company's building, by registered mail or by e-mail to the Company's email address: [zakup@dipos.rs](mailto:zakup@dipos.rs).

The statement on the received Offer for concluding the Lease Agreement is given in written form.

If the Applicant is a legal entity / entrepreneur, the Statement on the Offer shall be submitted on the memorandum of the legal entity / entrepreneur.

If the Applicant does not respond to the received Offer within the set deadline, it will be considered that he has withdrawn from the Request for concluding the Lease Agreement.

### **THE STATEMENT ON THE OFFER FOR CONCLUSION OF THE CONTRACT ON LEASE OF IMMOVABLE PROPERTY SHOULD CONTAIN:**

Attached to the Statement on the received Offer for concluding the Real Estate Lease Agreement, which the Applicant submits to the Company, the Applicant is obliged to submit the following:

- if the Applicant for concluding a real estate Lease Agreement is an individual person, he is obliged to submit a certificate of the amount of monthly income;
- if the Applicant for concluding a real estate Lease Agreement is an entrepreneur, he is obliged to submit a certificate of income for the previous year;





- if the Applicant for concluding the Lease Agreement is a legal entity, he is obliged to submit the following documentation of the legal entity: a copy of the card of deposited signatures, a copy of the OP form, a copy of the ID card of the authorized person and a copy of the ID card of the founder of the Company, financial report on operations for the previous year.

If all the necessary documents are not attached to the received bid in the Annex to the Statement, the Company will leave the Applicant a period of 3 days to complete and process the Request.

If the Applicant does not complete and process the Request and Statement within the set deadline, it will be considered that the same has given up on the Request for concluding the Real Estate Lease Agreement.

### **SECURITY MEANS**

The security means that the Lessee is obliged to deliver to the Lessor when concluding the Real Estate Lease Agreement is as follows:

For individual persons:

- Deposit;
- Blank administrative ban on earnings with a certified irrevocable statement of compliance with the administrative ban;
- Blank solo bills of exchange (certified and signed), with bill of exchange authorization.

For legal entities and entrepreneurs:

- Deposit;
- Blank solo bills of exchange with bill of exchange authorization.

Property management and rental company  
Dipos d.o.o. Belgrade