**Letter of Interest**

**Between**

**[Full Name of Lead Agency]**

**And**

**[Acronyms of the participating Agencies]**

**[Acronym of Lead Agency]** as the signatory of the lease agreement for the proposed premises wishes to confirm agreement among the following Agencies: **[Acronyms of participating Agencies]** in respect of premises located at **[Full address, City, Country]** to serve as UN Common Premises/UN House.

This Letter of Interest is intended to reflect a consultative and coordinated effort of all the UN Agencies/entities participating in the UN Common Premises/UN House, under the leadership of the UN Resident Coordinator.

Each Agency, signatory of this Letter of Interest, agrees as follows:

Each Agency wishing to occupy and use the UN Common Premises/UN House undertakes to sign and comply with this agreement, and observe the terms of this agreement. Moreover, the agreement will represent the basis for formalizing the inter-Agency Memorandum of Understanding (MOU).

**Space Allocation**

Each Agency agrees to occupy their respective shares of the space as listed below (information valid as of **[Date]**):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agency** | **Agency-Specific Areas (m2) [[1]](#footnote-1)** | **Common Areas (m2) [[2]](#footnote-2)1** | **Total Area of Agency (m2)** | **Proportional Share of Agency (%)** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| **Total** | **m2** | **m2** | **m2** | **100.00%** |

**Costs**

Each Agency agrees to pay its apportioned share of the one-time fit-out costs, monthly rent, related operating costs, and all common services as agreed upon.

**Dated:** **[Date of signing]**.

Signed:

By **[Print First Name, Last Name, Job Title]**

For **[Acronym of Agency]**

Signed:

By **[Print First Name, Last Name, Job Title]**

For **[Acronym of Agency]**

Signed:

By **[Print First Name, Last Name, Job Title]**

For **[Acronym of Agency]**

Signed:

By **[Print First Name, Last Name, Job Title]**

For **[Acronym of Agency]**

Signed:

By **[Print First Name, Last Name, Job Title]**

For **[Acronym of Agency]**

Signed:

By **[Print First Name, Last Name, Job Title]**

For **[Acronym of Agency]**

1. Agency-Specific Areas, i.e. offices and other areas, inclusive of associated circulation space. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)