**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)** | **Total Area of Agency (m2) 3** | **Proportional Share of Agency (%)[[3]](#footnote-3)** |
| --- | --- | --- | --- | --- |
| **unicef** |  |  |  |  |
| **rco** |  |  |  |  |
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**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 **[unrco]**

Signed:

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

For **[unicef]**

Signed:

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

For **[]**

Signed:

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

For **[]**

Signed:

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

For **[]**

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For **[]**

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

For **[]**

Signed:

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

For **[]**

1. **Agency-Specific Areas** is the working area estimated as per the TTCP headcount space calculation (Table 1) in addition to the additional area for interior circulation, as per the TTCP space calculation requirements. [↑](#footnote-ref-1)
2. **Common Areas** is the total proportion of the Common areas, Miscellaneous function area, areas for shared functions, areas required for additional Ancillary functions calculated based on the agency specific area share, in addition to the agency parking area requirement. [↑](#footnote-ref-2)
3. **Proportional Share of Agency** is the agency share of the calculated total area of agency. [↑](#footnote-ref-3)