

FORM CR109

Landlord and Tenant (Consolidation) Ordinance - Part IV
Notice of New Letting or Renewal Agreement

To be completed by Rating and Valuation Department

Reference: CR109/ /

Date of receipt:

Part A - Particulars of Domestic Premises

Premises:
and car-parking space(s) in number (if any): and space number(s)

Enter the address of the premises fully and clearly by using a separate form for each tenancy/sub-tenancy. If any car-parking space or other ancillary accommodation (e.g. roof, penthouse, etc.) is included in the letting, please state such accommodation in the description of the premises. If the tenancy or sub-tenancy relates to only part of a domestic unit, please state clearly the part let or sublet.

Assessment No. - - - - -

Enter the assessment number as shown on the Demand for Rates and/or Government Rent, if any.

Part B - Agreement Date and Length of Tenancy

(1) Tenancy between Landlord and Tenant Principal Tenant and Sub-Tenant

(2) Date of agreement: Day Month Year

Provide the date on which the parties entered into the tenancy. You may lodge this notice with the Commissioner of Rating and Valuation for endorsement without charge, WITHIN 1 MONTH from the agreement date. If this requirement is not complied with, a fee of \$310 will be payable.

(3) Type of agreement: a newly created tenancy/sub-tenancy a renewal of a tenancy/sub-tenancy

(4) Length of tenancy: from Day Month Year to Day Month Year
monthly tenancy from Day Month Year

Part C - Particulars of Agreed Rent

(5) Rent under the new/renewed tenancy: \$ per month.

(6) The predetermined variation(s) of the rent stated in item (5) under the new/renewed tenancy (if any):

\$ per month from Day Month Year to Day Month Year.

(7) Rent free periods (if any): from Day Month Year to Day Month Year.

(8) Rates and Government rent If the amount of rates/Government rent payable is unknown (e.g. the premises have not yet been assessed to rates/Government rent or are exempt from rates/Government rent), please state 'unknown' in the blank space provided and indicate who will be responsible for payment when rates/Government rent becomes payable.

(i) Rates: wholly partly (\$ per month) paid by landlord/principal tenant tenant/sub-tenant;

(ii) Government rent: wholly partly (\$ per month) paid by landlord/principal tenant tenant/sub-tenant;

(9) Management charges: \$ per month

wholly partly (\$ per month) paid by landlord/principal tenant tenant/sub-tenant;

(10) Furniture and domestic appliances:

the rent does not include hiring of furniture or domestic appliances.

includes the following items ( please state the quantity ):

Air-conditioner Water heater Cooking stove Exhaust hood Refrigerator Washing machine

Lighting Sofa or Chair Table Wardrobe Bed Curtain/Venetian blinds

Other items, please state:

Amount for domestic appliances per month (if known) \$ Amount for furniture per month (if known) \$

Amount for other items per month (if known) \$

Part D - Declaration

I hereby lodge this notice for endorsement and declare that the information I give in this notice is, to the best of my knowledge and belief, true and complete. I also understand that you will serve an endorsed duplicate copy of this notice on the tenant/sub-tenant whose particulars are set out in Part E.

Signed Landlord Principal Tenant Agent for

Agent's Correspondence Address (If applicable)

Name (in BLOCK letters)

Landlord's\*/Agent's\* Telephone No. (Daytime)

Date

\* Please delete where appropriate. Please put a tick in the appropriate box.

## Part E - Particulars of landlord/principal tenant and tenant/sub-tenant

Landlord  Principal Tenant

Name : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tenant  Sub-tenant

Name : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Change of Rates/Government Rent Payer's Particulars (See Note 9)  
(Please do not complete if not applicable)

Please amend the existing rates/Government rent payer's particulars to

the Landlord's/the Principal Tenant's

the Tenant's/the Sub-tenant's

name and/or correspondence address as provided above.

## Part F - Endorsement (To be completed by Rating and Valuation Department)

I hereby endorse this notice with the date of its receipt shown on the front page.

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

for Commissioner of Rating and Valuation

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

## NOTES

### 1 Application of this Notice

This notice should only be used for a **DOMESTIC tenancy or sub-tenancy** falling within Part IV of the Landlord and Tenant (Consolidation) Ordinance.

### 2 Legal Effect

Under the Landlord and Tenant (Consolidation) Ordinance (Cap. 7), the landlord or principal tenant shall not be entitled to maintain an action to recover the rent under the relevant tenancy agreement unless the Commissioner has endorsed this notice.

### 3 Provision of Information

Please refer to the annotations with the sign of 「☞」 in the course of completing this notice and ensure that **the information provided on this notice tallies with the terms of the tenancy/sub-tenancy**. Under the Landlord and Tenant (Consolidation) Ordinance (Cap. 7), any person who knowingly makes a false statement commits an offence and is liable to a fine of \$5,000.

### 4 Number of Copy to be Lodged

You have to **lodge only one copy of the completed notice**. This Department will retain the original and send the endorsed duplicate copies to the parties concerned by post.

### 5 Mode of Serving Notice

The completed notice must be served on the Commissioner of Rating and Valuation by:

- (i) **personal service or by post** (Address: 15/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon); or
- (ii) using the "Electronic Submission of Forms" service provided on the Department's website: <http://www.rvd.gov.hk>.

If served by personal service or by post, receipt of this notice will not be acknowledged unless specifically requested. (See also Note 6.) **Service by fax will not be accepted.**

### 6 Processing Time

This Department pledges to complete endorsement and then return by post to the parties concerned within one month in respect of 99% of notices received. Landlords choosing electronic endorsement can download the endorsed notice online.

### 7 Charge

You may lodge the completed notice with the Commissioner of Rating and Valuation for endorsement without charge, **WITHIN ONE MONTH** from the date on which both parties entered into or renewed a tenancy. If this requirement is not complied with, a fee of \$310 will be payable. Cheque should be crossed and made payable to the "HKSAR Government". Payment can also be made online by PPS or VISA / Master credit card for an electronic submission of the notice.

### 8 Personal Information

- (i) The information provided by you will be used for carrying out the provisions of the Landlord and Tenant (Consolidation) Ordinance, the Rating Ordinance and the Government Rent (Assessment and Collection) Ordinance; and may be forwarded to the Commissioner of Inland Revenue for the assessment and collection of tax imposed under the Inland Revenue Ordinance.
- (ii) All the particulars provided in this notice including but not limited to the landlord/principal tenant's name and correspondence address will be made available to the tenant/sub-tenant for the purposes of enabling the tenant/sub-tenant to identify any discrepancy between the information relating to the tenancy/sub-tenancy provided by the landlord/principal tenant in this notice and information relating to the tenancy/sub-tenancy which the tenant/sub-tenant has, and facilitating the tenant/sub-tenant to communicate with the landlord/principal tenant to resolve any discrepancy.
- (iii) Apart from the purposes stated above, personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.
- (iv) Under the Personal Data (Privacy) Ordinance, you have a right to request access to and correction of your personal data. Such requests may be made in writing to the Department's Customer Services Officer at 15/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon or by e-mail to 'enquiries@rvd.gov.hk'.

### 9 Name and Correspondence Address

The name and correspondence address you have specified in this notice will only be used for the communication in connection with this notice, including the use set out in Note 8(ii). If you wish to change the rates/Government rent payer's name and/or correspondence address, please complete the section at the bottom of Part E. Alternatively you can use Form RVD 1006 "Notification of Change in Rates and/or Government Rent Payer's Particulars". Copy of the form can be obtained from the Department or downloaded from the Department's website: <http://www.rvd.gov.hk>. A quicker service can be obtained through our 24-hour customer service hotline 2152 0111 (for change of payer's correspondence address only) or the "Change of Payer's Particulars" service on our website.

### 10 Enquiries

For general enquiries, please telephone our 24-hour customer service hotline at 2152 0111. For Rent Officer service or enquiries on progress of an application, please telephone 2150 8229.

### 11 Chinese version of this Form

A Chinese version of this blank form can be obtained by telephone at 2150 8229.

如欲索取此表格的中文空白版本，可致電 2150 8229。