

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 : \_\_\_\_\_

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.

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

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.

Type of agreement : [ ] a newly created tenancy / sub-tenancy of the above premises

[ ] a renewal of a tenancy / sub-tenancy of the above premises

(3) Length of tenancy : [ ] from \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year to \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year

[ ] from \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year on monthly basis

Part C - Particulars of Agreed Rent

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

(5) The predetermined variation(s) of the rent stated in item (4) under the new/renewed tenancy (if any):

\$ \_\_\_\_\_ per month from \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year to \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year;

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

(6) Rent free periods (if any): from \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year to \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year;

from \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year to \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year.

(7) 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 : \$ \_\_\_\_\_ per month\* / quarter\* / \_\_\_\_\_

[ ] wholly [ ] partly ( \$ \_\_\_\_\_ per month\* / quarter\* / \_\_\_\_\_ ) paid by [ ] landlord / principal tenant [ ] tenant / sub-tenant;

(ii) Government rent : \$ \_\_\_\_\_ per month\* / quarter\* / \_\_\_\_\_

[ ] wholly [ ] partly ( \$ \_\_\_\_\_ per month\* / quarter\* / \_\_\_\_\_ ) paid by [ ] landlord / principal tenant [ ] tenant / sub-tenant.

(8) Management charges: \$ \_\_\_\_\_ per month\* / quarter\* / \_\_\_\_\_

[ ] wholly [ ] partly ( \$ \_\_\_\_\_ per month\* / quarter\* / \_\_\_\_\_ ) paid by [ ] landlord / principal tenant [ ] tenant / sub-tenant.

(9) Services/facilities included in the rent : [ ] Apart from appliances provided by the developer, if the rent includes charges for other services or facilities (e.g. furniture, electricity, water, telephone, etc.), please give details.

Part D - Declaration

I hereby lodge this notice for endorsement and certify 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)

Date \_\_\_\_\_

Telephone No. \_\_\_\_\_

(Day time) \_\_\_\_\_

\* 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 : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

I hereby endorse this notice.

Signed : \_\_\_\_\_

( )

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>.

**Please note that service by fax will not be accepted.**

### 6 Charge

You may lodge the completed notice with the Commissioner of Rating and Valuation for endorsement without charge, **WITHIN 1 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".

### 7 Processing Time

Normally, the completed notice will be endorsed and then returned by post within one month.

### 8 Personal Information

- (i) The information provided by you will be used for carrying out the provisions of the Rating Ordinance, the Landlord and Tenant (Consolidation) 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) 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.
- (iii) 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 Correspondence Address

The correspondence address you have specified in this notice will only be used for the communication in connection with this notice. Please notify the Department of any change in rates/Government rent payer's name or correspondence address in writing or by using Form RVD 1006 "Notification of Change in Rates and/or Government Rent Payer's Particulars". Copies of the form can be obtained from the Department or downloaded from the Department's website: <http://www.rvd.gov.hk>. If you need to change the correspondence address only, a quicker service can be obtained through our 24-hour customer service hotline 2152 0111 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.