

Part B - Landlord's 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.

Name: _____

Correspondence address: _____

 Please enter the landlord's correspondence address clearly in block letters. RVD will use the address to return a copy of the endorsed notice to the landlord.

Date: _____

Signed: _____ Telephone No.: _____

NOTES

1 Please note the following requirements in Part IVA of the Landlord and Tenant (Consolidation) Ordinance (Cap. 7) ("Ordinance"):

1.1 Application of Form AR2

This form is only applicable to a tenancy which is subject to the application of Part IVA of the Ordinance ("regulated tenancy"), i.e. a tenancy:

- (a) that is a domestic tenancy;
- (b) the subject premises of which are a subdivided unit;
- (c) the tenant of which is a natural person;
- (d) the purpose of which is for the tenant's own dwelling; and
- (e) that is not a tenancy specified in Schedule 6 to the Ordinance (please refer to Note 1.2 below).

1.2 Excluded Tenancies

Part IVA of the Ordinance does not apply to the tenancies specified in Schedule 6 to the Ordinance, including:

- (a) a tenancy of which the landlord is the employer and the tenant is the employee in possession of the premises in accordance with the terms and conditions of the tenant's employment, being terms and conditions requiring the tenant to vacate the premises on ceasing to be so employed;
- (b) a tenancy (i) that is not a sub-tenancy; (ii) the subject premises of which are demarcated as a bedroom in a unit of a building in the latest building plan of the building, which is the latest building plan approved by the Building Authority under the Buildings Ordinance (Cap. 123) as at the date on which the occupation permit in relation to the building is issued; and (iii) the landlord of which is (A) a natural person; and (B) residing in the unit at the commencement of the tenancy;
- (c) a tenancy of premises under the Hong Kong Housing Society's "Letting Scheme for Subsidised Sale Developments with Premium Unpaid".

1.3 Liability, Offence and Other Consequence

- (a) Pursuant to section 120AAZT(2) of the Ordinance, a landlord of a regulated tenancy must complete and submit a Notice of Tenancy (Form AR2) to the Commissioner of Rating and Valuation ("Commissioner") **WITHIN 60 DAYS** after the term of the tenancy commences or is taken to commence under Part IVA of the Ordinance. A landlord who refuses or neglects to comply with the requirement without reasonable excuse commits an offence and is liable on conviction to a fine at level 3 (HK\$10,000), and in the case of a continuing offence, to a further fine of HK\$200 for each day during which the offence continues.
- (b) Any person who, in purported compliance with the requirement to submit a notice to the Commissioner to notify the Commissioner of any particulars of a tenancy under section 120AAZT(2) of the Ordinance, provides any particulars that are false or misleading in a material particular, and knows that, or is reckless as to whether or not, the particulars are false or misleading in a material particular, commits an offence and is liable on conviction to a fine at level 3 (HK\$10,000) and to imprisonment for 3 months.
- (c) A landlord of a regulated tenancy may not maintain an action to recover any rent under the tenancy unless the notice is endorsed by the Commissioner. RVD will return a copy of the endorsed notice to the landlord and the tenant separately.

1.4 Modes of Serving Notice

You must submit by:

- (a) Using the "Electronic Submission of Forms" service provided at RVD's website (www.rvd.gov.hk); or
- (b) Submitting the completed notice to the Commissioner by: **personal service, courier or post** (Address: 15/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon).

If submission of this notice is made using the modes in (b) above, receipt of this notice will not be acknowledged unless specifically requested. **Submission by fax will not be accepted.**

2 Personal Information

- 2.1 The information provided by you will be used for administration of the Landlord and Tenant (Consolidation) Ordinance (Cap. 7), the Rating Ordinance (Cap. 116), the Government Rent (Assessment and Collection) Ordinance (Cap. 515) and regulation 47, 47A, 47B or 47C of the Waterworks Regulations (Cap. 102 sub. leg. A).
- 2.2 All the information provided in this notice will be made available to the tenant for the purposes of enabling the tenant to identify any discrepancy between the information relating to the tenancy as provided by the landlord in this notice and information relating to the tenancy which the tenant has, and facilitating the tenant to communicate with the landlord to resolve any discrepancy.
- 2.3 Apart from the purposes stated above, personal information will not be transferred by RVD to any other parties, unless such transfer is permitted by law.
- 2.4 Under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of your personal data. Such requests must be made in writing. You may make such request by post or in person to RVD's Customer Service Officer at 15/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon, or by e-mail to 'enquiries@rdv.gov.hk'.

3 Enquiries

For general enquiries, please telephone RVD's 24-hour general enquiry hotline at 2152 0111 (handled by "1823"). For enquiries concerning Form AR2, please telephone 2294 2555.

4 Chinese Version of this Form

The Chinese version of this blank form can be obtained at RVD's website (www.rvd.gov.hk) or by telephone at 2294 2555.

如欲獲取此表格的中文空白版本，可於差餉物業估價署網頁(www.rvd.gov.hk)下載或致電 2294 2555 索取。