

To be completed by Rating and Valuation Department

Reference: AR2 / /

Date of receipt:

I hereby endorse this notice.

For Commissioner of Rating and Valuation

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Official Chop

FORM AR2 (Notes 1.1 & 1.2)

Landlord and Tenant (Consolidation) Ordinance (Cap. 7)

Part IVA - Regulated Tenancies

Notice of Tenancy

First Term or **Second Term**

Please put a "✓" in appropriate box to indicate whether the subject tenancy is a first term tenancy or a second term tenancy.

Reference: AR2 / /

For a second term tenancy, please enter your Form AR2 Reference and the amount of rent last payable by the tenant under the first term tenancy. Your Form AR2 Reference is available in the box on the top right hand corner of the endorsed notice for the relevant first term tenancy.

Monthly Rent of First Term Tenancy:

HK\$ _____

Part A - Particulars of the Tenancy

(1) Information of the subdivided unit:

(a) Room _____ Cubicle _____ Rooftop house _____ Podium house _____
 Loft _____ Bedspace _____ Space capsule _____ Other type: _____

Please put a "✓" in appropriate box and enter the description of the subdivided unit in the tenancy (e.g. Room 1A.)

(b) Address of the unit in which the subdivided unit is situated:

Flat / Unit: _____ Floor: _____ Block: _____ Building name: _____

Development / Estate name: _____ Building number: _____

Street name: _____ District: _____ Area: HK KLN NT

(2) Assessment No.: _____ - _____ - _____ - _____ - _____

Please enter the assessment number as shown on the "Demand for Rates and/or Government Rent", if applicable, of the unit in which the subdivided unit is situated.

(3) Rent: HK\$ _____ per month

(4) Tenancy period: **from** Day _____ Month _____ Year _____ for a term of 2 years

(5) Rent free period: _____ day(s)

Please enter the number of rent free days, if any, within the tenancy period. Please enter "0" if none.

(6) Floor area of the subdivided unit: About _____ m² ft²

Please put a "✓" in appropriate box to indicate whether the floor area is in m² or ft².

(7) Provision of facilities for the subdivided unit: Independent toilet: Yes No
 Independent kitchen: Yes No
 Window(s): Yes No

Please put a "✓" in appropriate box to indicate the facilities provided.

(8) Expenditure items:

the rent (a) does not include the following items.
 or (b) includes the following items with "✓":

Rates Government rent Electricity Gas
 Water Management charges Communication services

Please put a "✓" in appropriate box to indicate the item(s) included in the rent.

(9) Furniture and domestic appliances:

the rent (a) does not include hiring of furniture or domestic appliances.
 or (b) includes the following items with "✓":

Air-conditioner Water heater Cooking stove Exhaust fan
 Refrigerator Washing machine Lighting Sofa or Chair
 Table Wardrobe Bed Curtain/Venetian blinds

Please put a "✓" in appropriate box to indicate the item(s) included in the rent.

(10) Tenant's name: _____

(11) Tenant's correspondence address: _____


Please enter the tenant's correspondence address clearly in block letters. Rating and Valuation Department ("RVD") will use the address to return a copy of the endorsed notice to the tenant.

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 Mode of Serving Notice

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

If submission of this notice is made by personal service, courier or post, 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) and the Government Rent (Assessment and Collection) Ordinance (Cap. 515).
- 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 customer service 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。