

To: Rating and Valuation Department
15th floor, Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Kowloon
Attn: Tenancy Services Section

To be completed by Rating and Valuation Department
Reference: AR3 / /

FORM AR3
Landlord and Tenant (Consolidation) Ordinance (Cap. 7)
Part IVA - Regulated Tenancies
Form for Tenant's Enquiry about Notice of Tenancy (Form AR2)

This form is for use by a person who:

- (i) is the tenant of a subdivided unit, for which the tenancy period, regardless of whether the tenancy was created orally or in writing, commenced on or after 22 January 2022; and
- (ii) has not received a copy of the endorsed Form AR2 concerning the tenancy.

Please complete all parts of the form as far as possible for our follow-up.

Please note: **This form is not a notice of tenancy. The Notice of Tenancy (Form AR2) is the statutory notice that a landlord of a regulated tenancy must submit to the Commissioner of Rating and Valuation within 60 days after the term of the tenancy commences or is taken to commence under Part IVA of the Landlord and Tenant (Consolidation) Ordinance (Cap. 7).** For enquiries about Form AR2, please call the telephone hotline of Rating and Valuation Department ("RVD") at 2150 8303.

Part A - Particulars of the Tenancy

(1) Information of the subdivided unit:

- 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 that appears in the tenancy agreement (e.g. Room 1A)

(2) 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

(3) Rent: HK\$ _____ per month

(4) Commencement Date of Tenancy Period: from Day ____ Month ____ Year ____

Part B - Tenant's Contact Particulars

(5) Tenant's name: _____

(6) Tenant's correspondence address:

Please enter the tenant's contact particulars clearly in block letters.

(7) Tenant's telephone no.: _____

Date: _____

Part C - Landlord's Contact Particulars

(8) Landlord's name: _____

(9) Landlord's correspondence address:

Please enter the landlord's contact particulars clearly in block letters.

(10) Landlord's telephone no.: _____

NOTES

1 Modes of Serving Form

The completed form should be served on the Commissioner of Rating and Valuation by:

- (a) using the "Electronic Submission of Forms" service provided at RVD's website (www.rvd.gov.hk);
- (b) post or personal service (Address: 15/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon);
- (c) email to enquiries@rvd.gov.hk; or
- (d) fax at 2152 0115.

2 Personal Information

2.1 The information provided by you will be used for the 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 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.

2.3 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@rvd.gov.hk.

3 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 2150 8303.

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 2150 8303 索取。

4 Enquiries

For general enquiries, please call RVD's 24-hour general enquiry hotline at 2152 0111 (handled by "1823"). For enquiries concerning this form and Part IVA of the Landlord and Tenant (Consolidation) Ordinance (Cap. 7), please call 2150 8303.



www.rvd.gov.hk/en/our_services/part_iva.html