

**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.**

**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 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 Rating and Valuation Department ("RVD")'s website ([www.rvd.gov.hk](http://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](mailto: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) and the Government Rent (Assessment and Collection) Ordinance (Cap. 515).

**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](mailto: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](http://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](http://www.rvd.gov.hk))下載或致電 2150 8303索取。

### 4 **Enquiries**

For general enquiries, please call RVD's 24-hour customer service 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](http://www.rvd.gov.hk/en/our_services/part_iva.html)