

To be completed by Rating and Valuation Department

Reference: CR109 / /

Date of receipt:

I hereby endorse this notice.

( )

For Commissioner of Rating and Valuation



### FORM CR109 (Note 1.1)

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

### Part IV - New Tenancies of Domestic Premises

#### Notice of New Letting or Renewal Agreement

#### Part A - Particulars of Domestic Premises

Premises: \_\_\_\_\_

☞ Enter the address of the premises fully and clearly by using a separate form for each 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 relates to only part of a domestic unit, please state clearly the part let.

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) Date of agreement: \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year

(2) Type of agreement:  a newly created tenancy

a renewal of a tenancy

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

monthly tenancy from \_\_\_\_\_ 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 ("Commissioner") 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.

#### 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.

(6) Rent free periods (if any): 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:  wholly  partly ( \$ \_\_\_\_\_ per month ) paid by  landlord  tenant;

(ii) Government rent:  wholly  partly ( \$ \_\_\_\_\_ per month ) paid by  landlord  tenant;

(8) Management charges: \$ \_\_\_\_\_ per month

wholly  partly ( \$ \_\_\_\_\_ per month ) paid by  landlord  tenant;

(9) Furniture and domestic appliances:

the rent  does not include hiring of furniture or domestic appliances.

includes the following items ( please state the quantity ):

[ ] Air-conditioner [ ] Water heater [ ] Cooking stove [ ] Exhaust hood [ ] Refrigerator [ ] Washing machine

[ ] Lighting [ ] Sofa or Chair [ ] Table [ ] Wardrobe [ ] Bed [ ] Curtain/Venetian blinds

Other items, please state: \_\_\_\_\_

Amount for domestic appliances per month (if known) \$ \_\_\_\_\_ Amount for furniture per month (if known) \$ \_\_\_\_\_

Amount for other items per month (if known) \$ \_\_\_\_\_

## Part D - Particulars of tenant

Tenant's Name  
(in BLOCK letters) : \_\_\_\_\_  
Correspondence  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Part E - Landlord's Declaration

Note: Pursuant to section 119L of the Landlord and Tenant (Consolidation) Ordinance (Cap. 7) ("Ordinance"), where the parties enter into or renew a tenancy to which this Part applies, the landlord shall lodge with the Commissioner this notice. Under the Ordinance, landlord includes any person, other than the Government, who is, from time to time, entitled to receive rent in respect of any premises and, in relation to a particular tenant, means the person entitled to receive rent from that tenant.

Landlord's Name  
(in BLOCK letters) : \_\_\_\_\_  
Correspondence  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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. I also understand that you will serve an endorsed duplicate copy of this notice on the tenant whose particulars are set out in Part D.

Signed \_\_\_\_\_

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

Date \_\_\_\_\_

### Change of Rates/Government Rent Payer's Particulars (See Note 3) **(Please do not complete if not applicable)**

Please amend the existing rates/Government rent payer's particulars to

- the Landlord's  
 the Tenant's

name and/or correspondence address as provided above.

## NOTES

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

**1.1 Application of Form CR109**

This form is only applicable to a **domestic tenancy** which is subject to the application of Part IV of the Ordinance.

**1.2 Liability, Offence and Other Consequence**

- (a) A landlord shall not be entitled to maintain an action to recover rent under the relevant tenancy agreement unless the notice is endorsed by the Commissioner. Rating and Valuation Department ("RVD") will return a copy of the endorsed notice to the landlord and the tenant separately.
- (b) The notice may be lodged with the Commissioner for endorsement without charge, within 1 month, after 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.
- (c) Any person who, in any document required under Part IV of the Ordinance to be lodged with or served on the Commissioner, makes a false statement, knowing it to be false or not believing it to be true, commits an offence and is liable to a fine at level 2 (HK\$5,000).

**1.3 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](http://www.rvd.gov.hk)); or
- (b) Submitting the completed notice to the Commissioner by: **post or personal service** (Address: 15/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon).

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

**1.4 Payment Method**

- (a) **Through Internet** (for notices submitted through 1.3(a)): Please pay via online payment as specified at RVD's website.
- (b) **By Cheque** (for notices submitted through 1.3(a) or (b)): Cheques should be crossed and made payable to "The HKSAR Government".
- (c) **In Person** (for notices submitted by personal service): As instructed by RVD at the time of personal service to pay at any of the post offices, convenience stores\* or U select\* in Hong Kong. (**\*Cash only**).

**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@rvd.gov.hk'.

**3 Name and Correspondence Address of Rates/Government Rent's Payer**

If you wish to change the rates/Government rent payer's name and/or correspondence address, please complete the section at the bottom of Part E of this notice. Alternatively you can use "Notification of Change of Rates and/or Government Rent Payer's Particulars" (Form RVD 1006). Copy of the form can be obtained at RVD's website ([www.rvd.gov.hk](http://www.rvd.gov.hk)). A quicker service can be obtained through the "Change of Payer's Particulars" service on RVD's website or RVD's 24-hour customer service hotline at 2152 0111 (for change of payer's correspondence address only).

**4 Enquiries**

For general enquiries, please telephone RVD's 24-hour customer service hotline at 2152 0111 (handled by "1823"). For enquiries concerning Form CR109, please telephone 2294 2555.

**5 Chinese version of this Form**

A 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 2294 2555. 如欲索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 2294 2555。