

## LANDLORD AND TENANT (CONSOLIDATION) ORDINANCE (Chapter 7)

Pursuant to section 119X of the Landlord and Tenant (Consolidation) Ordinance, the forms below, specified by me for use under Part IV of this Ordinance, are published for information:—

- (1) Form CR109
- (2) Form e-CR109

FORM CR109 – NOTICE OF NEW LETTING OR RENEWAL AGREEMENT (FOR GENERAL USE)

<b>本欄由地產物業估價署填寫</b> 編號: CR109 / / 收表日期:		<div style="border: 1px dashed black; width: 100px; height: 100px; margin: auto;">           本署印章         </div>
本人現監督此通知書 地產物業估價署署長 ( 代行 )		

**表格 CR109**  
**業主與租客（綜合）條例（第7章）**  
**第IV部 - 住宅處所的新租賃**  
**新租出或重訂協議通知書**

**甲部 - 住宅處所資料**

處所: \_\_\_\_\_

及車位（如有）：數量 \_\_\_\_\_ 及編號 \_\_\_\_\_

估價編號: [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ]

**乙部 - 租賃協議日期及租賃期資料**

(1) 租賃協議訂立日期: \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

(2) 租賃協議種類:  新訂的租賃  
 重訂的租賃

(3) 租賃期:  由 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日至 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
 按月形式租賃 - 由 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日起

**丙部 - 協訂租金資料**

(4) 新訂/重訂租約的每月租金: \_\_\_\_\_ 元

(5) 第(4)項所填報的租金, 在新訂/重訂的租賃期內有以下的議定改動(如適用):  
 由 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日至 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日, 每月租金為 \_\_\_\_\_ 元。

(6) 免租期(如適用): 由 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日至 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日。

(7) 差餉及地租:

(i) 差餉:  全部  部分 (每月為 \_\_\_\_\_ 元) 由  業主  租客繳付;

(ii) 地租:  全部  部分 (每月為 \_\_\_\_\_ 元) 由  業主  租客繳付;

(8) 管理費: 每月為 \_\_\_\_\_ 元  
 全部  部分 (每月為 \_\_\_\_\_ 元) 由  業主  租客繳付;

(9) 傢具及家庭電器: 租金

並不包括傢具或家庭電器。

包括以下項目 (請說明數量):

冷氣機  熱水爐  煮食爐  抽油煙機  雪櫃  洗衣機

燈飾  梳化或椅  枱  衣櫃  床  窗簾/百葉簾

其他項目, 請註明: \_\_\_\_\_

每月家庭電器金額(如知悉) \_\_\_\_\_ 元 每月傢具金額(如知悉) \_\_\_\_\_ 元

每月其他項目金額(如知悉) \_\_\_\_\_ 元



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**  
**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: \_\_\_\_\_  
\_\_\_\_\_ and car-parking space(s) in number (if any): \_\_\_\_\_ and space number(s) \_\_\_\_\_

Assessment No.: [ ] [ ] [ ] - [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] - [ ] [ ] - [ ] [ ]

**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

**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  
(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) \$ \_\_\_\_\_

Please put a tick in the appropriate box.

**PLEASE CONTINUE OVERLEAF**

---

**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  
**(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.

FORM e-CR109 – NOTICE OF NEW LETTING OR RENEWAL AGREEMENT  
(FOR ELECTRONIC SUBMISSION)

本欄由差餉物業估價署填寫

檔號：CR109 / /

收表日期：

交易編號：

本人現批署此通知書

差餉物業估價署署長

( 代行 )

本署印章

表格 e-CR109

業主與租客（綜合）條例（第7章）

第IV部 - 住宅處所的新租賃

新租出或重訂協議通知書

甲部 - 住宅處所資料

處所： \_\_\_\_\_

及單位（如有）：數量 \_\_\_\_\_ 及編號 \_\_\_\_\_

估價編號： [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ]

乙部 - 租賃協議日期及租賃期資料

(1) 租賃協議訂立日期： \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

(2) 租賃協議種類：  
 新訂的租賃  
 重訂的租賃

(3) 租賃期： 由 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日 至 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
 按月形式租賃 - 由 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日起

丙部 - 協訂租金資料

(4) 新訂/重訂租約的每月租金： \_\_\_\_\_ 元

(5) 第(4)項所填報的租金，在新訂/重訂的租賃期內有以下的議定改動(如適用)：

由 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日 至 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日，每月租金為 \_\_\_\_\_ 元。

(6) 免租期(如適用)：由 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日 至 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日。

(7) 差餉及地租：

(i) 差餉： 全部  部分（每月為 \_\_\_\_\_ 元）由  業主  租客繳付；

(ii) 地租： 全部  部分（每月為 \_\_\_\_\_ 元）由  業主  租客繳付；

(8) 管理費：每月為 \_\_\_\_\_ 元

全部  部分（每月為 \_\_\_\_\_ 元）由  業主  租客繳付；

(9) 傢具及家庭電器：租金

並不包括傢具或家庭電器。

包括以下項目（請說明數量）：

冷氣機  熱水爐  煮食爐  抽油煙機  雪櫃  洗衣機

燈飾  梳化或椅  枱  衣櫃  床  窗簾/百葉簾

其他項目，請註明： \_\_\_\_\_

每月家庭電器金額(如知悉) \_\_\_\_\_ 元 每月傢具金額(如知悉) \_\_\_\_\_ 元

每月其他項目金額(如知悉) \_\_\_\_\_ 元

## 丁部 - 租客的資料

租客姓名： \_\_\_\_\_  
(正楷填寫)

通訊地址： \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 戊部 - 業主聲明

請注意： 根據業主與租客（綜合）條例（第7章）（“條例”）第119L條，凡業主與租客雙方訂立或重訂本部適用的租賃，則業主須向署長提交本通知書。根據條例，業主包括（政府除外）有權每隔一段時期就處所而收取租金的人，而就某一租客而言，則指有權向該租客收取租金的人。

業主姓名： \_\_\_\_\_  
(正楷填寫)

通訊地址： \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

本人謹此聲明，據本人所知所信，本通知書所填報的資料，全屬真實無訛，完整無漏，請加以批署。本人明白貴署會根據丁部填報的資料，將此通知書一份批署複本送達該處所的租客。

#香港身份證號碼或護照號碼  
(個人適用) / 商業登記號碼  
或公司註冊編號 (機構適用) \_\_\_\_\_

#電郵地址 \_\_\_\_\_

聯絡人姓名 (機構適用) \_\_\_\_\_

電話號碼 \_\_\_\_\_

日期 \_\_\_\_\_

### 更改差餉/地租繳納人資料

**(如不適用，請勿填寫)**

請根據以上的姓名及/或通訊地址，更改差餉/地租繳納人的資料

業主

租客

# 此通知書經由互聯網遞交。基於私隱理由，申請人的香港身份證號碼或護照號碼/商業登記號碼或公司註冊編號/電郵地址以「\*\*\*\*\*」顯示。

To be completed by Rating and Valuation Department	
Reference: CR109 / /	
Date of receipt:	
Transaction Reference No.:	
I hereby endorse this notice.	
(	)
For Commissioner of Rating and Valuation	
	<div style="border: 1px dashed black; width: 100px; height: 50px; margin: 0 auto;"></div> Official Chop

**FORM e-CR109**  
**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: \_\_\_\_\_  
 \_\_\_\_\_  
 and car-parking space(s) in number (if any): \_\_\_\_\_ and space number(s) \_\_\_\_\_

Assessment No.: [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] - [ ] [ ] - [ ] [ ]

**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

**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
- (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.

# HK Identity Card No. or Passport No.  
(for individuals) / Business Registration No. or  
Company Registration No. (for organisations) \_\_\_\_\_

# E-mail Address \_\_\_\_\_

Name of the contact person (for organisations) \_\_\_\_\_

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

Date \_\_\_\_\_

**Change of Rates/Government Rent Payer's Particulars**  
**(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.

# This notice has been submitted via internet. Hong Kong Identity Card No. or Passport No. / Business Registration No. or Company Registration No. / e-mail address of the applicant is shown in \*\*\*\*\* for privacy reasons.