

**LEASING INFORMATION FORM**

**FORM 2**

**for use in the leasing of residential properties in Hong Kong**

Note : This Form should be completed by the licensed estate agent

**Part A: Address of the Property**

("Property")

**Part B: Prescribed information of the Property**

Types of information	Prescribed source (see note 9)	Date of obtaining the information
1. <b>Particulars of current ownership and subsisting encumbrances registered in the Land Registry:</b> Name(s) of owner(s):	A	
Subsisting encumbrances : (a) possession orders: <input type="checkbox"/> Yes <input type="checkbox"/> No	A	
(b) mortgage or charge: <input type="checkbox"/> Yes <input type="checkbox"/> No	A	
2. <b>Floor area of the Property:</b> <input type="checkbox"/> (a) saleable area provided by the Rating and Valuation Department:	B	
<input type="checkbox"/> (b) saleable area stipulated in the agreement for sale and purchase of the first assignment:	A	
<input type="checkbox"/> (c) no information can be obtained under paragraph (a) or (b).		
3. <b>Year of completion:</b> Year of completion of the Property (or the building of which the Property forms part):	A/B/E*	
4. <b>User restrictions:</b> User under the occupation permit:	A/E*	
5. <b>Restrictions on leasing:</b> Restrictions on leasing imposed under legislation/Government lease: <input type="checkbox"/> Yes <input type="checkbox"/> No	C/D*	

**Part C: Other information about the Property which may be provided**

1. The annual Government rent: HK\$ \_\_\_\_\_
2. The quarterly rates: HK\$ \_\_\_\_\_
3. The monthly management fee: HK\$ \_\_\_\_\_
4. The Property is to be sublet and is presently subject to a lease:  Yes  No  
 If "yes", please provide particulars: \_\_\_\_\_

We, \_\_\_\_\_ (“Agent” (see note 10)), are reasonably satisfied as regards the accuracy of the information contained in this Form.

Signature of the estate agent/salesperson  
signing for and on behalf of Agent:

\_\_\_\_\_

Name and licence number of the signatory:

\_\_\_\_\_

Number of Agent’s statement of particulars of business:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone number:

\_\_\_\_\_

Fax number:

\_\_\_\_\_

Date:

\_\_\_\_\_

#### NOTES

1. This Form should not be used with any alterations.
2. A licensed estate agent is required to provide to the landlord of the Property the original or a copy of the completed Form either before entering into an estate agency agreement with the landlord or before the entering into of a lease between the landlord and a tenant in respect of the Property, at the option of the landlord.
3. A licensed estate agent is required to provide to a tenant the original or a copy of the completed Form unless the tenant specifically waives his right to receive the same.
4. A tenant or the landlord of the Property should seek legal or other professional advice if:
  - (a) he is in doubt of the effects and implications of any of the encumbrances listed in Part B of this Form;
  - (b) any prescribed information is not available or he is in doubt of any information provided herein; or
  - (c) he wishes to obtain additional information which is not provided in this Form.
5. Complete all questions and fill in all blanks except Part C. If any question is not applicable, please write “N/A” which means not applicable. If any prescribed information is not available, please write “Not Available”.
6. A separate form should be completed for each property.
7. Any material changes in the given information should be conveyed immediately to the recipients of this Form.
8. “\*” means delete whichever is inappropriate. Provisions deleted must be initialled. Where appropriate, mark a tick “√” in the box  provided.
9. Prescribed sources of information:
  - A: Land Registry
  - B: Rating and Valuation Department
  - C: Housing Society
  - D: Housing Department
  - E: Buildings Department
10. Enter the name of the estate agency business entity concerned.