**PART (1) (BEFORE ACCEPTANCE)**

CHECKLIST FOR TENANCY PARTICULARS FILE NO. : {RCCNo}

# {N} NEW LETTING {O} OTHERS

{R} **RENEWAL (Please specify : )** DATE : {SystemDate}

|  |  |  |
| --- | --- | --- |
| PREMISES | {PtyUnitStr} | |
| LANDLORD | NAME(S) : | {LandlordName} |
| TENANT | NAME : {TenantName}  I.D./ C.I. NO. : {ID\_CINO}  ADDRESS : {CorrespondingAddress} | |
| LEASE PERIOD  (AREA: {Area} S.F. {AreaType}.) | {LeasePeriodTxt} FROM {RR\_Fr} TO {RR\_To}  {OptionPeriodCaption} {OptionPeriodTxtEx} {OptionPeriodYearTitle}  RENEWAL RENTAL AT MARKET RENT / $ | |
| FACE RENT | |  | | --- | | {#Rent} | | {RentMonths} {Area} S.F.{AreaType} x $ {price} \* ({AreaType2})p.s.f.= $ {AmtTxt} pm | | {#Rent} | | |
| EFF. RENT | {LeasePeriodTxt} {Area} S.F.{AreaType} x $ { UnitEffRent } \* ({AreaType})p.s.f.= $ {EffRent} pm | |
| ( OR TURNOVER RENT: {TurnoverRentRate}\_ \_) | ${TotalAmount} for entire {RentType} Period (exclusive of rates, if any) | |
| RENT FREE PERIOD | {RentFreePeriodTxt}   |  | | --- | | {#RentFree} | | {FromDate} TO {ToDate} | | {#RentFree} | | |
| RATES | {delRowBegin}$ {Rates} P.M. {delRowEnd} | |
| MANAGEMENT FEE | $ {ManagementFee} P.M. (@ ${UnitManagementFee} G) | |
| AIR-CONDITIONING | $ {AirCon} P.M. (@ ${UnitAirCon}G) | |
| ELECTRICITY CHARGES | $ {ElectCharges} P.M. | |
| PROMOTION LEVY | $ {PromotionLevy} P.M. | |
| USER | {TradeCategory} **(t/a: \_\_\_\_\_\_\_\_\_\_**{TradeName}**\_\_\_\_\_\_\_\_\_\_\_\_)** | |
| RENTAL DEPOSIT  RATES DEPOSIT  MGT DEPOSIT  A/C DEPOSIT | $ {DepositPM} P.M. x {DepositMonths} MONTHS = $ {AllDepost}  $ {RatesDepositpm} P.M. x {RatesMonths} MONTHS = ${RatesAll}  $ {MgtDepositpm} P.M. x {MgtMonths} MONTHS = ${MgtAll}  $ {AirCondDepositpm} P.M. x {AirCondMonths} MONTHS = $ {AirCondAll}  $ {SumOfAllDeposits\_Ex} | |
| INITIAL RENTAL  DEPOSIT RECEIVED | (i). HK$ \_\_\_\_{RentalDepositPaid}\_\_\_\_\_\_ BEING ADVANCE RENTAL FOR {DepositFrom} to {DepositTo}, CHEQUE NO. {RentalDepositChequeNo}  BANK: {RentalDepositChequeBank}  (ii). HK$ {StampDutyAmount} BEING TENANT’S {StampDutyShareType} SHARE OF STAMP DUTY  (CHEQUE NO. {StampDutyChequeNo} BANK: {StampDutyChequeBank} ) | |
| BALANCE OF DEPOSIT &  ADV. RENTAL PAYMENT  TRANSFERRED FROM  SOLICITOR OR NOT | YES / NO– | |
| RECEIVED BANK GUARANTEE | YES / NO – PERSON PREPARING THIS FORM TO CHASE IMMEDIATELY  PG is {PG}. BG is {BG}. | |
| OTHER TERMS | 1 PREMISES DAMAGE & REINSTATEMENT DEPOSIT HK$ {PDRDDpstAmt}  2 FITTING OUT PROPOSAL APPROVAL FEE HK$ {AmtY731}  3 DEBRIS DISPOSAL FEE HK$ {AmtYL18}  4 ELECTRIC CABLE WIRING COST HK$ {AmtY716}  5 HOARDING COST HK$ {AmtY792}  6 OTHERS: BREAK CLAUSE: BY TENANT  BY LANDLORD  7 ANY LL’S PROVISION | |

|  |  |  |  |
| --- | --- | --- | --- |
| PREPARED BY : | {upduser} | CHECKED BY : |  |
| ( ) ORIGINALLY APPROVED UNIT RENT | | APPROVED BY : |  |

**PART (2) (AFTER ACCEPTANCE)**

CHECKLIST FOR TENANCY PARTICULARS FILE NO. : {RCCNo}

# {N} NEW LETTING {O} OTHERS

# {R} RENEWAL (Please specify : ) DATE : {SystemDate}

|  |  |
| --- | --- |
| PREMISES : | {PtyUnitStr} |
| TENANT : | {TenantName} |

|  |  |
| --- | --- |
| DATE OF ACCEPTANCE OF THE CONFIRMATION OF TENANCY / OFFER LETTER | DATE : |
| HANDLING PERSON’S (TEAM MANAGER) SIGNATURE |  |
| DELIVERY OF ACCEPTED OFFER:   1. DATE OF VERBAL NOTIFICATION TO THE TENANT (HANDLING LEASING STAFF’S SIGNATURE) 2. DATE OF SENDING OUT THE COPY OF CONFIRMATION OF TENANCY / OFFER LETTER TO THE TENANT 3. DATE OF SENDING OUT THE INSTRUCTION LETTER TO SOLICITOR 4. DATE OF PASSING THE COFIRMATION OF TENANCY / OFFER LETTER TO INTERNAL CONTROL SECTION | DATE : ( )  DATE :  DATE :  DATE : |
| ACCOUNT RECORD   1. DATE OF SENDING OUT “UP-DATING OF RENTAL ACCOUNT COMPUTER RECORDS” (PREPARED BY LEASING STAFF) THROUGH INTERNAL CONTROL SECTION TO ACCOUNTS DEPT. 2. DATE OF RETURN OF THE **DUPLICATE** OF “UP-DATING OF RENTAL ACCOUNT COMPUTER RECORDS” & “EDIT LIST” FROM ACCOUNTS DEPT THROUGH INTERNAL CONTROL SECTION (RECEIVED BY LEASING STAFF) | DATE :  DATE :  CHECKED BY : |

|  |  |  |  |
| --- | --- | --- | --- |
| PREPARED BY : | {upduser} | CHECKED BY : |  |
|  |  | APPROVED BY : |  |