|  |  |  |  |
| --- | --- | --- | --- |
|  |  | FILE NO.: | {RC\_Number} |
|  |  | SAP Contract NO.: | {SAPContractNO} |
|  |  | RENTAL OBJECT.: | {RENTALOBJECT} |
|  |  |  | |
| **{N}** **NEW LETTING** | **{O}** **OTHERS** |  | |
| {R} **RENEWAL** | **(Please specify : )** | OTL/COT SIGNDATE : | {ContractSignDate} |

|  |  |  |
| --- | --- | --- |
| PREMISES | {PtyUnitStr} | |
| LANDLORD | NAME(S) : | {LandlordName} |
| TENANT | NAME : {TenantName}  I.D./ C.I. NO. : {ID\_CINO}  ADDRESS : {CorrespondingAddress} | |
| {RentTypeEx} PERIOD   |  |  | | --- | --- | | (AREA: | {AreaG}{AreaGU}{AreaL}{AreaLU}{AreaS}{AreaSU}) | | {LeasePeriodTxt} FROM {RR\_Fr} TO {RR\_To} {TN1}{TN2}{TN3}  {OptionTxt3} {OptionTxt2} {OptionTxt1} | |
| TENANT RIGHT | SPECIFIED TYPE CP DISC % (IF ANY),  FROM 20/05/2020 TO 19/06/2020  FIXED QUANTITY FLOAT QUANTITY  MAX. QUANTITY DISCOUNT % / AMOUNT  UNSPECIFIED TYPE CP DISC % (IF ANY),  FROM 20/05/2020 TO 19/06/2020  FIXED QUANTITY FLOAT QUANTITY  MAX. QUANTITY DISCOUNT % / AMOUNT | |
| FACE RENT | 2 YEAR(S) 1,206.00 S.F.L x $ 62.19 \* (L)p.s.f.= $ 75,000.00 pm | |
| EFF. RENT | 2 YEAR(S) 1,206.00 S.F.L x $ 59.60 \* (L)p.s.f.= $ 71,875.00 pm | |
| ( OR TURNOVER RENT: null\_ \_) | $1,800,000.00 for entire Lease Period (exclusive of rates, if any) | |
| RENT FREE PERIOD | 1 MONTH(S)  Should show “N/A” if it is null value   |  | | --- | | 20/05/2020 TO 19/06/2020 | | |
| RATES | $ 1,000.00 P.M. | |
| MANAGEMENT FEE | $ 1,500.00 P.M. (@ $0.73 G) | |
| AIR-CONDITIONING | $ 1,000.00 P.M. (@ $0.49G) | |
| ELECTRICITY CHARGES | $ 1,000.00 P.M. | |
| PROMOTION LEVY | $ 1,000.00 P.M. | |
| USER | Beauty centers **(**Trade code: 00104) **(t/a: \_\_\_\_\_\_\_\_\_\_**Slim Beauty**\_\_\_\_\_\_\_\_\_\_\_\_)** | |
| RENTAL PAYABLE  RATES PAYABLE  MGT PAYABLE  A/C PAYABLE | $ 75,000.00 P.M. x 3 MONTHS = $ 225,000.00  $ 1,000.00 P.M. x 1 MONTHS = $1,000.00  $ 1,500.00 P.M. x 1 MONTHS = $1,500.00  $ 1,000.00 P.M. x 1 MONTHS = $ 1,000.00  $ 228,500.00 | |
| INITIAL RENTAL  DEPOSIT RECEIVED | (i). HK$ \_\_\_\_75,000.00\_\_\_\_\_\_ BEING ADVANCE RENTAL FOR to , CHEQUE NO. dgdgdsf  BANK:  (ii). HK$ 46.00 BEING TENANT’S HALF SHARE OF STAMP DUTY  (CHEQUE NO. BANK: ) | |
| 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 waived. BG is waived. | |
| OTHER TERMS | 1 PREMISES DAMAGE & REINSTATEMENT DEPOSIT HK$ 75,000.00  2 FITTING OUT PROPOSAL APPROVAL FEE HK$ 0.00  3 DEBRIS DISPOSAL FEE HK$ 0.00  4 ELECTRIC CABLE WIRING COST HK$ 0.00  5 HOARDING COST HK$ 0.00  Retrieve all other charges in the “Other Payment” list  6 OTHERS: BREAK CLAUSE: BY TENANT  BY LANDLORD  7 ANY LL’S PROVISION | |

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| PREPARED BY : | <OTL/COT prepare staff> (Date) | VERIFIED BY : | <Verified Staff Name> (Date) |
| ~~( ) ORIGINALLY APPROVED UNIT RENT~~ | | POST BY : | <Post Staff Name> (Date) |