

**Declaration of Early Termination of Tenancy Agreement
Due to the Alteration Works of Subdivided Units in Residential Buildings
in accordance with the Basic Housing Units Ordinance (Cap. 658)**

To: District Service Teams

I, _____ [Name], hereby declare that I am the owner/operator¹ of the subdivided unit _____ [Unit number] located at _____ [Flat/Unit] _____ [Floor] _____ [Block] _____ [Building name] _____ [Estate name] _____ [Street number] _____ [Street name] _____ [District].

I, together with the tenant _____ [Tenant's name] (identity card number (first 4 characters or letters): _____), have agreed that the tenancy period for the aforementioned subdivided unit as specified in the tenancy agreement has commenced from _____ [Start Date] to _____ [End Date]. I am aware that under Part IVA of the Landlord and Tenant (Consolidation) Ordinance (Cap. 7), a regulated cycle of subdivided unit tenancies is to comprise two consecutive regulated terms (i.e. the first-term tenancy and the second-term tenancy), each for a term of two years. Unless under circumstances specified in Part IVA of the Ordinance, the landlord is not permitted to terminate the aforesaid tenancies before the expiry of the respective terms.

To meet the minimum standards of living conditions as required under the Basic Housing Unit regulatory regime, I have to carry out alteration works in the aforementioned subdivided unit so as to make application for Basic Housing Unit recognition. In this regard, I obtained the tenant's consent on early termination of the existing tenancy agreement on _____ [Date]. By mutual agreement between myself and the tenant, the aforementioned tenancy agreement will be/was terminated on _____ [Date], and the tenant is required to vacate the aforementioned subdivided unit so that I can carry out alteration works in the aforementioned subdivided unit so as to make application for Basic Housing Unit recognition.

Signature: _____

Name (in block letters): _____

Identity Card Number (first 4 characters or letters): _____

Contact Number: _____

Date: _____

¹ I.e. any person who lets the subdivided unit or is entitled to receive rent from letting the subdivided unit.