



地產代理監管局  
ESTATE AGENTS AUTHORITY



# 住宅物業 「開門七件事」

Key Information of Residential Properties

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地產代理受委託處理住宅物業買賣時，需填寫「物業資料表格」，為客戶提供重要物業資料，俗稱為「開門七件事」。本小冊子就列出這「七件事」，提醒準買家多加留意。

When estate agents are appointed to handle the sale and purchase of residential properties, they need to fill in the “Property Information Form” to provide certain key property information to their clients. This booklet sets out the information that prospective purchasers should pay attention to.

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## 樓面面積 Floor Area



從差餉物業估價署或首次轉讓的買賣協議中所取得的物業實用面積 ( 或如未能從上述兩途徑取得，則須註明 )。

Saleable area obtained from the Rating and Valuation Department or stipulated in the agreement for sale and purchase of the first assignment (it must be specified if no information can be obtained from the above two sources).



## 物業地址

## Address of the Property



地產代理需在「物業資料表格」(表格 1)內填上物業的準確地址，如有關買賣同時涉及天台或車位等，亦應在地址內清楚註明。

The estate agents should fill in the accurate address of the property in the “Property Information Form” (Form 1). If the sale and purchase concerned involves a rooftop or car parking space etc, it should also be clearly specified in the address.

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業權

Ownership



註冊於土地註冊處的物業當時擁有人名稱。

Name(s) of current owner(s) of the property registered in the Land Registry.

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## 產權負擔 Encumbrances



物業註冊於土地註冊處的當時有效的產權負擔，如法庭命令、建築命令、斜坡修葺令、租契、按揭或押記，及其他登記為產權負擔的項目。

Subsisting encumbrances of the property registered in the Land Registry, such as court orders, building orders, slope maintenance orders, lease, mortgage or charge and other matters registered as encumbrances.



## 落成年份 Year of Completion



物業的佔用許可證（即入伙紙）或「合格證明書」或「不反對入住書」上述明的落成年份。

Year of completion of the property as stipulated in the occupation permit or, the certificate of compliance or letter of no objection to occupy.



## 用途限制

## User Restrictions



物業的佔用許可証（即入伙紙）所規定的用途。

User of the property specified under the occupation permit.





## 政府租契年期 Terms of Government Lease



物業的政府租契尚餘的年期、期滿是否可以有續期權利，以及如物業將獲批給政府租契，所擬批給的租契年期。


The unexpired term of the Government lease of the property, whether there is a right of renewal of the lease, and the term of the proposed lease if a Government lease is to be granted.



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