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Document of Guangzhou Municipal Bureau of Housing and Urban-Rural Development

Sui Jian Gui Zi [2021] No. 12

Notice of Guangzhou Municipal Bureau of Housing and Urban-Rural Development on Revising the Rules of Guangzhou Municipality for Registration of Housing Tenancy Contracts

To standardize the management of housing tenancy in Guangzhou, ensure the legitimate rights and interests of the two parties, and maintain the order of the housing tenancy market, we have revised the *Rules of Guangzhou Municipality for Registration of Housing Tenancy Contracts* in accordance with the relevant regulations of the state, the province and the municipality, which is hereby issued to you for implementation.

Guangzhou Municipal Bureau of Housing and Urban-Rural Development
November 22, 2021

Rules of Guangzhou Municipality for Registration of Housing Tenancy Contracts

Article 1 To accelerate the building of a housing tenancy market environment with transparent rules, a perfect system and effective supervision, boost the development of a modern housing tenancy industry and strengthen the collection of housing tenancy information, these Rules have been established in accordance with the *Regulations of Guangzhou Municipality on Housing Tenancy Management* (Notice No. 58 of the Standing Committee of the 15th Guangzhou Municipal People's Congress).

Article 2 These Rules are applicable to the registration of the housing tenancy within the administrative area of Guangzhou.

Article 3 The municipal administrative department of housing tenancy is responsible for organizing the implementation hereof; guiding and supervising the districts in carrying out the registration of housing tenancy contracts, developing; maintaining and managing the housing tenancy contract registration system, gathering and counting the filing data.

The administrative department of housing tenancy of the districts is responsible for managing the registration of the housing tenancy contracts of their respective administrative areas, and guiding the sub-district offices and the township people's governments in handling the registration of housing tenancy contracts.

The sub-district offices and the township people's governments will process the matters related to the registration of housing tenancy within their respective areas of jurisdiction as authorized by the administrative department of housing tenancy.

Article 4 The municipal administrative department of housing tenancy shall set up the Guangzhou Municipal Housing Tenancy Information Service Platform ("Platform") to promote the online signing and registration of housing tenancy contracts, and provide services such as release of and search for housing tenancy information for the housing tenancy enterprises, real estate brokerage agencies and public.

Article 5 Landlords, tenants, housing tenancy enterprises, real estate brokerage agencies and other institutions with a scope of business that covers housing tenancy shall first have their real names registered on the Platform before using the platform services.

Article 6 Housing tenancy enterprises, real estate brokerage agencies and other institutions with a scope of business that covers housing tenancy that let housing externally shall, upon the consent of the client, upload the certificate of housing ownership (information reflecting the legal source of the housing) through the Platform and the identity certificate of the landlord to the administrative department of housing tenancy for

source verification.

Article 7 The housing information that has been entered into the Platform and given the source verification code may be indicated in the housing source information that is released through various channels, including the Platform, offline stores or online information platforms.

A tenant may use the Platform to release “want to rent” information and search for housing tenancy information.

Article 8 The two parties to a lease shall fulfill the formalities for registration of the housing tenancy contract within 30 days after conclusion of the contract. If the two parties sign the contract by themselves, either party may fulfill the formalities unilaterally. A housing tenancy enterprise or a real estate brokerage agency that signs a housing tenancy contract through the facilitation of the agency shall fulfill the formalities. A real estate brokerage agency that helps a housing tenancy enterprise conclude a housing tenancy contract shall fulfill the formalities.

Article 9 The two parties to a lease may apply for registration through the government service hall or the Platform.

To fulfill the formalities for registration of a housing tenancy contract through the Platform, the parties shall enter and upload the following information:

- (1) Identity certificates of both parties;
- (2) Certificate of housing ownership or information proving the legal source of the housing;
- (3) Housing tenancy contract.

Those who provide the housing source verification code only need to upload the tenant information and the housing tenancy contract. Those who sign the housing tenancy contract online through the Platform may concurrently process the registration thereof.

Those who changes or terminates the housing tenancy contract early shall provide the registration certificate number of the original tenancy contract and upload the voucher for the change or early termination of the housing tenancy contract.

Article 10 After acceptance of an application for the registration of a housing tenancy contract, a receipt number for acceptance thereof is created, which may be used as the voucher with which the related party inquires about the progress of the registration.

Article 11 After completion of the registration of a housing tenancy contract, the Platform will produce a *Certificate for Housing Tenancy Contract Registration of Guangzhou Municipality* and provide an electronic registration certificate.

A party to a lease may print the *Certificate for Housing Tenancy Contract Registration of Guangzhou Municipality* through the Platform.

Article 12 The market regulation and taxation departments shall share the housing tenancy information obtained during the commercial registration and tax collection promptly with the government service platform. If the administrative department of housing

tenancy has already obtained housing tenancy information through the government service platform, the contract registration may be exempted. The parties to a lease shall print the *Certificate for Housing Tenancy Contract Registration of Guangzhou Municipality* and complete the information on the Platform.

Article 13 The sub-district offices and the township people's governments shall strengthen the inspection of the rented housing and verify the corresponding tenancy information.

Article 14 Landlords, housing tenancy enterprises, real estate brokerage agencies and other institutions with a scope of business that covers housing tenancy shall be responsible for the truthfulness, legality and validity of the materials they submit for the registration of housing tenancy.

Article 15 These Rules shall be implemented starting from December 1, 2021 and remain valid for five years. The *Notice of Guangzhou Municipal Bureau of Housing and Urban-Rural Development on Revising the Rules of Guangzhou Municipality for the Online Registration of Housing Tenancy Contracts* (Sui Jian Gui Zi [2020] No. 11) shall become null and void at the same time.

Form of Disclosure: Voluntary Disclosure