



# FIJIAN COMPETITION & CONSUMER COMMISSION

## PROPERTY REGISTRATION FORM

1. Name of Landlord \_\_\_\_\_ TIN NO: \_\_\_\_\_
2. Mailing Address \_\_\_\_\_
3. Telephone No \_\_\_\_\_ Mobile: \_\_\_\_\_
4. Residential Address: \_\_\_\_\_
5. E-mail Address \_\_\_\_\_
6. Do you have letting agreement with the tenants: YES [  ] NO [  ] [please attach copy]

7. Occupant Information

Name & Address of Tenant	Flat No:	# of Occupants	Monthly Rent	Other Charges	# Bedrooms	Facilities

Kindly include all tenants in the premises including self- occupied and unoccupied spaces

### PROPERTY DETAILS

8. Description of Property: \_\_\_\_\_
9. Legal description of the property i.e. CT / NL / CL / HA lease No. \_\_\_\_\_  
Lot \_\_\_\_\_ Section \_\_\_\_\_ DP \_\_\_\_\_  
Area \_\_\_\_\_ Number of Flats: \_\_\_\_\_  
(Please provide certified true copy of the stamped title/lease)
10. Location of the property \_\_\_\_\_
11. Acquisition Detail: the building built [  ] or purchased [  ] cost: \$ \_\_\_\_\_ year \_\_\_\_\_

12. If purchased indicate previous owner and address (*attach copy of stamped transfer document or sale & purchased agreement*) \_\_\_\_\_
13. Total cost of the land and the year when purchased \_\_\_\_\_
14. Total area in square footage of the whole premises (attach floor plan) \_\_\_\_\_
15. Are the following services included in the Rent \_\_\_\_\_  
 Electricity: [ \_\_\_\_\_ ] water supply: [ \_\_\_\_\_ ] Cleaning Services: [ \_\_\_\_\_ ]  
 Air-condition services: [ \_\_\_\_\_ ] Security Services: [ \_\_\_\_\_ ] **others** (please specify):  
 \_\_\_\_\_
16. Details of furniture (list of items on separate sheet) and costs – If supplied – Currently \$ \_\_\_\_\_

**AGENT DESIGNATION/CERTIFICATION (IF APPLICABLE)**

17. Rental Property Address: \_\_\_\_\_ Block: Lot: \_\_\_\_\_  
 \_\_\_\_\_

**Part I - To be completed by the owner of record**

Owner Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

I hereby certify that I am the owner, of the above referenced real property located in -----, and which is utilized in whole or in part for residential rental purposes. I further certify that I have legally designated an agent who resides in Fiji and that such agent is authorized to accept service of process on my behalf.

\_\_\_\_\_  
 Signature of Owner Date

**Part II – To be completed by the owner of record**

**Designation of Agent**

Agent Name: \_\_\_\_\_ Agent No: (If firm): \_\_\_\_\_  
 Company (if any): \_\_\_\_\_ Name of Principle \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Part III - To be completed by the Agent**

**Acceptance of Designation as Agent**

I certify that I have accepted the designation as agent for the owner of record of the above referenced residential rental property, and that I have agreed to act on their behalf as may be required by law.

_____	_____
Agents Name	Agent Number
_____	_____
Signature of Agent	Date

18. Any other information which may be useful to the FCCC [such as cleaning of common area, car parking facilities, toilet and shower (shared and sole use), etc.

**NOTE: PROVIDE DOCUMENTARY EVIDENCE FOR NOS. 6, 7, 9, 10, 11, 12, 13, 14, 15, 16, and 18**

I hereby certify that the information supplied herein are correct.  
*(It is an offence under Section 119(4) of the Fijian Competition and Consumer Commission Act 2010 to furnish misleading, false or deceptive information).*

SIGNATURE: \_\_\_\_\_  
NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_

**Within 10 days of any change in this information, the owner of the residential property is required to update this information with the Fijian Competition and Consumer Commission Office, 42 Gorrie Street, Suva; or 5 Tukani Street, Lautoka; and Silas Ramzan Street, Labasa.**

Completed Registration to be sent to:

The Chief Executive Officer  
Fijian Competition and Consumer Commission  
P.O.Box 5031,  
Raiwaqa.

For Enquires: [helpdesk@fcc.gov.fj](mailto:helpdesk@fcc.gov.fj)

**OFFICE USE ONLY**

Batch No:

Date Received: \_\_\_\_\_ Received by: Name: \_\_\_\_\_ Signature: \_\_\_\_\_

via Regular Mail      Certified Mail      Hand Delivered