

Notice to Quit (NTQ)

To: Hong Kong Housing Authority

I, _____ (Hong Kong Identity Card No.: _____),
am *the tenant/ licensee of Flat No. _____, *Block _____ *House,
_____ *Estate/ Interim Housing ("the original flat"). Due to the following reason, I will
deliver the vacant possession of the above flat on _____ to the Hong Kong Housing Authority (HA):

Please ✓ in ☐ as appropriate.

Part A Applicable to surrender of public rental housing/ interim housing upon acquisition of other form of subsidised housing

- ☐ already been allocated a flat at Flat No. _____, *Block _____ *House,
_____ *Estate/ Interim Housing through _____.
- ☐ already successfully purchased a flat at _____ under the
_____ Scheme.
- ☐ others (please specify) _____.

I understand:

- ◆ under the prevailing housing policy, we are required to provide with not less than 14 days advance notice and surrender the original flat to HA within 60 days (or before the redevelopment/ clearance date of the flat, whichever is the earlier, if affected by redevelopment/ clearance) from:
 1. the commencement of new tenancy/ licence;
 2. [Applicable to subsidised sale flats launched by HA and the Hong Kong Housing Society (HS) on or before 30 January 2018]
the date of taking over the keys of the purchased flats;
 3. [Applicable to subsidised sale flats launched by HA and HS on or after 31 January 2018]
(i) the date of taking over the keys of the purchased flats; or (ii) the 10th working day from the date of assignment (both dates inclusive), whichever is earlier;
 4. the execution of deed of assignment of the flats purchased under HOS Secondary Market Scheme or HS's Flat-for-Sale Scheme Secondary Market;
- ◆ if required, we can apply for extended stay in public rental housing flat/ interim housing unit and the period should not exceed 30 days. During the occupation period, we are required to pay an occupation fee equivalent to triple net rent/ licence fee plus rates. If I am a market rent/ licence fee payer before expiry of the NTQ, the occupation fee payable should be equivalent to the market rent/ licence fee or triple net rent/ licence fee plus rates, whichever is the higher. Occupation fee is required to be paid in advance.
- ◆ if we do not surrender the original flat to HA on or before expiry of the NTQ, HA will recover the original flat with reference to the NTQ. During the occupation period, we are required to pay mesne profits equivalent to triple net rent/ licence fee plus rates, or in case I am a market rent/ licence fee payer before expiry of the NTQ, equivalent to the market rent/ licence fee or triple net rent/ licence fee plus rates, whichever is the higher. Mesne profits is required to be paid in arrears.

Part B Applicable to surrender of public rental housing/ interim housing due to other reasons

☐ Reason for surrender of the flat : _____

I understand, if we do not surrender the original flat to HA on or before expiry of the NTQ, HA will recover the original flat with reference to the NTQ. During the occupation period, we are required to pay mesne profits equivalent to the rent/ licence fee plus rates paid before expiry of the NTQ. Mesne profits is required to be paid in arrears.

I understand, we have to return rental deposit receipt of the original flat to HA for Refund of Rental Deposit. If we have paid all rent and other charges due without breach of any of the agreements, HA will repay to us the deposit so paid but without any interest thereon. However, if there shall be any rent or other sums in arrears, HA may appropriate such deposit towards payment of such arrears of rent and other sums.

I undertake to comply with the following conditions:

- (a) pay rent/ licence fee on time;
- (b) surrender the vacant possession of the original flat in good tenable condition on time, together with the e-Payment Card, Tenancy Agreement/ Occupation Licence and keys to the flat, to HA;
- (c) if the subsidised sale flat purchased is launched by HA or HS, a preliminary inspection will be arranged with the estate staff within 10 working days from the date of taking over the keys of the purchased flat. Reinstate before the surrender of the original flat all the fixtures and fittings of HA and remove those added by me at my own expense to the satisfaction of HA, for its re-allocation as soon as possible; and clear the flat of all unwanted furniture, sundries and refuse, or otherwise bear the expenses for the necessary cleansing and maintenance services plus the prevailing administrative costs incurred. Upon surrender of the original flat, HA will not accept any responsibilities for any loss or damage of the property we left in the flat; and
- (d) inform all public utilities, such as gas, power and telephone companies as well as the Water Authority, etc. to close my account and terminate their services to the original flat, and inform the bank to cease the auto-pay service for rent payment (where applicable).

Signature of *Tenant/ Licensee : _____

Name of *Tenant/ Licensee : _____

Contact Tel. No. : _____

Date: _____

***Please delete if inapplicable**