

Application Form for Deletion of Household Member(s)

Part I Eligibility Criteria

Tenant can apply for deletion of the following household member(s) from the tenancy of public housing:

- (1) a household member who is no longer residing in the flat; or
- (2) a deceased household member.

Part II Notes of Application

- (1) The tenant must submit the duly completed Application Form together with the Tenancy Agreement (TA), all the required information and supporting documents (such as marriage certificates and death certificates, etc.) to the concerned Estate Office. Failure to provide sufficient information will deter the Hong Kong Housing Authority (HA) from processing this application.
- (2) This Application Form will be subject to rigorous vetting or sample checking by HA. The tenant and individual household member(s) may be invited to attend an interview conducted by the staff of Housing Department (HD)/ Property Services Management Office to provide more information/ documents and to submit a more detailed declaration. The tenant and all the listed household member(s) in this Application Form for Deletion of Household Member(s) are advised to keep the supporting documents relating to the information contained herein for future reference.
- (3) The tenant should immediately inform HA of any change in household status, otherwise HA may cancel this application.
- (4) The personal data in this Application Form are furnished for the purpose of application for deletion of household member(s) from the tenancy. Pursuant to the Personal Data (Privacy) Ordinance, the Applicant and his/ her household member(s) are entitled to request access to or correction of those personal data related to him/her stated in this Application Form. Where necessary, such requests should be made in writing and directed by post or fax to the HD Departmental Data Protection Officer of the Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon [Fax no. 2761 6363]. A fee may be charged for the request for access to personal data.
- (5) This Application is free of charge. Anyone who offers to assist in return for remuneration should be reported to the Police or Independent Commission Against Corruption (ICAC) immediately. Any person offering a bribe to a public servant to secure public service might commit a bribery offence. Both offeror and acceptor are guilty of the offence regardless of the value of the bribe. HA will refer the case to ICAC for investigation. HA may also cancel the application irrespective of whether such person has been prosecuted or convicted of the relevant offence.

Part III Personal Data of the Household Member(s) to be Deleted

I (the Applicant), _____, Tenant of Flat _____, *Block _____ *House, _____ *Estate/ Interim Housing, hereby apply for deletion of the following household member(s) from the tenancy:

Name	Relationship with Tenant	Hong Kong Identity Card / Birth Certificate Number	Reasons for Deletion	Supporting Document(s)	Present Residential Address#	Contact Tel. No.#
(1)						
(2)						
(3)						
(4)						
(5)						

* Please delete if inapplicable.

For deletion of deceased authorised members, leave blank.

Part IV Declaration of the Applicant and Household Member(s) Aged 18 or Above to be Deleted from the Tenancy upon Moving Out

I/ We agree and declare that:

- (1) After the household member(s) listed in Part III of this Application Form has/ have been deleted from the tenancy, he/ she is/ they are not allowed to reside in this flat nor make request for reinstatement in future.
- (2) The number of remaining authorised members in this household, the household income, net asset value, and whether they own any domestic property in Hong Kong, all have a bearing on the housing subsidy granted to this household under various policies administered by the HA (such as “Rent Assistance Scheme” and “Well-off-Tenants Policies”, etc.)
- (3) **[Applicable to households who failed the Comprehensive Means Test (CMT) ^{Note 1} but passed the Domestic Property Test (DPT) ^{Note 2} and have household member(s) receiving/ eligible for receiving Social Welfare Department (SWD)’s Disability Allowance (DA) ^{Note 3} being approved for continuation of the PRH tenancies under the Well-off Tenants Policies]**

Upon deletion, if my household has no other household member(s) (including the tenant) receiving/eligible for receiving DA from SWD, the HD will re-assess my/our eligibility for continuous renting the PRH flat and the corresponding rent/ licence fee to be paid. If I/ we choose not to declare or if I am/ we are ineligible for continuous renting PRH flat after the reassessment, I am/ we are required to vacate the existing flat to HA.

- (4) If the aforesaid flat becomes under-occupied under the prevailing policy after the deletion, the remaining authorised members of the flat should move to another flat suitable for the resultant size of this household in accordance with the policy on transfer of under-occupied households. Should I/ we refuse to accept the re-allocation without good reasons, HA may, in accordance with Section 19(1)(b) of the Housing Ordinance, terminate the tenancy concerned and recover the aforesaid flat.
- (5) All the above information provided in this application is true and correct.
- (6) HA and HD may, in processing my/ our application, collect my/ our personal data from other relevant government departments, public/ private organisations (including but not limited to Mandatory Provident Fund Schemes Authority, Hospital Authority, financial institutions, banks and insurance companies, etc.), and/ or any other third parties (such as employers) possessing my/ our personal data for verification (manually or otherwise) and confirmation of my/ our eligibility. Whilst the collection of the information is in progress, HA and HD may disclose the personal data contained herein to the above-mentioned departments, organisations and/ or other third parties. In this connection, I/ we authorise the above-mentioned departments, organisations and/ or any other third parties possessing my/ our personal data to furnish HA and HD with my/ our personal data for the vetting of my/ our application. The personal data provided may also be used by HA, HD and relevant government bureaux/ departments for conducting statistical surveys and researches.

^{Note 1} Household income does not exceed 5 times the PRHILs and total household net asset value does not exceed 100 times the PRHILs.

^{Note 2} Domestic Property Test (DPT) means the tenant/ licensee and/ or his/ her household member(s) must not:

- (a) own or co-own any domestic property in Hong Kong or any interest in such kind of property; or
- (b) enter into any agreement which is still valid and subsisting (including preliminary agreement) to purchase any domestic property in Hong Kong; or
- (c) own more than 50% of the shares in a company which directly or through a subsidiary company own any domestic property in Hong Kong; or
- (d) be a beneficiary of the estate of any deceased person which includes any domestic property or land in Hong Kong.

“Domestic properties” include any domestic property, uncompleted private domestic property, rooftop structures approved by the Buildings Department, domestic building lots and small house grants approved by the Lands Department in Hong Kong.

^{Note 3} If the households concerned can submit a Medical Assessment Report issued by the Director of Health or the Chief Executive of Hospital Authority or a registered medical practitioner of a private hospital, certifying that the “disabling condition” of the household member is assessed in accordance with the definition of such a condition under the CSSA Scheme and the Social Security Allowance Scheme in order to substantiate his/ her “disabling condition” is eligible for DA as at the assessment day as specified on the Declaration Form, or if there is a letter issued by SWD which confirms the household member’s eligibility for DA (i.e. indicating that he/ she is permanently eligible for DA or still eligible for DA as at the assessment day as specified on the Declaration Form), the households concerned will be treated as the same as households with members receiving DA.

- (7) All my/our personal data and supporting documents which I/ we provide for this application will be disclosed to HA/ HD/ the respective Estate Office (including outsourced property services agents) for handling my/our application, implementation of public housing policies and enforcement of the terms of Public Rental Housing TA.
- (8) I/ We have read and fully understand all the terms contained in Part I, II and IV of this Application Form. I/ We shall be held liable for the information furnished herein. I am/ we are aware that if I/ we do not fully understand any of the above-mentioned terms, I/ we may make enquiries and seek clarification with the staff of the concerned Estate Office before putting down my/ our signature(s).

Attention: (i) The Applicant and household member(s) aged 18 or above listed in Part III are required to sign below indicating their knowledge of, consent to and compliance with the above Part I, II and IV.

(ii) The Applicant shall witness the signing by the household member(s) listed below and shall be held liable for the information furnished by household member(s) aged below 18 in Part III herein.

	<u>Name</u>	<u>H.K.I.C. No.</u>	<u>Signature</u>	<u>Date</u>
Tenant	_____	_____	_____	_____
Household Member to be Deleted	_____	_____	_____	_____
Household Member to be Deleted	_____	_____	_____	_____
Household Member to be Deleted	_____	_____	_____	_____
Household Member to be Deleted	_____	_____	_____	_____
Household Member to be Deleted	_____	_____	_____	_____

Note: In this Application Form, the term ‘tenancy agreement’ includes ‘occupation licence for interim housing’, ‘tenant’ includes ‘licensee for interim housing’ and ‘rent’ includes ‘licence fees for interim housing’.