

HONG KONG HOUSING AUTHORITY

HOME OWNERSHIP SCHEME

AND

PRIVATE SECTOR PARTICIPATION SCHEME

AND

TENANTS PURCHASE SCHEME

**INFORMATION FOR APPLICANTS ON
APPLICATION FOR TRANSFER OF OWNERSHIP**

Prepared by
Housing Subsidies Sub-division
Housing Department

HD7-e
(Revised in May 2010)

**Transfer of Ownership in Home Ownership Scheme/
Private Sector Participation Scheme/
Tenants Purchase Scheme Flats
Information for Applicants**

Introduction

1. Pursuant to the Housing Ordinance, change of ownership is restricted except for disposal (i) in the Secondary Market after two years has elapsed since the first assignment, or (ii) in the open market upon payment of premium. However, the Housing Authority may at its discretion and on the merit of each case give consent to a request for change of ownership under special circumstances.

Pre-requisite for the application

- (A) The change of ownership must be by way of a Deed of Assignment at nil monetary consideration (except in bankruptcy cases); and
- (B) The proposed assignee must be an authorized occupant (except in deceased cases) of the property concerned.

The usual grounds for change of ownership

2. Generally, grounds for applying for consent to a change of ownership are as follows -
 - (A) Inclusion of spouse as joint owner;
 - (B) Transfer to spouse owing to divorce or separation;
 - (C) Transfer to other family member(s) owing to marriage and moving out of owner to join his/her spouse;
 - (D) Transfer to other family member(s) owing to owner's emigration or long-term working abroad;
 - (E) Owner or spouse or authorized occupant eligible for civil service housing benefits or housing package provided by the employer;
 - (F) Change of ownership reflecting financial contribution towards downpayment/mortgage repayment by authorized occupant;
 - (G) Transfer of ownership owing to death of owner;
 - (H) Old age of owner (i.e. 65 years old or above);
 - (I) Owner suffering from terminal disease e.g. cancer;
 - (J) Bankruptcy of owner; or
 - (K) Reasons other than (A) - (J) will be considered only in exceptional circumstances.

Points to note when completing application form

3.
 - (A) If the application form has not been properly completed, the Housing Authority may reject the application.
 - (B) The signature of owner(s) should be the same as the one on the Sale and Purchase Document/Deed of Assignment and no correction fluid is allowed.
 - (C) You should submit application form with ground(s) together with copies of relevant supporting documents. For example -
 - (i) Photocopies of Decree Nisi Absolute (Divorce) and Court Order/Deed of Separation in divorce/separation cases;
 - (ii) Photocopies of Marriage Certificate and new address proof for owner who has married and moved out from the property to join his/her spouse;

- (iii) Photocopies of approval-in-principle for landing or residence in foreign country excluding China/employer's certification and BRC in emigration/long term working aboard cases;
- (iv) Photocopies of approval letter issued by the Treasury/Departmental Secretary/the employer if owner or spouse or authorized occupant is eligible for civil service housing benefits or housing package provided by the employer;
- (v) Photocopies of proof of substantial contribution to the downpayment/mortgage loan repayment schedule and repayment record in financial contribution cases;
- (vi) Photocopies of Letters of Administration (with Affirmation by Administrator)/Probate, Death Certificate and Certificate of Exemption from Estate Duty/Schedule of Assets and Liabilities in deceased cases;
- (vii) Photocopies of proof from medical practitioner in cases supported on medical grounds; or
- (viii) Photocopies of Bankruptcy Order, Summary Procedure Order and the Official Receiver's Office written confirmation specifying the agreed consideration (if any) for the proposed transfer in bankruptcy cases.

Please contact the relevant District Tenancy Management Offices for details of documents required. Address of offices is shown in Appendix I (for HOS/PSPS flats) or Appendix II (for TPS flats).

- (D) The personal data collected shall be used for the purpose of processing the application for transfer of ownership and, upon completion of the transfer, to be transferred to the Rating and Valuation Department and be used for issuing demand notes for rates/Government rent. Housing Authority and the Housing Department may provide all necessary information and the personal data contained in this application to other sections/offices of the Housing Department for carrying out tenancy management matters.
- (E) The provision of personal data is voluntary. However, if you do not provide sufficient information, the Housing Authority may not be able to process your application.
- (F) You have a right of access and correction in respect of your personal data. Enquiries concerning the making of access and correction of personal data may be addressed to "The Departmental Data Controlling Officer, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon".

Administrative Fee

- 4. You are required to pay an administrative fee (currently at HK\$2,100) at the time of submitting the application. The administrative fee is not refundable in any event, even if your application is not successful or you wish to withdraw the application.

Where to submit the completed application form?

- 5. The duly completed application form should be delivered to the relevant District Tenancy Management Offices, the addresses of which are shown in the Appendix I (for HOS/PSPS flats) or Appendix II (for TPS flats).

Time required for processing the application

- 6. In general, you will be informed of the result of your application within six weeks from the date on which all the required documents have been received by the Housing Subsidies Sub-division.

Steps need to be followed after the approval of the application

- 7. (A) You are required to appoint a solicitor to complete the required procedures for transfer of ownership after consent for the application is granted. Under the prevailing policy of the Housing Authority, transfer of ownership must be by way of a Deed of Assignment at nil monetary consideration (except in bankruptcy cases). A draft Deed of Assignment prepared by your solicitor is required to be submitted to the Legal Service Sub-division of the Housing Authority for approval. An administrative charge will need to be paid.
- (B) If your property is subject to a mortgage, please confirm with your bank whether amendment to the existing mortgage is required. If so, you are required to submit a duly completed re-mortgage application form (available from the respective District Tenancy Management Office) to the Housing Authority for approval of the proposed mortgage arrangements. Administrative fee will be charged on application for such mortgage consent.

- (C) Other than the administrative fee for transfer of ownership, you will be responsible for all expenses in connection with the transfer of ownership such as the fee charged by the Housing Authority for approval of draft Deed of Assignment, charges relating to any amendment to mortgage arrangement (if required), stamp duty and execution of assignment etc.
- (D) The consent letter is valid for a period of one year and you are advised to arrange for the execution of the assignment as soon as possible. If the proposed transfer is not completed within the validity period, you are required to submit a fresh application and pay the relevant fees.
- (E) You must inform the respective District Tenancy Management Office immediately after the Deed of Assignment is executed.

**Particulars of District Tenancy Management Offices (DTMOs) and
Names of HOS/PSPS Courts under Management**

Appendix I
(revised in August 2010)

District	Name of HOS/PSPS Court	District Tenancy Management Office Address	Tel. No.
Kowloon West & Hong Kong	Charming Garden Hoi Fu Court	G/F, Hoi Tai House, Hoi Fu Court, Mongkok West, Kowloon	2625 4370
	Hang Chun Court Yee Ching Court Yee Kok Court Po Hei Court Po Lai Court	G/F, Lai Fu House, Lai Kok Estate, Sham Shui Po, Kowloon	2361 0070
	Kwun Fai Court Kwun Hei Court	G/F, Nga Man House, Homantin Estate, Kowloon	2242 0277
	Broadview Court Hung Fuk Court Ka Lung Court Ocean Court South Wave Court	G/F, No. 21-34, Wah Hing House, Wah Fu(II) Estate	2551 0660
	Tung Chun Court Tung Yan Court Tung Yuk Court	6/F, Oi Sin House, Oi Tung Estate, Shau Kei Wan	3160 4291
	Yue On Court	Market Podium, Ap Lei Chau Estate, Aberdeen	2814 8105
	Aldrich Garden Cheerful Garden Fullview Garden Greenwood Terrace Hang Tsui Court Harmony Garden Hiu Tsui Court Kai Tsui Court King Tsui Court Kornhill Lok Hin Terrace Lung Tak Court Lung Yan Court Neptune Terrace Tung Hei Court Tung Lam Court Tung Shing Court Tung Tao Court Yan Tsui Court Yuet Chui Court	No. 9-20, G/F, Yue Tai House, Yue Wan Estate, Chai Wan	2897 7479
	Choi Fung Court Grandview Garden King Shan Court King Lai Court Pang Ching Court Richland Gardens Sun Lai Garden Ying Fuk Court	Unit 101-108, G/F, Yung Yuen House, Chuk Yuen (North) Estate	2351 1818
	Richland Gardens	G/F, Yi Lai House, Yau Lai Estate, Yau Tong	2629 4372
	Fu Keung Court Hong Keung Court Tak Keung Court Ka Keung Court Tin Ma Court Tin Wang Court Tsui Chuk Garden	G/F, Lung Chi House, Lower Wong Tai Sin (II) Estate	2326 8962
	Lung Poon Court Fung Chuen Court Fung Lai Court King Hin Court Kingsford Terrace Rhythm Garden Tsz Oi Court Tsz On Court	Room 211-224, Ban Fung House, Fung Tak Estate	2324 0096
	Hong Nga Court Hong Ying Court Hiu Lai Court Yau Chui Court	G/F, Tak King House, Tak Tin Estate	2772 6840
	Hong Pak Court Hong Shui Court Hong Wah Court Hong Yat Court	G/F, Wing B & C, Sau Yat House, Sau Mau Ping Estate	2349 1361
Ko Chun Court Lei On Court Po Pui Court	Podium Level, 2/F, Tsui Pak House, Tsui Ping (North) Estate	2793 2303	
Cheung Wo Court Chun Wah Court Lok Nga Court On Kay Court Kai Tai Court	G/F, Ping Wah House, Lok Wah (North) Estate	2755 5551	
Kwai Tsing, Tsuen Wan & Islands	Kwai Chun Court Kwai Hong Court Yi Fung Court Ning Fung Court Kwai Yin Court Lai Yan Court Yin Lai Court	Wing C, G/F, Shek Cheung House, Shek Lei (II) Estate, Kwai Chung	2420 6987
	Ching Shing Court Ching Wah Court Serene Garden Ching Nga Court Ching Tai Court Ching Wang Court	Podium, Wing C, Kwai Shue House, Lei Muk Shue Estate, Kwai Chung	2423 7680
	Lung Hin Court Peng Lai Court Yu Tung Court	Unit 105-109, Chun Fat House, Cheung Fat Estate, Tsing Yi	2109 0277

District	Name of HOS/PSPS Court	District Tenancy Management Office Address	Tel. No.
Tuen Mun & Yuen Long	Affluence Garden Glorious Garden Lung Mun Oasis Melody Garden Prime View Garden San Wai Court Siu Hei Court Siu Hin Court Siu Hong Court Siu Kwai Court Siu Lun Court Siu Lung Court Siu Pong Court Siu Shan Court Tsui Ning Garden Yuet Wu Villa Fung Ting Court Tin Chung Court Tin Fu Court Tin Lai Court Tin Oi Court Tin Shing Court Tin Yau Court	G/F, Chuen Shui House, Shui Pin Wai Estate, Yuen Long	2442 2461
Tai Po, North, Shatin & Sai Kung	Chung Nga Court Elegance Garden King Nga Court Ming Nga Court Po Nga Court Sun Hing Garden Tai Po Plaza Tak Nga Court Wang Fuk Court Yat Nga Court Yee Nga Court	2/F, On Wo House, Tai Wo Estate, Tai Po	2657 2808
	Cheong Shing Court Choi Po Court Ka Shing Court King Shing Court On Shing Court Sunningdale Garden Tsui Lai Garden Wing Fai Centre Wing Fok Centre Yan Shing Court Yuk Po Court Yung Shing Court	No. 107, G/F, Tin Yee House, Tin Ping Estate, Sheung Shui	2677 2002
	Carado Garden Fung Shing Court Grandway Garden Holford Garden Ka Keng Court Ka Tin Court King Tin Court May Shing Court Mei Chung Court	Units 241-260, 2/F., Shek Yuk House, Chun Shek Estate, Shatin	2699 3082
	Hong Lam Court Kwong Lam Court Yu Chui Court Yue Tin Court	Market Podium, Pok Hong Estate, Shatin	2648 1312
	Chevalier Garden Fok On Garden Fu Fai Garden Kam Fung Court Kam Hay Court Kam Lung Court Kam On Court Kam Tai Court Kam Ying Court Saddle Ridge Garden	Units 221-240, 2/F., Shek Yuk House, Chun Shek Estate, Shatin	2694 4408
	Bauhinia Garden Beverly Garden Choi Ming Court Chung Ming Court Fu Ning Garden Hin Ming Court Ho Ming Court Hong Sing Garden King Ming Court Kwong Ming Court On Ning Garden Po Ming Court Tong Ming Court Wo Ming Court Yan Ming Court Ying Ming Court Yu Ming Court Yuk Ming Court	G/F., Kin Hei House, Kin Ming Estate, Tseung Kwan O	2706 8201

Particulars of District Tenancy Management Offices (DTMOs) and Names of TPS Estates under Management

District	Name of TPS Estate	District Tenancy Management Office Address	Tel. No.
Chuk Yuen	Chuk Yuen North Estate	Unit 101-108, G/F, Yung Yuen House, Chuk Yuen North Est.	2351 1818
North	Tai Ping Estate Wah Ming Estate	No. 107, G/F, Tin Yee House, Tin Ping Estate, Sheung Shui	2677 2002
	Tin Ping Estate Cheung Wah Estate	No. 8, G/F, Tin Long House, Tin Ping Estate, Sheung Shui	3698 0061
Kowloon West	Nam Cheong Estate	G/F, Hoi Tai House, Hoi Fu Court, Mongkok	2625 4370
Hong Kong East	Tsui Wan Estate Fung Wah Estate	No. 9-20, G/F., Yue Tai House, Yue Wan Estate, Chai Wan	2897 7479
Hong Kong West	Wah Kwai Estate	G/F, No. 21-34, Wah Hing House, Wah Fu (II) Estate	2551 0660
	Lei Tung Estate	Market Podium, Ap Lei Chau Estate, Hong Kong	2814 8105
Kwun Tong	Tsui Ping North Estate	Podium Level, 2/F, Tsui Pak House, Tsui Ping North Estate	2793 2303
	Choi Ha Estate	G/F, Ping Wah House, Lok Wah North Estate	2755 5551
Lei Yue Mun	Tak Tin Estate Hing Tin Estate	G/F, Tak King House, Tak Tin Estate	2772 6840
Shatin North	Heng On Estate Yiu On Estate	Unit 221-240, 2/F., Shek Yuk House, Chun Shek Estate	2694 4408
	Pok Hong Estate Kwong Yuen Estate	Market Podium, Pok Hong Estate	2648 1312
Sham Shui Po	Lei Cheng Uk Estate	G/F, Lai Fu House, Lai Kok Estate	2361 0070
Sheung Kwai Chung	Kwai Hing Estate	Unit D, Podium, Shek Yam Shopping Centre, Shek Yam Estate	2421 2426
Shatin South	Hin Keng Estate	Unit 241-260, 2/F., Shek Yuk House, Chun Shek Estate	2699 3082
Tseung Kwan O	King Lam Estate Po Lam Estate Tsui Lam Estate	G/F, Po Chi House, Po Lam Estate, Tseung Kwan O	2701 3320
Tuen Mun & Yuen Long	Kin Sang Estate Tin King Estate Leung King Estate Shan King Estate	Unit No. 2, Wing A, G/F., King Mei House, Shan King Estate	2465 1212
	Long Ping Estate	G/F, Chuen Shui House, Shui Pin Wai Estate, Yuen Long	2442 2461
Tai Po	Fu Heng Estate	No. 8, G/F, Tin Long House, Tin Ping Estate, Sheung Shui	3698 0061
	Fu Shin Estate Tai Wo Estate Wan Tau Tong Estate	2/F, On Wo House, Tai Wo Estate, Tai Po	2657 2808
Tsz Wan Shan	Fung Tak Estate	Unit 211-224, Ban Fung House, Fung Tak Estate	2324 0096
Tsing Yi	Cheung On Estate Tsing Yi Estate	Wings B & C, G/F, Yee Yip House, Tsing Yi Estate	2431 0305
Kwai Tsing, Tsuen Wan & Islands	Cheung Fat Estate	Unit 105-109, Chun Fat House, Cheung Fat Estate, Tsing Yi	2109 0277
Wong Tai Sin	Lower Wong Tai Sin (I) Estate Tung Tau (II) Estate	G/F, Lung Chi House, Lower Wong Tai Sin (II) Estate	2326 8962

**Home Ownership Scheme/
Private Sector Participation Scheme/
Tenants Purchase Scheme Flats
Application for Transfer of Ownership**

To : The Director of Housing
Via the respective District Tenancy
Management Office (See Appendix I/II)

For Office Use:

Ref. : _____

Code Address : _____

Property Address : _____

I/We apply for transfer of ownership in respect of the captioned property on the following reasons:

To facilitate the process of application, I/we attach (i) copies of HKIC cards of owner(s) and proposed assignee(s); (ii) copies of relevant supporting documents and (iii) a crossed cheque payable to the "Hong Kong Housing Authority" for the \$2,100 administrative fee (The address of the captioned property has been put down on the back of the cheque).

I/We understand that the administrative fee is not refundable in any event, even if my/our application is not successful or I/we wish to withdraw the application.

I/We understand that the application will not be entertained if I/we fail to provide sufficient documentary proof to substantiate the application for the proposed transfer.

I/We understand and agree that the Housing Authority and the Housing Department may provide all necessary information and my/our personal data contained in this application to other sections/offices of the Housing Department for carrying out tenancy management matters.

I/We understand and agree that upon approval of the proposed transfer and the execution of the assignment effecting such transfer, the Housing Authority and the Housing Department may provide all necessary information and my/our personal data contained in this application and the assignment to the Rating and Valuation Department for updating the record of owner(s) and for issuing demand notes for rates/Government rent.

I/We have read and understood the contents of the "Information for Applicants".

(Signature of Owner/Agent for Owner*)

(Signature of Owner/Agent for Owner*)

Name : _____

Name : _____

I.C. No. : _____

I.C. No. : _____

Correspondence Address: _____

(if different from the above)

(Signature of Proposed Assignee)

(Signature of Proposed Assignee)

Name : _____

Name : _____

I.C. No. : _____

I.C. No. : _____

Tel. No. : _____

Date : _____

(day-time contact)

*Please attach copies of Letters of Administration and Affirmation by Administrator/Probate if the Agent for Owner is an administrator/executor.