Brief Introduction on the Workflow of PRH Application

Title: Application for Public Rental Housing

Super:	Application for Public Rental Housing
VO:	The Hong Kong Housing Authority maintains an application system for public rental housing to provide needy Hong Kong citizens with affordable rental housing
Super:	General Applications:
	Date of registration/ equivalent date of registration (if any)
	Family size
	Choice of district
VO:	The Hong Kong Housing Authority will conduct detailed vetting and flat allocation according to the date of registration or equivalent date of registration, the family size and the choice of district for General Applications (that is applications by family applicants with a household size of two or more persons and those by Elderly One-person Applicants)
Super:	Applications by Non-elderly One-person Applicants under the Quota and Points System:
	Points scored
	Choice of district
VO:	As well as the points scored and the choice of district for Applications by Non-elderly One-person Applicants under the Quota and Points System
Super:	Paper Application Form
VO:	Anyone who is eligible and wishes to apply for public rental housing must submit an application to the Housing Department in paper form or follow the procedure as mentioned
Super:	e-Services for Public Rental Housing Application
VO:	In the "e-Services for Public Rental Housing Application" on the Housing Authority Housing Department Website

Super:	Application Guide for Public Rental Housing
VO:	Before filling in the application form, remember to read the Application Guide for Public Rental Housing carefully to familiarise yourselves with the eligibility criteria and application details
Super:	Four stages for Public Rental Housing application
VO:	Simply put, there are four stages for public rental housing application
Super:	First Stage:
	Fill in and submit the application form and relevant supporting documents
VO:	Firstly, applicants have to fill in and submit the application form along with relevant supporting documents
Super:	Second Stage: Preliminary Vetting
VO:	Then, the Housing Department will conduct preliminary vetting
Super:	Third Stage: Detailed Vetting
VO:	Afterwards, the Housing Department will arrange an interview with the applicant and his/her family members for a detailed vetting
Super:	Final Stage: Flat Allocation
VO:	Lastly, a flat will be allocated to the applicant
Super:	Fill in and submit the application form
VO:	The Application Form for Public Rental Housing is made up of seven parts
Super:	1. Personal Data
VO:	Part 1 - Personal Data
Super:	2. Correspondence and Residential Addresses in Hong Kong
VO:	Part 2 - Correspondence and Residential Addresses in Hong Kong

Super:	3. Income and Net Asset Value
VO:	Part 3 - Income and Net Asset Value
Super:	4. Priority Schemes
VO:	Part 4 - Priority Schemes
Super:	5. Choice of District
VO:	Part 5 - Choice of District
Super:	6. Other Information
VO:	Part 6 - Other Information
Super:	7. Declaration of the Applicant and Family Members Aged 18 or Above
VO:	Part 7 - Declaration of the Applicant and Family Members Aged 18 or Above
Super:	Points to Note
VO:	To avoid any unnecessary delay, public rental housing applicants should pay particular attention to the following points when filling in the application form
Super:	Use black or blue ball pen to fill in the form
	Use Chinese/ English block letters to fill in the form
VO:	If you are going to submit paper form, use black or blue ball pen to fill in the information in Chinese or English block letters
Super:	Sign against amendments
VO:	If you have written something wrong, cross out the error, correct it and sign against amendments
Super:	Do not use correction materials, such as correction fluid or correction tape, to make amendments
VO:	Bear in mind not to use correction materials
	Or else the form will be returned
Super:	Part 1 - Personal Data

VO:	In Part 1 - Personal Data
Super:	1.Personal Data
VO:	The marital status of the applicant as well as family members is required
	You need to tick the appropriate boxes for all individual members showing whether they are unmarried, married, divorced, widowed or applied to the court for a divorce
	If the information on the marital status of the applicant or any family member is missing or false, the application form will be returned
	Except for unmarried members all other individual members must submit relevant declaration forms and
Super:	Submit supporting documents and relevant declarations
VO:	Supporting documents showing their marital status
Super:	Part 1
	(Personal Data)
	Not born in Hong Kong but have the right to land in Hong Kong
VO:	If the applicant or his/her family members were not born in Hong Kong but have the right to land in Hong Kong
Super:	Residence is not subject to any conditions of stay (except for conditions related to limit of stay)
VO:	And his /her residence in Hong Kong is not subject to any conditions of stay
Super:	Fill in the date of entry to Hong Kong
VO:	Please fill in the date of entry to Hong Kong in Part 1
Super:	One-way Permit
VO:	Those with the above condition or born in Hong Kong but the status of permanent resident not established, are required to submit a copy of their valid Permit for Proceeding to Hong Kong and Macao (that is the One-way Permit)
Super:	Travel Document / Passport

VO:	Issued by the Mainland authorities, the travel document/ passport
Super:	Relevant Supporting Document
VO:	Or relevant supporting document
Super:	Right to land in Hong Kong
	Residential status
	Official stamp / landing slip showing the initial date of entry to Hong Kong
	Entry Permitted
VO:	Indicating their right to land in Hong Kong
	Their residential status and the official stamp /
	landing slip showing their initial date of entry to Hong Kong
VO:	If the applicant or his/her family members have the following disability, including:
Super:	1. Requiring non-temporary indoor dependence on wheelchair for mobility
VO:	1. requiring non-temporary indoor dependence on wheelchair for mobility
Super:	2. Tetraplegia
VO:	2. tetraplegia
Super:	3. Hyperactivity disorder
VO:	3. hyperactivity disorder
Super:	4. Requiring renal dialysis at home
VO:	4. requiring renal dialysis at home
Super:	5. Visual impairment/ blindness
VO:	5. visual impairment/ blindness
Super:	6. Hearing impairment/ deafness

VO:	6. hearing impairment/ deafness
Super:	Provide valid medical documents
VO:	Please tick the corresponding boxes in Part 1 of the application form
	For item 1 to 4, you have to submit valid medical documents relevant to the conditions
	If there is any change, please inform the Housing Department as soon as possible and submit the latest valid medical documents
Super:	Part 2 Correspondence and Residential Addresses in Hong Kong
VO:	In Part 2 – Correspondence and Residential Addresses in Hong Kong
Super:	2. Correspondence and Residential Addresses in Hong Kong
VO:	The applicant has to fill in the residential address
Super:	Reside in Hong Kong
	Documentary proof of residential address
VO:	And provide documentary proof of address which shows the applicant's name
Super:	Applicants and their family members must be currently residing in Hong Kong
VO:	Please note that applicants and their family members must be currently residing in Hong Kong
Super:	Provide documentary proof of residential address in Hong Kong
VO:	The Housing Department does not accept any correspondence or residential address outside Hong Kong
Super:	Move or change the correspondence address
VO:	Applicants who move or change the correspondence address
Super:	Notify the Housing Department in writing as soon as possible

Make sure to notify the Housing Department in writing as soon as possible
Part 3 Income and Net Asset Value
In Part 3 – Income and Net Asset Value is made up of two subsections
3. Income and Net Asset Value
Which are Income and Net Asset Value
Fill in the income and net asset value
Both subsections have to be filled in
Read the Application Guide for Public Rental Housing for details
For details, please read the Application Guide for Public Rental Housing which clearly lists the income and assets required to be declared as well as the calculation method
No income or assets, fill in "0" or "Nil
Remember that even if the applicant or any family member has no income or assets, this section should not be left blank. Instead, fill in "0" or "Nil"
Declare all pre-tax monthly income
The applicant and all family members must declare all of their pre-tax monthly income
Please note that persons who are not in employment have to submit the completed declaration for persons who are not in employment, even if they have no income
If the persons who are not in employment but have job income in the past six months
Declare income in the past working period
They should submit another declaration form for declaring job income in the past six calendar months and provide copies of the relevant income proofs

Super:	CSSA payment, maintenance fee and financial support from relatives and friends must be declared
VO:	Comprehensive Social Security Assistance, maintenance fee and financial support from relatives and friends must be declared in the income subsection
Super:	Must declare all assets owned in and outside Hong Kong
VO:	For declaring assets, the applicant and his/her family members must
	Declare all assets that they own in and outside Hong Kong
Super:	Landed properties
VO:	If the applicant and his/her family members own landed properties (including ancestral houses) of any uses which are completed or for pre- sale or which are the subject matter of a sale and purchase agreement in and outside Hong Kong
Super:	Ownership of the landed properties
VO:	They must submit a copy of the ownership of the landed properties
	A copy of the latest valuation report of the landed properties
Super:	Own landed properties, applicant must declare and submit:
	Ownership of the landed properties
VO:	And a completed declaration form to declare the value of those properties
Super:	Property owners must declare their monthly rental income
VO:	Please note that property owners must declare their monthly rental
	Income in the income subsection at the same time
Super:	Applicants who own any domestic property in Hong Kong are ineligible to apply for public rental housing
VO:	Here is a warm reminder, if the applicant or his/her family members own any domestic property in Hong Kong, they are ineligible to apply for public rental housing

Super:	All forms of investments must be declared
VO:	If the applicant or his/her family members hold any insurance policies, including those with savings or investment elements, or any forms of investments including funds and shares, they must submit a completed declaration form and declare the latest net asset value under the investments item in the net asset value subsection
Super:	Holders of insurance policies with savings or investment elements must declare:
	Average monthly bonus and interest
VO:	Besides, holder of insurance policies with savings or investment elements must declare the average monthly bonus
Super:	Holders of shares or funds must declare:
	Average monthly interest and dividends
VO:	And interest of the past year while holder of shares or funds must declare the average monthly interest and dividends in the income subsection
Super:	The amount of deposits in all bank accounts must be declared
VO:	The applicant and his/her family members must declare the amount of deposits in all bank accounts under the Deposits item
Super:	Fixed deposit account holders must submit a completed declaration form
VO:	Please note that fixed deposit account holders must submit the completed declaration form
Super:	Interests must also be declared
VO:	And declare the average monthly interest in the income subsection
Super:	Part 4 Priority Schemes
VO:	If you are eligible and wish to apply
Super:	Single Elderly Persons Priority Scheme
VO:	For Single Elderly Persons Priority Scheme

Elderly Persons Priority Scheme
Elderly Persons Priority Scheme
Harmonious Families Priority Scheme
Or Harmonious Families Priority Scheme
Fill in Part 4
Make sure you fill in Part 4 - Priority Schemes as well
Part 5 Choice of District
In Part 5 - Choice of District
Choose one district only
Applicants can only choose one district where they would like to be allocated a public rental housing unit
Please note that since the number of applications for public rental housing units in the urban district has exceeded the number of available units
Can only choose from
Extended Urban
New Territories
Islands
Newly registered applicants can only choose one from Extended Urban, New Territories, or Islands
Single Elderly Persons Priority Scheme
However, eligible applicants who join the Single Elderly Persons Priority Scheme
Elderly Persons Priority Scheme
The Elderly Persons Priority Scheme

Super:	Harmonious Families Priority Scheme (for applicants who opt to live with the elderly)
VO:	Or the Harmonious Families Priority Scheme opting to live in the same unit with the elderly included in
Super:	May choose one from any districts
VO:	The application may choose any districts of their choice
Super:	Part 6 Other Information
VO:	Now we have come to Part 6 - Other Information
Super:	Choose the language for future correspondence
VO:	You may choose either Chinese or English as the language for future correspondence
Super:	Part 7 Declaration of the Applicant and Family Members Aged 18 or Above
VO:	In Part 7 - Declaration of the Applicant and Family Members Aged 18 or Above
Super:	Applicant and his/ her family members aged 18 or above must sign
VO:	The applicant and his/ her family members aged 18 or above must read the declaration section regarding the application for public rental housing and sign individually on the form to indicate that
Super:	All the particulars are true and accurate
	Understand the legal liability in respect of the data submitted
VO:	All the particulars furnished in the form are true and accurate, and understand their legal liability in respect of the data submitted
	In addition, the applicant shall be liable for the data of any family member aged below 18
Super:	Don't make false statements
VO:	Please bear in mind not to make false statements
	Anyone who knowingly makes any false statement in respect of an application for a public rental housing shall be guilty of an offence and shall be liable on

Super:	A maximum fine of 50,000 Hong Kong dollars and
VO:	Conviction to a maximum fine of 50,000 Hong Kong dollars
Super:	Imprisonment for 6 months
	Jailed
VO:	And imprisonment for six months
Super:	Public rental housing application cancelled
VO:	And the Housing Authority may cancel the registered application
Super:	Application form must be submitted along with the necessary supporting documents and required declarations
VO:	Apart from completing and signing the application form, it is very important that you must submit all the necessary supporting documents and required declarations
Super:	All declarations must have a name, be duly signed and dated
VO:	Remember all declarations must have a name, be duly signed and dated
Super:	The signature and date on the declaration forms must be consistent with those on the application form
VO:	The signature and date of the declaration forms must be consistent with those of the application form
Super:	All Statutory Declarations, Declaration Forms and Employer Certificates submitted must be originals
VO:	Please note that you must submit the original copies of all Statutory Declarations, Declaration Forms and Employer Certificate
	For other supporting documents, photocopies are fine
Super:	Supporting documents not written in Chinese or English must be submitted with authenticated Chinese or English translations
	Non-Chinese or Non-Chinese
	authenticated translation

VO:	Besides, any supporting documents that are not written in Chinese or English must be submitted with their authenticated Chinese or English translations
Super:	Download from the Housing Authority / Housing Department website
	www.housingauthortiy.gov.hk
VO:	Declaration forms can be downloaded from the Housing Authority Housing Department Website
Super:	Submit supporting documents and relevant declarations
VO:	Or obtained from Applications Sub-section of the Housing Department
Super:	Checklist
VO:	You may check against the Checklist of Supporting Documents for Public Rental Housing Application in the Application Guide for Public Rental Housing to ensure that all the required supporting documents are in order
	Check and tick the boxes one by one to make sure you haven't missed anything
Super:	Applications Sub-section, Housing Department, P O Box 89192, Kowloon City Post Office
	Return address
VO:	Lastly, submit the completed application form along with the required documents and declaration forms by post to the Housing Department's Applications Sub-section, P O Box 89192, Kowloon City Post Office
	Please ensure that your mail items bear sufficient postage with a return address to avoid unnecessary delay or unsuccessful delivery
Super:	Applications Sub-section, Housing Department Podium Level 2, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon
VO:	Or you may submit the completed application form with all the documents in person to the Housing Department's Applications Sub-section at Podium Level 2, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon

VO:	If you are going to fill in the form via Easy Form Filling for Public Rental Housing Application under the e-Services for Public Rental Housing Application, please refer to the User Manual of e-Services for Public Rental Housing Application
Super:	Eligibility Vetting
VO:	After submitting your application, the Housing Department will conduct preliminary vetting
Super:	Acknowledgement letter
VO:	Upon receipt of your application form, the Housing Department will issue an acknowledgement letter to you
Super:	Notified in writing as to whether application has been successfully registered
VO:	You will then be notified in writing as to whether your public rental housing application has been successfully registered within three months from the issue date of the acknowledgement letter
Super:	"Blue acknowledgment card" with application number and registration date
VO:	Upon registration, you will be issued a "blue acknowledgment card" with an application number and a registration date on it
Super:	Points scored under the Quota and Points System (only applicable to Non- elderly One-person Applicants under the Quota and Points System)
VO:	The "blue acknowledgment card" issued to Non-elderly One-person Applicants under the Quota and Points System will also bear the points of the applicants at the registration date
	Remember to keep this card properly for making enquiries in the future
Super:	Reasons for return of application:
	Fail to properly complete/ sign the application form and declarations
VO:	If you fail to properly complete or sign the application form and declaration forms

Super:	Fail to provide the necessary supporting documents and declarations
VO:	Or provide the necessary supporting documents and declaration forms
Super:	Application is considered not meeting the eligibility criteria
VO:	Or if the application is considered not meeting the eligibility criteria
VO:	The application form and documents will be returned to you with an explanatory letter, informing you of the reasons for returning the application
VO:	The case will then be regarded as closed
	If you want to apply for public rental housing in the future, you need to re- submit the application
VO:	If you have yet to receive the "blue acknowledgment card" or the returned application form within three months after the receipt of the acknowledgement letter
Super:	Housing Authority Hotline 2712 2712
VO:	please call the Housing Authority Hotline at 2712 2712, or make a written enquiry or enquire in person at the Housing Department's Applications Sub-section
Super:	Detailed Eligibility Vetting
VO:	Once an application is due for detailed vetting
Super:	General Applications:
	According to the priority of the date of registration
VO:	A detailed vetting interview will be arranged for the "General Applicant and his/her Family Members" according to the applicant's registration date/ G-number Equivalent Date
Super:	Applications by Non-Elderly One-person Applicants under the Quota and Points System:
VO:	For Non-elderly One-person Applicants, the priority of detailed vetting will be determined

Super:	According to the points scored
VO:	According to the points scored under the Quota and Points System
Super:	Applicants and their family members must attend the interview
VO:	Applicants and their family members must attend the interview
Super:	Except for family members under 18 with no income or assets
VO:	Except for family members under 18 with no income or assets
Super:	Date and time of the detailed vetting interview
VO:	The Housing Department will send an appointment letter containing the date and time of the detailed vetting interview to the applicant by mail
Super:	Applicant's Declaration
	Declaration for Investment (insurance, investment)
	Employer Certificate
VO:	Relevant documents including Applicant's Declaration, Declaration for Investment and Employer Certificate will be attached to the letter
Super:	Failing to attend the scheduled detailed vetting interview without prior notification to the Housing Department, application will be cancelled
VO:	If you and your family members fail to attend the scheduled detailed vetting interview without prior notification to the Housing Department, it will be assumed that you are no longer interested in applying for public rental housing and the Housing Department may take appropriate action, including cancelling your application
Super:	Fill in the forms in advance
	Prepare supporting documents in advance
	Fill in the forms/ Prepare supporting documents
VO:	Please note that applicants have to fill in forms and prepare supporting documents in advance before attending the interview
Super:	Complete Part I and II of the Applicant's Declaration beforehand
VO:	First, complete Part I and II of the Applicant's Declaration beforehand

Super:	Sign Part VI in the presence of staff of the Housing Department
VO:	And sign Part VI in the presence of staff of the Housing Department
Super:	Complete the Declaration for Investment in advance
	Sign the form in the presence of staff of the Housing Department
VO:	If you or your family members own insurance-related investments, you must also complete the Declaration for Investment in advance and sign in the presence of staff of the Housing Department
Super:	Original copy of Employer Certificate (must be completed by the employer)
VO:	Other than completing forms in advance, don't forget to prepare all requisite documents of family members, including the original copy of Employer Certificate completed by the employer
Super:	Bank statements showing the account deposits on the date immediately before the date of interview
VO:	All bank statements showing the account deposits on the date immediately before the date of interview
Super:	The latest annual statement of all the insurance policies
VO:	And the latest annual statement of all the insurance policies owned regardless of the investment value
Super:	Informed of the vetting result in two months
VO:	The Housing Department will inform the applicant of the vetting result of their eligibility for public rental housing within approximately two months after collecting all the documents
Super:	May raise request for reinstatement under the following conditions:
VO:	If your registered public rental housing application has been cancelled due to exceeding the relevant monthly income or net asset limit, the Housing Department will consider reinstating the application if it has subsequently become eligible as a result of change
Super:	A change in the family particulars
VO:	In the family particulars or revision

A revision of the income limits and total net asset limits, making you
eligible to apply once again
Of the income limits and total net asset limits
Request for reinstatement must be raised after six months and within two years after the first date of cancellation of the application
However, you must raise your request for reinstatement after six months and within two years after the first date of cancellation of the application
Disqualified due to moving home without informing the Housing Department, apply for reinstatement within one year from the cancellation date of the application
If you are disqualified due to moving home without informing the Housing Department, you may apply for reinstatement of the application within one year of the cancellation date of the application
Raise request for review within two months from cancellation date of application
If you have any objection to the cancellation of your application, remember to raise a request in writing or turn up to the Applications Sub- section of the Housing Department together with supporting documents for review within two months from the date of the cancellation letter issued by the Housing Department
Any request for review beyond the two-month period will not be considered, unless you have special circumstances with supporting documents that merit the Housing Department's special consideration
Flat allocation
Here comes the final stage of public rental housing application – flat allocation
Based on the prevailing allocation policy of public rental housing
Based on the prevailing allocation policy of public rental housing, the relative priority of flat allocation to General Applicants is determined according to the principle of rational allocation of public rental housing resources

Super:	Strictly according to the order of registration date or G-number Equivalent Date of applications
VO:	And strictly in accordance with the order of registration date / G-number Equivalent Date of applications
Super:	Non – elderly One -person Applicants
	Based on the points scored under the Quota and Points System
VO:	The relative priority of flat allocation to Non-elderly One-person Applicants is based on the points scored by the Applicant under the Quota and Points System
	The higher the points scored, the earlier a public rental housing unit will be offered
	Irrespective of medical or social problems
Super:	Under no circumstances can applicants request early flat allocation
VO:	And in all circumstances, the Applicant cannot request early allocation of a public rental housing unit
Super:	Refused all the valid housing offers without "acceptable reasons", application will be cancelled
VO:	If eligible applicants have refused all the valid housing offers without "acceptable reasons", public rental housing application will be cancelled
Super:	"Acceptable reasons" include:
VO:	"Acceptable reasons" for refusing housing offers include:
Super:	1.Medical reasons
VO:	Medical reasons
Super:	2.Social reasons
VO:	Social reasons

Supporting documents required
Unable to sign the tenancy agreement due to absence from Hong Kong or hospitalization
Reasons for being allocated a unit with extra space:
If the applicants or their family members have the following grounds, they may be considered as having an additional family member by the time of flat allocation and hence may be allocated a unit with extra space
1.Requiring renal dialysis at home
Requiring renal dialysis at home
2.Suffering from hyperactivity disorder
Suffering from hyperactivity disorder
3.Suffering from tetraplegia
Suffering from tetraplegia
4.Requiring non- temporary indoor dependence on wheelchair for mobility
Requiring non- temporary indoor dependence on wheelchair for mobility
Must be supported by medical documents
The above cases must be supported by medical documents
Housing for Senior Citizens units
As the age limit for admission to Housing for Senior Citizens units has been abolished, Non-elderly One-person Applicants or two-person applicants may also be offered Housing for Senior Citizens units
Offer accepted, Application cancelled
Once the applicant accepts a public rental housing offer, his/her application will be cancelled automatically

Super:	Must surrender the public rental housing unit / delete the name from the existing public rental housing tenancy
VO:	And the applicant has to surrender the public rental housing unit that he/she is living in or delete his/her name from the existing public rental housing tenancy
Super:	Application Guide for Public Rental Housing
VO:	Lastly, a warm reminder to all applicants - before filling in the application form, don't forget to read the Application Guide for Public Rental Housing carefully
Super:	Removal, changes in correspondence address / contact telephone number / family circumstances, or change the choice of district, notify the Housing Department in writing immediately
VO:	If you have moved house or if there are changes in the correspondence address or contact telephone number or family circumstances, such as birth of a child or any changes in family members due to marriage, emigration or death, or if there is a need to change the choice of district, you must notify the Housing Department in writing immediately Failure to do so may affect your chance of public rental housing allocation or lead to cancellation of your application
Super:	Fulfil all the eligibility criteria during the period
VO:	Please pay special attention that the applicant and his/her family members must fulfil all the eligibility criteria from the date
Super:	Sign the application form
	Being offered a public rental housing unit
	Sign the new tenancy agreement
VO:	Of signing the application form to the date of entering into the new tenancy agreement of the public rental housing unit allocated in consequence of the application

Super:	Any changes in the information declared, notify the Housing Department in writing
VO:	If there are any changes in the information declared, you must notify the Housing Department in writing
	If the applicant and his/her family members are rendered ineligible due to any changes in the information declared, the Housing Department may cancel their application at any time
Super:	The Housing Department will review the application at any time
VO:	If actual needs arise, the Housing Department will review your application, even when your application has passed the detailed vetting stage, at any time to ascertain whether you and your family members are still eligible for public rental housing
Super:	Timely respond to any enquiry documents issued by the Housing Department
VO:	You must timely respond to any enquiry documents issued by the Housing Department regarding your application
	Otherwise, your application may be cancelled
	For enquiries about public rental housing applications
Super:	Housing Authority Hotline 2712 2712
VO:	Please call the Housing Authority Hotline on 2712 2712