

## Housing Channels

### Title : Biennial Declaration on Occupancy Status and Domestic Property Ownership in Hong Kong (October Declaration Cycle)

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| Super           | Housing Channels                                                                                                                                                                         |
| Super           | To declare biennially the occupancy status and domestic property ownership in Hong Kong                                                                                                  |
| VO              | Public rental housing (PRH) tenants are required to declare biennially their occupancy status and whether they own any domestic properties in Hong Kong.                                 |
| Super           | October<br>Distribute declaration form                                                                                                                                                   |
| VO              | The declaration form of new declaration cycle was delivered to tenants' mail boxes in October                                                                                            |
| Super           | Are elderly households required to fill out the form?                                                                                                                                    |
| Elderly (woman) | My husband and I are over 60 years old. We have just received the declaration form. Are elderly households required to fill out the form?                                                |
| Super           | October Declaration Cycle<br><br>3 categories of households required to declare                                                                                                          |
| VO              | That's right. During the declaration cycle of October, three categories of households will receive the declaration form                                                                  |
| Super           | Category 1 – All Elderly Member (AEM) Households (all family members aged 60 or above) who have lived for 2 years are required to declare occupancy status                               |
| VO              | Category 1 consists of All Elderly Member (AEM) Households (all family members aged 60 or above) who have lived for 2 years are required to declare occupancy status                     |
| Super           | Category 2 – Other households who have lived for 2 years but below 10 years are required to declare occupancy status and whether they own any domestic properties in Hong Kong           |
| VO              | Category 2 consists of other households who have lived for 2 years but below 10 years are required to declare occupancy status and whether they own any domestic properties in Hong Kong |
| Super           | Category 3 – Households who have lived for 10 years or more are required under "Well-off Tenants Policies" to declare occupancy status, income and assets                                |

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| VO    | Category 3 consists of households who have lived for 10 years or more are required under "Well-off Tenants Policies" to declare occupancy status, income and assets                                                                                      |
| Super | Show form HD1146<br><br>Show form HD1145                                                                                                                                                                                                                 |
| VO    | Households under both Category 1 and Category 3 will receive the "Declaration Form on Occupancy Status". Households under Category 2 will receive the "Declaration Form on Occupancy Status and Particulars of Domestic Property Ownership in Hong Kong" |
| Super | Guidelines for completing the "Declaration Form on Occupancy Status"                                                                                                                                                                                     |
| VO    | Guidelines for completing the "Declaration Form on Occupancy Status"                                                                                                                                                                                     |
| Super | Fill in the details of the tenant and all family members included in the tenancy agreement, including names and relationships with the tenant                                                                                                            |
| VO    | First of all, when making declaration, please fill in the name of the tenant and all family members included in the tenancy agreement and their relationships                                                                                            |
| Super | Declaration Item 1<br><br>Declare whether he/she has retained regular and continuous residence in the above PRH flat                                                                                                                                     |
| VO    | Then, each family member is required to declare whether he/she has retained regular and continuous residence in the above PRH flat.<br><br>If so, he /she needs to fill in the circle next to "Yes"                                                      |
| Super | Declaration Item 2<br><br>Whether the flat has been left vacant/sub-let or assigned/used for illegal or non-residential purposes                                                                                                                         |
| VO    | In addition, each family member needs to declare whether the flat has been left vacant/ sub-let or assigned/ used for illegal or non-residential purposes<br><br>If you have not done any of the above, you need to fill in the circle next to "No"      |
| Super | Read the notes and declaration on the declaration form carefully                                                                                                                                                                                         |
| VO    | Finally, each member should carefully read the notes and declaration on the declaration form                                                                                                                                                             |

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| Super           | Each member must sign for confirmation                                                                                                                                                                                                                                                      |
| VO              | and sign on the second page for confirmation                                                                                                                                                                                                                                                |
| Super           | Emergency Contact Person                                                                                                                                                                                                                                                                    |
| Elderly (woman) | Who should I fill in the Emergency Contact Person?                                                                                                                                                                                                                                          |
| VO              | You can first consult a relative or friend to obtain their consent to be an emergency contact, and then fill in his/her name, contact number, and email address on the declaration form. This information will be used by the Housing Department for future contact purposes when necessary |
| Super           | Refuse or fail to make declarations within the specified time, the tenancy will be terminated                                                                                                                                                                                               |
| VO              | Households who refuse to make declarations or fail to make declarations within the specified time will have their tenancies terminated                                                                                                                                                      |
| Super           | Remember to submit the declaration form on or before 30th of November timely                                                                                                                                                                                                                |
| VO              | Households who have received the declaration form should submit it to the Housing Department on or before the 30th of November                                                                                                                                                              |
| Super           | Registered iAM Smart +<br>Scan the QR code on the form                                                                                                                                                                                                                                      |
| VO              | Tenants who have downloaded the APPS "iAM Smart" and registered "iAM Smart+" could declare and submit the form electronically                                                                                                                                                               |
| Super           | Declare and submit the form electronically                                                                                                                                                                                                                                                  |
| VO              | by scanning the QR code on the form. It is speedy and convenient.                                                                                                                                                                                                                           |
| Super           | For enquiry or assistance<br>Contact Estate Office<br>or call the Housing Authority Hotline<br>2712 2712                                                                                                                                                                                    |
| VO              | If you have any queries or need assistance, please visit the respective estate office or call the Housing Authority Hotline at 2712 2712, our staff will be pleased to provide assistance.                                                                                                  |