

Filling out the “Application Form for Public Rental Housing”

Super: Filling out the “Application Form for Public Rental Housing”

Host

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FMC: The Hong Kong Housing Authority maintains an application system to provide needy citizens with public rental housing
Anyone who's eligible and wishes to apply for public rental housing must submit an application to the Housing Authority
Vetting and flat allocation will be conducted according to the application number or the points scored under the Quota and Points System as well as the applicant's choice of district
Before filling in and submitting the application form applicants should read the "Application Guide for Public Rental Housing" carefully to familiarise themselves with the different means of application the eligibility criteria, the guidelines on completing the application form and the application details

A reminder to all public rental housing applicants

Your application may be delayed
if your application form is incomplete
or supporting documents are found missing

To help you fill out the application form
I am going to guide you through this demo

Super: Filling the Form Made Easy

FVO: Just like this chessboard
the "Application Form for Public Rental Housing"
is made up of eight parts
Applicants have to fill in Part 1 "Personal Data"
Part 2 "Correspondence and Residential Addresses in Hong Kong"
Part 3 "Income and Net Asset Value"
Part 5 "Choice of District"
Part 7 "Declaration of the Applicant and Family Members Aged 18 or Above" and
Part 8 "Checklist of Supporting Documents for Public Rental Housing Applications"

If you want to join the Single Elderly Persons Priority Scheme
the Elderly Persons Priority Scheme or
the Harmonious Families Priority Scheme
you have to fill in Part 4 as well

If all the persons listed on your application form are elderly
you will also have to fill in Part 6 "Other Supplementary Information"

Throughout the demo, I will make use of the cards on
practical tips and case studies to help you complete the application form

FMC : First of all, let's go to Part 1 Personal Data

Here, you are asked to provide the marital status
of the Applicant and the family members

FVO: You need to tick the appropriate boxes for all individual members
showing whether they are unmarried, married
divorced, widowed or under divorce proceedings
Your application will be returned if the information on
the marital status of the Applicant or any family member is missing or false
Remember, you may be prosecuted if you falsify the marital status

If the Applicant or a family member has been pregnant
for 16 weeks or more, the unborn child will be counted as a family member
You should tick the relevant box as appropriate
and submit valid proof on the expected date of birth

FMC: Here we are in Part 2
Correspondence and Residential Addresses in Hong Kong
It looks easy enough, but there are points that are worth special attention
Alright, let's pick a card on case study and have a closer look

Super: Part 2
Correspondence and Residential Addresses in Hong Kong

Female hotline staff: Good morning
thank you for calling Housing Authority Hotline
This is Amy Lee, how can I help you?

Male applicant: Hi, I'd like to apply for a public rental housing flat
for me and my wife. I'm in my 40s and got married two years ago

I'm a permanent resident of Hong Kong
but my wife is in my home country now
and is applying to move to Hong Kong
What should I write on the application form?

Female hotline staff: You are the Applicant and you should tick the box
"Married" for your marital status
You also need to submit your "Certificate of Marriage" and
a "Declaration for persons whose spouse
has not been given the right to land in Hong Kong"
and your wife's identity card issued by her home country

Super: Declaration for persons whose spouse has not been given the right
to land in Hong Kong[RCSU2-0013E]

Since your wife has yet to obtain her right to land in Hong Kong
she will not be counted as a "family member"
and you should not put her name on the application form
You're now under the "Application by Non-elderly
One-person Applicants" category
which means you are subject to the Quota and Points System
But once your wife is given the right to land in Hong Kong
you can add her name to your application as a family member
and you will then be put under the
"Application by Ordinary Families" category
Half of your waiting time as a non-elderly one-person applicant
will be credited to your family application
subject to a maximum of 18 months

Male applicant: I see. By the way
I will soon visit my relatives in my home country
so I will be out of Hong Kong for a while
Can the Housing Department send future correspondence
to my address in my home country?

Female hotline staff: I'm sorry. We can't do that.
According to the eligibility criteria
Applicants and their family members must be
residing in Hong Kong
The Housing Department does not accept
any overseas correspondence or residential address
If you are unable to receive letters at

your present residential address
you may consider using a relative's address
or a PO box as your correspondence address
If you move or change your residential address
make sure you notify the Housing Department as soon as possible
You certainly don't want to have your application delayed
or even cancelled just because you could not
receive letter from us, right?

Male applicant: Oh, I see
Thanks a lot

FMC: After going through the first two parts
let's move on to Part 3 "Income and Net Asset Value"
This part is made up of two subsections, Income and Net Asset Value
Let's take a look

Super: Income Section

FVO: For the part on income,
you have to enter the name and the average monthly income for the Applicant
and individual family members
You also need to provide income proof
Alright, let's pick another card on case study

Super: Case Study Card

Female applicant: I'm divorced and I'd like to apply
for a public rental housing flat with my two children
Is the maintenance fee from my ex-husband treated as my income?

Female hotline staff: Yes, divorcees need to declare any maintenance fee
they receive as part of their income
You need to submit a written declaration of the
maintenance fee amount and provide supporting documents

Super: Declaration for divorced persons who receive/pay maintenance fee[RCSU2-007E]

Female hotline staff: How old are your children, Ma'am?
Are they still studying?

Female applicant: They are 18 and 20 respectively

both are still studying

Female hotline staff: Any family member over 18 and without a job or income must submit a written statement on their source of finance and their average monthly expenses

Super: Declaration for persons who are unemployed[RCSU2-008E]

Female applicant: I see. Thanks a lot.

Super: Case Study Card

Male Applicant (2): I am a recipient of the Comprehensive Social Security Assistance but sometimes I take up temporary jobs to earn a bit more How should I declare my income?

Female hotline staff: If the Applicant or a family member receives an income from work in addition to CSSA they have to declare the actual amount of CSSA received and also the income from their work and provide supporting documents

Super: Declaration for persons who are employed and receive pension/Comprehensive Social Security Assistance / contribution from their child(ren)/relatives, etc. [RCSU2-021E]
Declaration for persons who have no fixed employer [RCSU2-001E]
Notification letter of Comprehensive Social Security Assistance and Certificate of Comprehensive Social Security Assistance Recipients (for Medical Waivers)

FMC: After looking at these two cases
I am sure you now have a better idea on how to fill in this part
Here are also some practical tips

FVO: For the "Average Monthly Income" section
the boxes should not be left blank even if
the Applicant or a family member has no income
You should write "0" in the box to avoid the form being regarded as incomplete

Super: Person who is unemployed
Average monthly income over the past 6 months should be adopted. If the monthly

income exceeds the household PRH income limit after taking the average of the irregular income received in the past 6 months before the date of declaration, the average monthly income based on the past 12 calendar months before the date of declaration can be adopted. For those who have been employed continuously for less than 12 calendar months before the date of declaration, the average monthly income during the corresponding period of continuous employment before the date of declaration will be taken.

Super: Person who is self-employed / has no fixed employer
Average monthly income over the past 12 months should be adopted. For those who have been self-employed continuously for less than 12 calendar months, the average monthly income during the corresponding period of continuous self-employment before the date of declaration will be taken.

If the Applicant or a family member is self-employed or has no fixed employer should be entered into the form
and a separate declaration of the type of jobs has to be enclosed.

Super: Declaration for persons who are self-employed without holding
Business Registration Certificate [RCSU2-002E]

Super: Asset Section

FVO: For the “Net Asset Value” section
you need to enter the net value of assets owned by
the Applicant and individual family members

Properties can be divided into two categories: domestic and non-domestic

Please note that if the Applicant or a family member
owns domestic properties in Hong Kong
they will not be eligible to apply for a public rental housing flat

If the Applicant or a family member owns non-domestic properties in Hong Kong
or any land or landed properties (including ancestral houses) outside Hong Kong
they must submit the latest valuation report of the properties
and declare the present value in Hong Kong dollars
of such properties in this part of the form
If the properties are leased
the monthly rental income has to be declared in the part on income

If the Applicant or a family member owns a vehicle

they must submit a copy of both the front and back pages
of the vehicle registration document and
declare the estimated asset value under the item
"Vehicles" of the "Net Asset Value" section

If the Applicant or a family member holds
any savings or investment-linked insurance policies
they must declare the latest cash value in Hong Kong dollars
of such policies as at the date of declaration under the item
"Investments" of the "Net Asset Value" section

If the Applicant or a family member holds any funds or listed shares
they must declare the market value of such funds or
listed shares as at the date of declaration

In calculating the value of assets, bank deposits at all values
cash \$5,000 in Hong Kong dollars or above
and all outstanding loans should be
deemed as part of your assets and should be declared

Super: Declaration for persons who own land / landed properties[RCSU2-020E]
Declaration for persons who own vehicle[RCSU2-003E]

FMC: Remember to provide clear, full and accurate information
Let's look at more practical tips

FVO: Even if the Applicant or a family member has no assets
the "Net Asset Value" section should not be left blank
Instead, write "0" in the box

Apart from making a declaration on the "Net Asset Value" section
holders of stocks and funds have to submit a written declaration
of the average monthly bonuses and interest received
over the preceding six months before the date of declaration
Such bonuses and interest should also be included
in the "Average Monthly Income" section

Super: Declaration for persons who own investment items[RCSU2-010E]

FVO: Holders of any savings or investment-linked insurance policies
not only have to make a declaration of such policies
on the "Net Asset Value" section
but are also required to submit a written declaration

of the average monthly bonuses and interest received in the preceding year
Such bonuses and interest should be included
in the "Average Monthly Income" section

Super: Declaration for persons who own savings or investment-linked insurance scheme[RCSU2-011E]

FMC: It is nice to have both old and young family members living together in harmony
If this is your plan, please pay attention to the following

FVO: The Harmonious Families Priority Scheme is designed for young families
who opt to live with at least one parent aged 60 or above
or a dependent elderly relative
Applicants may opt for one flat or two nearby flats
Applications from eligible families under this scheme will be processed
six months earlier than usual

FVO: One-person applicant at the age of 58 or above
or applicant and all members in the application are at the age of 58 or above
can join the Single Elderly Persons Priority Scheme
or the Elderly Persons Priority Scheme
They must have attained the age of 60 at the time of flat allocation

If you are interested in joining the above-mentioned priorities scheme
make sure you fill out Part 4

FMC: Here we are in Part 5
"Choice of District"

FVO: In Part 5 of the application form
applicants may choose a district where they would like to be allocated a flat
Public rental housing flats are grouped into four districts:
Urban, Extended Urban, the New Territories and the Islands
As there are not enough flats in the Urban district for
the applicants, new applicants can only choose from
the Extended Urban, the New Territories and the Islands districts for flat allocation

However, applicants who join the
the Single Elderly Persons Priority Scheme
the Elderly Persons Priority Scheme or
opt to live with the elderly in one flat under
the Harmonious Families Priority Scheme are allowed
to choose from all four districts

FMC: Now we've come to Part 6 "Other Supplementary Information"
Pay close attention if you are an elderly applicant

FVO: If all the persons listed on the application form are elderly
the Applicant should provide details of a relative in Hong Kong
who can be contacted by staff of the Housing Department when necessary
But make sure the relative is notified of this in advance

FMC: Now we are moving on to Part 7
"Declaration of the Applicant and Family Members Aged 18 or Above"

FVO: All persons aged 18 or above who are listed on the application form
must read the declaration in Part 7 regarding
the application for public rental housing and
sign individually on the form to show that they understand their legal liability
in respect of the data submitted
No one is allowed to sign on behalf of another person
The Applicant shall be held liable for any incorrect data regarding
family members aged below 18

FMC: Anyone who knowingly makes any false statement
in respect of an application for a public rental housing flat
shall be guilty of an offence and shall be liable on conviction
to a maximum fine of 50,000 Hong Kong dollars
and imprisonment for 6 months

Well, we finally get to the last part

FVO: It's important that the duly completed application form
bears all the necessary signatures and is submitted together
with all necessary supporting documents
Otherwise, it will be returned to you by the Housing Department

FMC: Let's see what other practical tips we have for you

FVO: First, all declarations, with names filled in,
must be signed and dated
Second, the original copies of all Statutory Declarations
declarations and Employer Certificate should be provided
to the Housing Department
For other supporting documents, photocopies will suffice
Third, any supporting documents that are not in Chinese or English

have to be submitted with their Chinese or English translation
Fourth, to make sure that all the required supporting documents are in order
you may check against Part 8
"Checklist of Supporting Documents for Public Rental Housing Applications"
Check the boxes one by one to make sure you haven't missed anything

Super: The latest version of the declaration forms
can be downloaded from HA / HD Website and also
obtainable from the Applications
Sub-section of Housing Department
or Housing Information Centre

FVO: As the declaration forms will be updated from time to time
you are reminded to download the latest version of declaration forms
from HA / HD Website, or obtain them from
the Applications Sub-section of Housing Department
or Housing Information Centre.

FMC: This takes us to the finishing line
After completing the application form
the last thing to do, of course
is to submit it with all the supporting documents as soon as possible

After viewing this demo
I am sure you now have a better idea of how to fill out the
"Application Form for Public Rental Housing"

Here is a final tip

FVO: Apart from filling out the application form in hard copy
you may also do it online
After completing the online form
print it out and make sure that the Applicant and all family members
aged 18 or above have signed the form before submitting by post
or by hand to the Applications Sub-section of the Housing Department
with the required supporting documents

FMC: I would like to remind you that
whatever means you use to complete your application form
make sure you have read through the "Application Guide for Public Rental
Housing" before filling out the form

Super: For comprehensive information on the means of application

eligibility criteria, application details and guidelines on completing the application form, please refer to the “Application Guide for Public Rental Housing”

Super: Public Rental Housing (PRH) Application Points to Note [RCSU2-018-1E]

FVO: If you have any questions in filling out the form
you may call the Housing Authority hotline at 2712 2712
You may also call this number for enquiry if
you have not heard anything from the Housing Department
for more than three months after submitting your application

Super: Housing Authority Hotline
2712 2712

FMC: Finally, I wish you success in your application and
hope you will be allocated a public rental housing flat that suits your needs

Super: Re-submission of Application Forms
If applications are returned due to failure to complete the
application forms properly and / or failure to provide all
requisite documents, applicants must make reference to the
explanatory letter to ensure that all follow-up actions have
been completed before re-submitting the application form.

Complete the form with care Have all necessary documents prepared