

Checklist of Supporting Documents for Public Rental Housing Application

1. Supporting documents of the Applicant and his/her family member(s) and the relevant declaration forms (Please refer to Item 4.3 of the Application Guide)	
Proof of identity	☐ a copy of the Hong Kong Smart Identity Card (a copy of the juvenile identity card for persons from the age of 11 years to 17 years; a copy of the adult identity card for persons aged 18 or above) ☐ a copy of the Birth Certificate (for persons aged below 11) ☐ a copy of the Permit for Proceeding to Hong Kong and Macao (One-way Permit) / travel document / passport or relevant supporting documents (providing the official stamp / landing slip showing their initial date of permission of entry to indicate their right to land in Hong Kong)
If the name entered in the Application Form is different from that shown on the supporting documents, or an alias has been used	☐ a copy of deed poll / notarial certificate
Proof of kinship	☐ a copy of the proof of birth / notarial certificate ☐ a copy of the adoption order / documents for appointment of guardians issued via the judicial authorities / government departments ☐ persons who have the guardianship of a child / children under the age of 18 are required to submit the completed declaration form (No. RCSU2-022E) ☐ persons who make an application together with single siblings are required to submit the completed declaration form (No. RCSU2-019E)
Proof of marital status to be submitted by married persons	☐ a copy of the Certificate of Marriage ☐ for marriage registered on the Mainland but no application has ever been made for the relevant supporting documents, a copy of the notarial certificate is required to be submitted ☐ for customary marriage celebrated in Hong Kong, the original copy of the statutory declaration is required to be submitted ☐ married persons whose spouses have not been granted the right to land in Hong Kong should submit the completed declaration form (No. RCSU2-013E), a copy of the Certificate of Marriage and a copy of the identity document of their spouse's domicile (including the front and back sides)
Proof of marital status to be submitted by persons who have applied to the court for a divorce	☐ a copy of the legal documents as proofs of having applied to the court for a divorce (for filing for a divorce in Hong Kong, a copy of the Petition (Form 2) and the General Form of Joint Application (Form 2C)) and having handled the custody and the right to care and control (if applicable) of the child(ren) ☐ persons who have applied to the court for a divorce are required to submit the completed declaration form (No. RCSU2-014E / No. RCSU2-015E)
Divorced persons, widowed persons and persons with a child / children born out of wedlock under the age of 18	☐ a copy of the supporting documents of the court's divorce decree and the completed declaration form (No. RCSU2-007E). Persons filing for a divorce in Hong Kong are required to submit a copy of the Certificate of Making Decree Nisi Absolute (Divorce) (Form 6 or 7B) ☐ divorced persons making an application with a child / children under the age of 18 should submit a copy of the document issued by the court for being granted the custody and the right to care and control (if applicable) of the child(ren). Persons who have the Joint Custody, the Care and Control are required to submit the completed declaration form (No. RCSU2-023E) ☐ for those with a child / children born out of wedlock, and, if the custody of the child(ren) has never been decided by the court, the natural mother should submit the original copy of the statutory declaration indicating the custody arrangements of the child(ren). If the court has decided on the custody and the right to care and control of the child(ren) born out of wedlock, the natural mother should submit a copy of the relevant documents, while the natural father should submit a copy of the documents indicating that he has been granted the custody and the right to care and control of the child(ren) by the court ☐ widowed persons should submit a copy of the Certificate of Marriage / a copy of the notarial certificate / the original copy of the statutory declaration and a copy of the Death Certificate of the spouse
Pregnancy of 16 weeks or more	☐ a copy of the certificate pertaining to the expected date of delivery issued by a registered medical practitioner indicating that the person concerned has been pregnant for 16 weeks or more on or before the date of issue
Disabled persons	☐ a copy of the latest medical certificate of disability issued by a registered medical practitioner or recognised medical personnel
Proof of Address	☐ a copy of any latest documents (such as an electricity bill or a water bill) bearing the Applicant's name and his/her Hong Kong residential address in Chinese / English entered in the Application Form
2. Supporting documents of income of the Applicant and his/her family member(s) and the relevant declaration forms (Please refer to Item 4.4.1 of the Application Guide)	
Employed persons (who have a fixed employer)	☐ the original copy of the Employer Certificate (HD527E) (valid for three months from the date of issue)
Employed persons (who have no fixed employer)	☐ the completed declaration form (No. RCSU2-001E) ☐ persons who are employed to work on a fishing vessel are required to submit the original copy of the completed declaration form (No. RCSU2-006E)

Self-employed persons (if holding / hiring commercial vehicles or having business undertakings)	☐ persons who are self-employed without holding a Business Registration Certificate are required to submit the completed declaration form (No. RCSU2-002E) ☐ persons who hold a Business Registration Certificate are required to submit the completed declaration form (No. RCSU2-009E) ☐ persons who hire commercial vehicles for business purposes are required to submit the completed declaration form (No. RCSU2-005E) ☐ persons who own vehicles are required to submit the completed declaration form (No. RCSU2-003E) ☐ persons who own fishing vessels to make a living are required to submit the completed declaration form (No. RCSU2-004E) ☐ a copy of the valid Business Registration Certificate / Hawker Licence / Fishing Vessel Licence / Vehicle Registration Document / Taxi Driver Identity Plate, etc
Rental income (applicable to persons who own land / landed properties)	☐ persons who own land / landed properties are required to submit the completed declaration form (No. RCSU2-020E) ☐ a copy of the latest Demand for Rates and/or Government Rent
Other sources of income (dividends, bonus, proceeds of insurance policies, periodic interest, maintenance, financial support from relatives and friends, retirement benefits (including pensions), CSSA, etc)	☐ persons who own investment items are required to submit the completed declaration form (No. RCSU2-010E) ☐ persons who own insurance policies are required to submit the completed declaration form (No. RCSU2-011E) ☐ persons who have fixed deposit are required to submit the completed declaration form (No. RCSU2-012E) ☐ divorced persons are required to submit the completed declaration form (No. RCSU2-007E) ☐ persons who are employed and receiving retirement benefits, CSSA and financial support from relatives and friends are required to submit the completed declaration form (No. RCSU2-021E) ☐ persons who are unemployed are required to submit the completed declaration form (No. RCSU2-008E) to indicate their source of financial support, including whether they are receiving retirement benefits, CSSA or financial support from relatives and friends ☐ recipients of retirement benefits or CSSA are required to submit the latest supporting documents of the amount of retirement benefits they are receiving or those of CSSA issued by the Social Welfare Department one calendar month before the date of signing the Application Form / declaration form(s) as well as a copy of the Waiver of Medical Charges for CSSA Recipients
Retired persons and persons not in employment (such as unemployed persons, housewives and students)	☐ persons not in employment should submit the completed declaration form (No. RCSU2-008E). If there is employment income in the past six calendar months, the persons concerned should provide the supporting documents of their employment income in the past six calendar months and submit the completed declaration form (No. RCSU2-008-1E) ☐ a copy of the valid student identification document
3. Supporting documents of the net value of assets of the Applicant and his/her family member(s) in and outside Hong Kong and the relevant declaration forms (Please refer to Item 4.4.2 of the Application Guide)	
Land	☐ the completed declaration form (No. RCSU2-020E) ☐ a copy of proof of the ownership of the land ☐ a copy of the latest valuation report of the land ☐ a copy of relevant mortgage deed
Landed Properties (properties owned or under agreements for sale and purchase, e.g. domestic properties, commercial retail shops, industrial premises and parking spaces)	☐ the completed declaration form (No. RCSU2-020E) ☐ a copy of proof of the ownership of the landed properties ☐ a copy of the latest valuation report of the landed properties ☐ a copy of the supporting documents of the relevant mortgage deed
Vehicles (e.g. private cars and commercial vehicles)	☐ the completed declaration form (No. RCSU2-003E) ☐ a copy of the Vehicle Registration Document (including the front and back sides)
Taxi / Public Light Bus Licences	☐ the completed declaration form (No. RCSU2-003E) ☐ a copy of the licence ☐ a copy of the latest valuation report of the licence ☐ a copy of the hire purchase agreement ☐ a copy of the supporting documents of the mortgage loan
Investments (e.g. insurance policies, shares, bonds, futures, paper gold, certificates of deposits, deposits with brokers, mutual fund and unit trust fund)	☐ persons who own investment items are required to submit the completed declaration form (No. RCSU2-010E) ☐ persons who own insurance policies are required to submit the completed declaration form (No. RCSU2-011E)
Business undertakings (e.g. interest in any business of sole proprietorship, partnership / firms or limited companies and all the assets held under the business)	☐ persons without holding a Business Registration Certificate are required to submit the completed declaration form (No. RCSU2-002E) ☐ persons who holds a Business Registration Certificate are required to submit the completed declaration form (No. RCSU2-009E) ☐ persons who own fishing vessels to make a living are required to submit the completed declaration form (No. RCSU2-004E) ☐ a copy of a valid Business Registration Certificate / Hawker Licence / Fishing Vessel Licence / Vehicle Registration Document / Taxi Driver Identity Plate, etc
Fixed Deposit	☐ persons who have fixed deposit are required to submit the completed declaration form (No. RCSU2-012E)