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1. Introduction

1.1 The Hong Kong Housing Authority (HA) maintains an application system to provide eligible applicants with public rental housing (PRH).

1.2 HA currently provides the following applications for allocation of PRH units:

(i) General Application
   (a) Ordinary Families
   (b) Single Elderly Persons Priority Scheme
   (c) Elderly Persons Priority Scheme
   (d) Harmonious Families Priority Scheme

(ii) Application by Non-elderly One-person Applicants

1.3 PRH estates in Hong Kong are mainly distributed in four districts, namely:

(a) Urban (including Hong Kong Island and Kowloon);
(b) Extended Urban (including Tung Chung, Shatin, Ma On Shan, Tseung Kwan O, Tsuen Wan, Kwai Chung and Tsing Yi);
(c) New Territories (including Tuen Mun, Yuen Long, Tin Shui Wai, Sheung Shui, Fanling and Tai Po);
(d) Islands (excluding Tung Chung).

1.4 Since the number of applications for PRH units in the Urban district exceeds the number of units available for allocation, new PRH applicants can only choose one district for PRH allocation from the remaining three non-urban areas. Nevertheless, applicants who join the Single Elderly Persons Priority Scheme, Elderly Persons Priority Scheme or Harmonious Families Priority Scheme and opt to have all the members living in one unit may choose any district of their choice.
2. Means of Application and Information Notes for Applicants

2.1 General Eligibility Criteria

General applications and application by Non-elderly One-person Applicants must fulfil the following general eligibility criteria:

2.1.1 The Applicant must be 18 years of age or above.

2.1.2 The Applicant and all family members must be residing in Hong Kong and have the right to land in Hong Kong without being subject to any conditions of stay (except for conditions concerning the limit of stay). Family members who do not have the right to land in Hong Kong should not be included in the application.

2.1.3 All married persons listed on the application form must apply together with their spouses (except for divorcees, persons undergoing divorce proceedings, persons whose spouses have not been granted the right to land in Hong Kong or widowed persons).

2.1.4 At the time of allocation, at least half of the family members included in the application must have lived in Hong Kong for 7 years and all family members must be still living in Hong Kong. Under the following circumstances, all children under the age of 18 are deemed to have fulfilled the 7-year residence rule:

(a) one of the parents, regardless of the children's place of birth, has lived in Hong Kong for 7 years; or

(b) the children were born in Hong Kong with established permanent resident status.

2.1.5 From the date of completing the application form to the date of signing the tenancy agreement of the PRH unit allocated in consequence of the application, the Applicant and his/her family members must not:

(a) own or co-own or have an interest in any domestic property in Hong Kong (for example: trustee, executor, administrator or beneficiary having an interest in any domestic property in Hong Kong shall not be eligible to submit the application); or

(b) have entered into any agreement (including provisional agreement) to purchase any domestic property in Hong Kong; or

(c) hold more than 50% of shares in a company which owns, directly or through its subsidiaries, any domestic property in Hong Kong. Domestic property includes any domestic property, uncompleted private domestic property, rooftop structure approved by the Building Authority, domestic building lots and Small House Grants approved by the Lands Department in Hong Kong.

2.1.6 The total monthly income and total net asset value of the Applicant and his/her family members must not exceed the income and total net asset value limits laid down by HA. Such limits are subject to review annually. For the prevailing limits applicable to different categories of applicants, please refer to the reference table on income and total net asset limits shown in the attachment.

2.1.7 Family members of flats under various subsidised home ownership schemes such as the Home Ownership Scheme/Private Sector Participation Scheme, Mortgage Subsidy Scheme, Buy or Rent Option Scheme, Tenants Purchase Scheme, Home Purchase Loan Scheme and Home Assistance Loan Scheme may immediately submit PRH application form once their names have been deleted from the relevant records, subject to the fulfilment of other PRH eligibility criteria.
2.1.8 Purchasers of flats under various subsidised home ownership schemes, who have been approved to rescind the Agreement for Sale and Purchase before receiving any of the subsidised assistance, may submit PRH application form after the execution of the Cancellation Agreement, subject to the fulfilment of other PRH eligibility criteria.

2.1.9 The relevant rules and this Information for Applicants are subject to revision at anytime by HA. Any such information will be uploaded to HA / Housing Department (HD) Web Site or released through the media, and applicants will not be informed individually. Applicants should pay attention to press coverage or visit HA/ HD Web Site for information, and they must observe the policies and procedures relating to PRH applications as prescribed by HA from time to time.

2.1.10 For one-person applicants, the above criteria are applicable to the Applicant only.

2.2 Circumstances for Rejecting Applications

2.2.1 New applications from the whole household of sitting PRH tenants (including one-person household) will not be accepted.

2.2.2 Each applicant can submit one application form only. The Applicant and individual family members should not be duplicated in other PRH application(s) (i.e. family and elderly one-person application/ Quota and Points System non-elderly one-person application). Duplicate applications will be cancelled.

2.2.3 Owners/joint owners and their spouses of various subsidised home ownership schemes are ineligible to apply.

2.2.4 Ex-owners/ex-joint owners or former recipients and their spouses of various subsidised home ownership schemes are ineligible to apply for PRH. However, HD may grant special consideration to their application in the following circumstances subject to their fulfilment of other PRH eligibility criteria:

(a) adjudicated bankruptcy;
(b) financial hardship resulting in need for Comprehensive Social Security Assistance;
(c) adverse changes to family circumstances such as divorce, death of bread-winner, etc;
(d) a significant drop in household income resulting in difficulties in making mortgage repayment; or
(e) households beset with medical and social problems but not to the extent of qualifying for compassionate rehousing.

Applicants should submit supporting documents, including the records of ex-owner and current owner of the relevant subsidized properties registered with the Land Registry, for HD's consideration.

2.2.5 A person or his/her spouse who has been granted compensation by the government based on the Home Ownership Scheme rate as a result of the Kowloon Walled City Clearance and has opted to make self-arrangement for accommodation is ineligible to apply for PRH.

2.2.6 One-person and two-person households affected by estate clearance / redevelopment projects of the HA or the Ming Wah Dai Ha Redevelopment Project of the Hong Kong Housing Society (HKHS) who have opted for cash allowance in lieu of rehousing are ineligible to apply within two years from the date of termination of their respective tenancy. Single and two-person squatters households affected by clearance exercises who opted for cash allowance in lieu of rehousing are ineligible to apply in the subsequent two years counting from the date of payment of allowance. Moreover, households affected by government clearances or clearance projects undertaken by other authorities (e.g. the Urban Renewal Authority) who opt for cash allowance in lieu of rehousing are ineligible to apply within the specified period.
2.2.7 For tenancies terminated due to misdeeds under the Marking Scheme for Estate Management Enforcement in PRH Estate or breach of the tenancy agreement, the ex-tenants and the family members aged 18 or above as at the date of tenancy termination (except for those applicants for Interim Housing who are required to submit PRH application form for rehousing) will be ineligible for making fresh PRH applications for 2 years if the notice of tenancy termination expired/expires on 1 January 2006 or any later date. Even though applications may have been registered before the date of tenancy termination, or the applications are registered as a pre-requisite in the application for Interim Housing, these applications will be frozen for 2 years from the date of tenancy termination and the frozen period will not be counted as waiting time (Non-elderly One-person applicants will not earn any points for waiting time during the frozen period). This category of applicants will not be offered a unit better than their previous abodes in PRH in terms of geographical locality, age of building and floor level. Should the ex-tenants and the family members aged 18 or above as at the date of tenancy termination have vacated the unit without paying the rent when the tenancy is terminated, they must settle the rent arrears and other outstanding sums before they are offered another unit in consequence of the application. The above restrictions are also applicable to the ex-licensees and their family members of interim housing.

2.3 Application by Ordinary Families

2.3.1 Such applications must fulfil the general eligibility criteria stated in Item 2.1 and the specific conditions set out in Items 2.3.2 to 2.3.4 below.

2.3.2 Family members aged under 18 must apply together with his/her parents or legal guardian.

2.3.3 The relationship between the Applicant and family members, and between family members must be either husband and wife, parent and child, grandparent and grandchild. Applicant may apply with his/her single sibling\(^1\).

2.3.4 Applicants who apply with their child/ grandchild, only one of their married children or grandchildren together with the child/ grandchild ‘s nuclear family\(^2\) can be included in the application.

2.3.5 If any person included in the application has been pregnant for 16 weeks or more, the unborn child will be counted as a member of the household.

2.3.6 When applications are registered, HD will process the applications according to the order of registration date, family size and the choice of district.

2.4 Single Elderly Persons Priority Scheme

2.4.1 Such applications must fulfil the general eligibility criteria stated in Item 2.1 and the specific conditions set out in Item 2.4.2 below.

2.4.2 The Applicant must be 58 years of age or above, and must have attained the age of 60 at the time of PRH allocation.

2.4.3 The eligible applications under this scheme enjoy priority processing over the application by ordinary families.

Note 1: In this context, single sibling means never undergone any formal or customary marriage formalities, divorced or widowed. If the single sibling gets married after registration of PRH application, he/she must delete his/her name from the PRH application as soon as possible despite his or her spouse has not been granted the right to land in Hong Kong.

Note 2: In this context, “a nuclear family” means
(a) a married couple without children;
(b) a married couple with one or more unmarried child(ren); or
(c) a single parent (father or mother) with one or more unmarried child(ren).
2.4.4 Single elderly persons may apply for addition of family members so as to be qualified as a family applicant. Half of the waiting time accumulated in the one-person application, up to a maximum of 3 years, will be credited to the family application. After adjustment of the waiting time, a registration date equivalent to that of a general application (i.e. a G-number equivalent date) will be computed. This G-number equivalent date will serve as a reference for the subsequent allocation and enforcement of the relevant PRH application policies.

2.5 Elderly Persons Priority Scheme

2.5.1 Such applications must fulfil the general eligibility criteria stated in Item 2.1 and the specific conditions set out in Items 2.5.2 and 2.5.3 below.

2.5.2 Two or more elderly persons who undertake to live together upon PRH allocation are eligible to apply. For non-related members, they are required to sign or stamp their seals on the application form together.

2.5.3 All of them must be 58 years of age or above at the time of filing in their application and must have attained the age of 60 by the time of PRH allocation.

2.5.4 The eligible applications under this scheme enjoy priority processing over the application by ordinary families.

2.6 Harmonious Families Priority Scheme

2.6.1 Such applications must fulfil the general eligibility criteria stated in Item 2.1 and the eligibility criteria for application by ordinary families stated in Item 2.3 and the specific conditions set out in Items 2.6.2 and 2.6.3 below.

2.6.2 Opting to live in one unit with the elderly
   (a) The Applicant’s family must consist of at least two members. Amongst which, at least one of them must be an elderly parent/dependent relative and at least one of them must be aged 18 or above. The Applicant can select any district for allocation of PRH.
   (b) At the time of application, the elderly parent(s)/dependent relative(s) must have reached the age of 60 and is/are willing to live with the younger member(s).
   (c) Irrespective of whether the elderly or another adult family member is the Applicant, both of them are required to sign an undertaking at the eligibility vetting interview to the effect that the younger member would take care of and live together with the elderly parent(s)/dependent relative(s). The tenancy so granted will be terminated if the young member is subsequently found to have failed to comply with this condition.

2.6.3 Opting to live in two nearby units in the same district
   (a) The Applicant’s family must be a nuclear family plus at least one elderly parent/dependent relative. They can opt for two nearby units in the same district (other than the Urban district) by submitting two application forms.
   (b) At the time of application, the elderly parent(s)/dependent relative(s) must have reached the age of 60.
   (c) Should the application of the young family mature first, vetting for the eligibility of the elderly applicant will be advanced to coincide with the vetting for the young family. Both of them are required to sign an undertaking at the eligibility vetting interview to the effect that upon PRH allocation, the young family should take proper care of and live together with the elderly parent(s)/dependent relative(s). All the tenancies so granted will be terminated if the young family is subsequently found to have failed to comply with this condition.

2.6.4 The eligible applications under this scheme enjoy a 6-month period of priority processing over the application by ordinary families.
2.7 Application by Non-elderly One-person Applicants

2.7.1 Such applications must fulfill the general eligibility criteria stated in Item 2.1.

2.7.2 PRH units will be allocated according to the Quota and Points System (QPS). Points will be allotted as follows:

(a) Points will be allotted basing on Applicant’s age when his/her application is registered. Under the Points System, 0 point will be given to applicants aged 18 and 9 points will be added for every year of age. Applicants aged 19 will get 9 points. Those at 20 will get 18 points and so forth. Applicants who are 59 of age will be allotted 369 points as a maximum.

(b) Applicants reaching the age of 45 will be awarded a one-off bonus of 60 points.

(c) For applicants living in PRH, including rental housing operated by HKHS, 30 points will be deducted Note 3.

(d) Applicants will be given an additional point for each subsequent month upon registration.

(e) The priority of PRH allocation of Non-elderly One-person applicants will be determined according to the points received. The more points the Applicant scores, the earlier the Applicant will be offered a PRH unit, subject to the fulfillment of all the PRH eligibility criteria.

2.7.3 When Non-elderly One-person applicants reach 60 years old, their applications will be automatically switched to ‘Single Elderly Persons Priority Scheme’ application without further notifications. After switching to the ‘Single Elderly Persons Priority Scheme’, applicants may consider changing their district choice to Urban at any time.

2.7.4 Non-elderly One-person Application under QPS Switching to Family Application

Where necessary, Non-elderly One-person applicants under QPS may apply for addition of family member(s) and switch to family applications without the need for a new registration. Half of the waiting time as a Non-elderly One-person applicant will be credited to the family application, up to a maximum of 18 months. After adjustment of the waiting time, a registration date equivalent to that of a general application (i.e. a G-number equivalent date) will be computed. This G-number equivalent date will serve as a reference for the subsequent allocation and enforcement of the relevant PRH application policies.

2.7.5 Family Application Switching to Non-elderly One-person Application under QPS

Some family applications may switch to Non-elderly One-person applications subsequent to deletion of family members. In that case, the applications will immediately be included in the QPS whereby points will be calculated basing on the applicants’ age at the time of registration of the applications. The waiting time under the family application can be carried in full to the Non-elderly One-person application.

2.7.6 Regular Checking of Non-elderly One-person Application under QPS

HD will conduct regular checking on those QPS applicants who have waited for five years but not yet due for detailed vetting within the next two years. The checking will be conducted in two stages:

(a) Stage 1: Issue letters by post to all target applicants and request them to declare their latest income and assets; and

(b) Stage 2: Select an appropriate percentage of the target applicants by random computer batching and invite them to submit supporting documents for paper checking. If the returned documents required further verifications, Applicants will be invited to attend interviews for detailed checking.

For applicants who are found to be no longer eligible for allocation of PRHs and applicants who do not respond to our request for paper checking and/or detailed vetting, HD will cancel their applications. For applicants who pass the checking and maintain their eligibility for PRH, they will be subject to a further checking after five years from the checking date if they still fall into the target group of checking by then.

Note 3: The deducted 30 points will not be regranted despite the Applicant’s subsequent deletion of his/her tenancy after PRH registration.
3. Application Details

3.1 Procedures for Public Rental Housing Application

3.1.1 To Obtain an Application Form

The application form together with the Information for Applicants can be obtained free of charge at all public housing estate offices, the Applications Sub-section of HD, Sham Shui Po Housing Information Centre, and the Public Enquiry Service Centres of the Home Affairs Department. It can also be downloaded from HA/HD Web Site (www.housingauthority.gov.hk). Where necessary, the Applicant may obtain it by post (Address: P.O.Box 89192 Kowloon City Post Office). A clearly written self-addressed envelope with sufficient postage must be enclosed.

3.1.2 Submission of Application Form, Supporting Documents and Declaration Form(s)

The Applicant must submit or mail the completed PRH application form (HD300E) (if e-fillable application form on the web site is used, the Applicant should print the completed application form and sign on it) together with all supporting documents and declaration form(s) (please refer to Items 4.3 and 4.4 below) to the Applications Sub-section of HD for preliminary vetting of eligibility for registration. Upon receipt of the application form, HD will issue an acknowledgement letter.

3.1.3 Preliminary Vetting

(a) Upon receipt of the application forms, HD will vet the application forms and attached documents in the order of their receipt date. If any application form is not properly completed or supporting documents and declaration form(s) are not provided, or the application is vetted as not meeting the eligibility criteria, the application form and the attached documents will be returned together with an explanatory letter*Note 4* informing the reasons of returning the application, and the case will be regarded as closed. Applicants re-submitting the application form may use a fresh application form or the returned application form; no matter whether a fresh application form or the returned application form is used, applicants have to fill in a new date of application.

(b) Applications that have passed the preliminary vetting will be registered. After registration, HD will mail out a blue acknowledgement card bearing an application number. If the Applicant does not receive the card within 3 months of submitting the application form together with all requisite documents, he/she may make a written enquiry or enquire in person at the Enquiry Counter of the Applications Sub-section of HD. For contact details, please refer to Item 5 “Contact Us”.

3.1.4 Re-submission of Application Forms

(a) If applications are rejected due to failure to fulfil all eligibility criteria, applicants may re-submit the application form once all the eligibility criteria are fulfilled;

(b) If applications are returned due to failure to complete the application forms properly and /or failure to provide all requisite documents, the case is completed. Applicants must make reference to the explanatory letter to ensure that all follow-up actions(s) has (have) been completed before re-submitting the application form. All supporting document(s) and declaration form(s) should also be enclosed. For re-submission using the returned application form, all relevant information and date in the application form and declaration form(s) must be updated, with amendment(s) duly signed. Otherwise, the application form will be returned again.

Note 4: HD will not keep copy of the explanatory letter.
3.1.5 Changes in the Number of Family Members after Registration

Registered applications with subsequent addition / deletion of family members will be processed in accordance with the latest number of person(s) in the application, the date of registration or the corresponding G-number equivalent date (the priority of Non-elderly One-person applicants will be determined according to the QPS points scored) and their selected district. Applicants are not required to register again.

3.1.6 Investigation Stage

Once an application is due for investigation, an interview for eligibility vetting will be arranged for the Applicant according to the priority of the application (the priority of Non-elderly One-person applicants will be determined according to the QPS points scored). The Applicant must provide all requisite documents during the interview for HD's vetting and verification. HD will inform the Applicant of his/her eligibility for PRH within 2 months after collecting all the documents. The date of acceptance or cancellation of the application shall be the date on which HD's vetting is completed.

3.1.7 PRH Allocation Stage

For equitable distribution of public housing resources, a PRH unit is allocated by random computer batching according to the Applicant's family size, PRH allocation standards and choice of district subject to the availability of resources when the Applicant is due for PRH allocation. HD will inform the Applicant of the housing offer and such other things relating to the allocation, and arrange the applicants to complete intake formalities in an estate office.

3.1.8 The Applicant may refer to the Simplified Flowchart at Appendix A(i) for an overview of the various stages and procedures in connection with PRH application, and Appendices A(ii) and A(iii) for more information about the procedures for PRH application and PRH allocation.

3.2 Updating of Particulars

3.2.1 Any updating of residential address, correspondence address and family particulars (e.g. birth of children or marriage/emigration of family members), or change in the choice of district must be reported in writing to HD immediately. Failure to do so may affect the Applicant's chance of PRH allocation or cancellation of the application. If the spouse of the Applicant and/or family members is allowed to reside in Hong Kong, the Applicant must submit the relevant supporting documents to apply for addition of the spouse in the PRH application. Besides, the Applicant must take timely responses to HD's enquiries regarding his/her application. Otherwise, HD may cancel his/her application.

3.2.2 For updating of address, contact telephone number and choice of district, addition or deletion of family members, reinstatement or cancellation of an application, or lodging of an appeal for an application, the Applicant should fill in the standard Amendment Form (HD10) Note 5 and return it to the Applications Sub-section of HD. (Postal address: P.O. Box 89192 Kowloon City Post Office)

3.2.3 Some family applications may switch to Non-elderly One-person applications subsequent to deletion of family members. In that case, the applications will immediately be included in the QPS whereby points will be calculated basing on the applicants' age at the time of registration of the applications. The waiting time under the family application can be carried in full to the Non-elderly One-person application.

3.2.4 From the date of completing the application form to the date of signing the tenancy agreement for PRH thus allocated, if the Applicant and/or the family members has/have purchased any domestic properties in Hong Kong, or if the total household income and/or net asset value has/have exceeded the prevailing income and/or net asset limits, notification must be immediately given to HD for withdrawal of the application. Otherwise, HD will cancel the application upon detection.

Note 5: The standard Amendment Form can be downloaded from the HA/HD Web Site, obtained from the Applications Sub-section of HD at Podium Level 2, Hong Kong Housing Authority Customer Service Centre at No. 3, Wang Tau Hom South Road, Kowloon, or the Housing Information Centre at Podium Level of Un Chau Shopping Centre, Sham Shui Po.
4. Completing the Application Form (HD300E)

4.1 Important Notes

4.1.1 Under Section 26(1)(c) of the Housing Ordinance (Chapter 283), any person who knowingly makes any false statement to HA in respect of an application for PRH shall be guilty of an offence, and shall be liable on conviction to a fine at Level 5 as specified in Schedule 8 to the Criminal Procedure Ordinance (Chapter 221) and to imprisonment for 6 months (the maximum fine at Level 5 is $50,000 as at the revision of this Information for Applicants). If any person makes false statement or furnishes false information when applying for PRH, irrespective of whether such person shall be prosecuted for or convicted of the offence, or whether the false statement/false information has any impact on the eligibility of the PRH application, HA may cancel the registered PRH application. HA may also terminate the tenancy agreement acquired through making false statement / furnishing false information by virtue of its powers conferred under the Housing Ordinance.

4.1.2 The Applicant should read all the eligibility criteria carefully and ensure that all the eligibility criteria are fulfilled before submitting the application. The Applicant should provide clear, full, accurate and true information to the application form and relevant declaration form(s). If the Applicant is not eligible at the time of application, his/her registered application will be invalid and cancelled.

4.1.3 In the course of vetting an application, HD may request the Applicant and the family members listed on the application form to provide their personal data. Failure to provide sufficient information will render HD unable to process the application.

4.1.4 HD may, in processing a PRH application, collect the personal data of the Applicant and his/her family members from other relevant government departments, public/private organisations (such as financial institutions and banks), and/or any other third party (such as employers) in possession of such personal data for verification and confirmation of their eligibility. In the process of data collection, the personal data of the Applicant and his /her family members may be disclosed to the above-mentioned organisations and/or any other third party. In this connection, the Applicant and his/her family members shall authorise these organisations and/or any other third party in possession of their personal data to furnish HA and HD with such data for vetting the PRH application.

4.1.5 HA may issue letters to inform applicants to apply for vacant rental units in Group A estates under HKHS. For applicants who have applied for such vacant rental units, their personal data will be forwarded to HKHS for processing their applications.

4.1.6 Upon allocation of PRH units, relevant personal data and all correspondences relating to PRH application will be transferred to the relevant Estate Offices for the purpose of implementation of public housing policy and enforcement of tenancy conditions for the allocated flat.

4.1.7 HA and HD may use the information contained in the application form for statistical survey or research, and approach the Applicant and the family members listed on the application form or the relative listed on Part 6 of the application form.

4.1.8 Making this application is free of charge. The Applicant should report to the Independent Commission Against Corruption (ICAC) immediately in case anyone offers to provide assistance in return for remuneration or pays a home visit to the Applicant and offers to assist in the application for PRH allocation in return for remuneration. Every staff member of HD carries a staff card issued by HD, and the Applicant should request an inspection of it before responding to any questions. Attempted bribery by any person is also an offence in law, HD will refer the case to ICAC for investigation and cancel the application, irrespective of whether such person has been prosecuted for or convicted of the offence. Besides, the Applicant need not hire a professional consultant to handle the application. This will not accord any priority to the application.
4.1.9 There is no restriction on gender in respect of application for PRH. Both females and males are eligible to be the Applicants with equal rights and responsibilities.

4.1.10 Under normal circumstances, change of the Applicant is not allowed. Thus, all family members should give careful consideration to the candidate for taking up the role of the Applicant when completing the application form.

4.1.11 The Applicant may choose the district for PRH allocation, apply for addition or deletion of family members included in the application, withdraw the application, accept or reject a housing offer (subject to the requirements of PRH Allocation set out in Appendix A(iii)). In accepting PRH allocation, the Applicant is required to sign a tenancy agreement with HA in the capacity as the tenant. The PRH tenancy is not transferable.

4.1.12 It is the responsibility of the Applicant to provide all the required information, supporting documents and relevant declarations of himself/herself and his/her family members. The Applicant should ensure that such information is true and correct. The Applicant and his/her family members can obtain relevant declaration forms from the Applications Sub-section of HD or the Housing Information Centre at Sham Shui Po or through downloading from HA/HD Web Site (www.housingauthority.gov.hk).

4.1.13 The Applicant has the priority right to handle application matters and to enquire about details such as application procedures, eligibility criteria and application progress. Other family members included in the application cannot enjoy this right without an agreement with the Applicant.

4.2 Guidelines on Completing the Application Form

4.2.1 Before filling in the application form, the Applicant should read the Information for Applicants carefully to familiarise with the eligibility criteria, various priority schemes for the elderly, Guidelines on Completing the Application Form and application details. For further information on the requisite particulars and documents, the Applicant should refer to the "Sample of Completed Application Form (HD300E)" at Appendix B and browse the video briefing on how to complete the application form on HA/HD Web Site (www.housingauthority.gov.hk).

4.2.2 After the submission of an application, if any of the following circumstances arise, the application form together with relevant documents will not be registered and will be returned to the Applicant:

(a) Eligibility criteria are not fulfilled.
(b) The application form is not duly completed or the Applicant fails to provide all the supporting documents and declaration form(s) required.
(c) Obliterations in the application form or the supporting documents and declaration form(s) have been made with the use of correction materials (e.g. correction fluid or tape).
(d) The Applicant submits an application form together with the supporting documents which have been returned by HD before, without updating all relevant information and the date on the application form and the declaration form(s).
(e) The signature(s) and date(s) in the application form and relevant declaration form(s) are inconsistent.
(f) A residential or correspondence address outside Hong Kong has been provided in Part 2 of the application form.
(g) Persons without income or assets have not provided information on their income and net asset value in Part 3 of the application form (e.g. to fill in "Nil" or "0").
(h) Amendments have been made to the information in the application form/declaration form(s) without being signed thereat by the person concerned.
### 4.3 Supporting Documents for the Application (Where a document is not in the official languages of Chinese or English, it must be accompanied by an authenticated Chinese or English translation)

The Applicant and all family members are required to submit the relevant supporting documents and declaration form(s)\(^\text{Note 6}\) according to their status:

<table>
<thead>
<tr>
<th>Status</th>
<th>Supporting Document and Declaration Form Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of identity documents of individual family member</td>
<td>Hong Kong Smart Identity Card (for persons aged 11 or above). Birth Certificate (for persons aged below 11). Persons who have arrived in Hong Kong for less than 7 years, not born in Hong Kong or born in Hong Kong but the status of permanent resident not established, are also required to submit their valid One-way Permits issued by the Mainland authorities/travel document/ passport or relevant supporting documents permitting them to land in Hong Kong, indicating their residential status in Hong Kong and with the official stamp showing their initial date of entry to Hong Kong.</td>
</tr>
<tr>
<td>If name shown in the application form is different from that shown in the supporting documents, or alias has been used</td>
<td>Copy of deed poll, notary public certificate or documents issued by the Registration of Persons Office.</td>
</tr>
<tr>
<td>Copy of relationship proof</td>
<td>Birth certificate or notary public certificate. Adoption or Appointment of Guardians documents issued by judicial authorities/government departments. Persons who have guardianship of child(ren) under the age of 18 are required to submit completed declaration form number : RCSU2-022E. Persons who apply with single sibling should make reference to Note 1 at page 4. They are required to submit completed declaration form number : RCSU2-019E</td>
</tr>
<tr>
<td>Document on marital status for married persons</td>
<td>Copy of Certificate of Marriage; or Copy of the notary public certificate (for a marriage registered on the Mainland but without the relevant document); or The original of a statutory declaration (for customary marriage celebrated in Hong Kong). For “married” persons whose spouses have not been granted the right to land in Hong Kong, apart from the above-mentioned documents, they should also submit completed declaration form number : RCSU2-013E and copy of identity document of their spouses’ domicile (including the front and back sides).</td>
</tr>
<tr>
<td>Document relating to divorce proceedings under process</td>
<td>Copy of documents relating to divorce proceedings and arrangements for the custody of children under process. Applicants who are undergoing divorce proceedings are required to submit completed declaration form number : RCSU2-014E. Family members who are undergoing divorce proceedings are required to submit completed declaration form number : RCSU2-015E.</td>
</tr>
</tbody>
</table>

Note 6: Relevant declaration forms can be downloaded from the HA/HD Web Site, obtained from the Applications Sub-section of HD at Podium Level 2, Hong Kong Housing Authority Customer Service Centre at No. 3, Wang Tau Hom South Road, Kowloon, or the Housing Information Centre at Podium Level of Un Chau Shopping Centre, Sham Shui Po.
<table>
<thead>
<tr>
<th>Status</th>
<th>Supporting Document and Declaration Form Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents of divorced persons</td>
<td>Copy of court order of divorce (for proceedings in Hong Kong, the certificate of making Decree Nisi Absolute (Divorce) (Form 6 or 7B)). For applications including children under the age of 18, copy of the court order for the custody of children.</td>
</tr>
<tr>
<td>Document of widowed persons</td>
<td>Copy of the marriage certificate and the death certificate of the deceased spouse.</td>
</tr>
<tr>
<td>Document of unmarried single parents</td>
<td>For the single parent who has never registered a marriage, the female should submit the original of a statutory declaration stating the date of separation after co-habitation and arrangements for the custody of the child(ren), while the male should submit a copy of the court order for the custody of child(ren).</td>
</tr>
<tr>
<td>With pregnancy of 16 weeks or more</td>
<td>Copy of medical proof issued by registered medical practitioners to certify the expected date of delivery.</td>
</tr>
<tr>
<td>For disabled family members</td>
<td>Copy of medical certificates of disability issued by registered medical practitioners or recognised medical personnel.</td>
</tr>
<tr>
<td>Proof of Address</td>
<td>Copy of any document (such as an electricity bill or water bill) bearing the applicant’s Hong Kong residential address in Chinese/English.</td>
</tr>
</tbody>
</table>

4.4 Calculation of Income and Net Asset Value, and Submission of Supporting Documents and Declaration Form(s)\(^{Note\ 6}\)

4.4.1 The Applicant and all family members (including those aged below 18 and with income) are required to declare all their before-tax monthly income. The latest employment and/or income positions of the Applicant and all family members at the date of declaration are taken as the basis of declaration.

(a) Income required to be declared (in Hong Kong dollars) and the calculation method are as follows:

<table>
<thead>
<tr>
<th>Types of Income</th>
<th>Calculation Method</th>
<th>Supporting Document and Declaration Form Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income from employment</td>
<td>• For fixed monthly basic salary, calculation will be based on the basic salary of the whole calendar month before the date of declaration. • For irregular basic salary, the average monthly amount should be calculated by adding up the income received for the period of continuous employment before the date of declaration and divided the total amount by the corresponding months or days of employment. The maximum calculation period will be 6 calendar months.</td>
<td>• Persons who have fixed employer are required to submit the original of Employer Certificate (HD527R) certified by the employer (the employer certificate should be issued not more than 3 months ago).</td>
</tr>
<tr>
<td>Types of Income</td>
<td>Calculation Method</td>
<td>Supporting Document and Declaration Form Required</td>
</tr>
<tr>
<td>-----------------</td>
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<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Fixed monthly allowance should be declared as part of the total amount of allowance (including cost-of-living allowance, housing and education allowance, non-year-end-bonus and commission, etc.) received in the whole calendar month before the date of declaration.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For irregular amount of allowance and overtime pay, the average monthly amount should be calculated by adding up the allowance and overtime pay received for the period of continuous employment before the date of declaration and divided the total amount by the corresponding months or days of employment. The maximum calculation period will be 6 calendar months.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All year-end bonus/year-end double pay/year-end commission or other year-end gratuity should be calculated by adding up the payments received in the past 12 months and divided the total amount by 12. (For payments received for a service period of less than 12 months, the average monthly amount should be calculated by adding up the payments received in the said period and divided the total amount by the corresponding months or days of service.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persons who have no fixed employer are required to submit completed declaration form number: RCSU2-001E on their present jobs and average monthly income.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persons who are employed to work in fishing boat are required to submit the original of declaration form number: RCSU2-006E certified by the employer.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income from self-employment (such as holding commercial vehicles / business undertakings)</td>
<td>The average monthly amount of income should be calculated by adding up the income received for the period of continuous self-employment before the date of declaration and divided the total amount by the corresponding months or days of self-employment. The maximum calculation period will be 6 calendar months:</td>
<td></td>
</tr>
<tr>
<td>The total trading income less expenditure (expenses such as paid registration fee, insurance premium, car loan interest and maintenance fees, etc).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The personal wage and remunerations receivable by shareholders of companies. (Any loss suffered by the company concerned cannot be deducted from the total personal income).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persons who are self-employed without holding Business Registration Certificate are required to submit completed declaration form number: RCSU2-002E on their present job and average monthly income.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persons who hold Business Registration Certificate are required to submit completed declaration form number: RCSU2-009E on their present job and average monthly income.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Types of Income</td>
<td>Calculation Method</td>
<td>Supporting Document and Declaration Form Required</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------</td>
<td>--------------------------------------------------</td>
</tr>
</tbody>
</table>
| Income from self-employment (such as holding commercial vehicles / business undertakings) | | • Persons who hire commercial vehicle for business purpose are required to submit completed declaration form number : RCSU2-005E on their average monthly income.  
• Persons who own vehicle are required to submit completed declaration form number : RCSU2-003E on the usage of the vehicle(s), if for commercial use, also to declare their average monthly income.  
• Persons who own fishing boat for living are required to submit completed declaration form number : RCSU2-004E on their average monthly income.  
• Copy of valid Business Registration Certificate / Hawker Licence / Fishing Vessel Licence / Taxi Driver Identity Plate, etc.  
• Persons who own land/landed property are required to submit completed declaration form number : RCSU2-020E on the usage of the land/landed property and their average monthly rental income.  
• Copy of the latest demand note for rates and government rent should be provided irrespective of whether the properties have been let out.  
• Persons who own investment items are required to submit completed declaration form number : RCSU2-010E on the average monthly dividends/interest received.  
• Persons who own insurance policy are required to submit completed declaration form number : RCSU2-011E on the average monthly dividends/interest received. |
| Rental income (applicable to land and landed properties) | The net monthly rental income * multiplied by the percentage of ownership.  
# Monthly rental income from the letting of land(s),parking space(s) and landed property(ies) solely or jointly owned in and outside Hong Kong (excluding domestic properties in Hong Kong. Owning domestic properties in Hong Kong is ineligible to apply PRH) in the 6 whole calendar months before the date of declaration have to be declared (for vacant / self-occupied properties or properties let out without duly stamped tenancy agreements and the rent received is lower than the ratable value, the monthly rental income is to be calculated by dividing the ratable value by 12) deducting the monthly rates and government rent payable by the landlord, allowing 20% of the remaining for expenses and outgoings and to be included as income. | • Persons who own land/landed property are required to submit completed declaration form number : RCSU2-020E on the usage of the land/landed property and their average monthly rental income.  
• Copy of the latest demand note for rates and government rent should be provided irrespective of whether the properties have been let out.  
• Persons who own investment items are required to submit completed declaration form number : RCSU2-010E on the average monthly dividends/interest received.  
• Persons who own insurance policy are required to submit completed declaration form number : RCSU2-011E on the average monthly dividends/interest received. |
| Other Income | The average monthly amount should be calculated by adding up the income received by means other than employment/ self-employment* in the 6 whole calendar months before the date of declaration and divided the total amount by 6.  
* Interest / bonus / dividends (from deposits and investments including stocks, insurance policies and trust fund, etc), pensions, Comprehensive Social Security Assistance, maintenance fee received for divorce, financial provision from children not listed in the application form, financial support provided | • Persons who own investment items are required to submit completed declaration form number : RCSU2-010E on the average monthly dividends/interest received.  
• Persons who own insurance policy are required to submit completed declaration form number : RCSU2-011E on the average monthly dividends/interest received. |
### Types of Income

<table>
<thead>
<tr>
<th>Other Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>by the spouse who do not have the right to land in Hong Kong or by other friends and relatives, and any other income not stated above should be declared in the ‘income’ row of the application form. For insurance policies with saving/investment elements, the average monthly interest and bonus received in the past 12 months should be declared. For fixed monthly pensions, Comprehensive Social Security Assistance, calculation will be based on the received amount of the whole calendar month and the monthly average long term supplement of Comprehensive Social Security Assistance before the date of declaration.</td>
</tr>
</tbody>
</table>

#### Calculation Method

- Persons who have fixed deposit are required to submit completed declaration form number : RCSU2-012E on the average monthly interest received.
- Divorced persons are required to submit completed declaration form number : RCSU2-007E to declare whether they receive or pay maintenance fee.
- Persons who are employed and receive pension, Comprehensive Social Security Assistance, contribution from their child(ren)/relative(s) etc., are required to submit completed declaration form number : RCSU2-021E.
- Persons who are unemployed are required to submit completed declaration form number : RCSU2-008E on the source of their financial support, such as depending on pension, Comprehensive Social Security Assistance, contribution from their child(ren) or relative(s) etc..

#### Supporting Document and Declaration Form Required

- Copy of latest pension documents or Comprehensive Social Security Assistance documents and the medical waivers.

### Remarks:
According to the general eligibility criteria of PRH application, the applicant and all family members must be residing in Hong Kong. As such, recipients of Social Welfare Department's cash assistance/allowance schemes for elderly people who choose to reside in the Mainland, such as the Portable Comprehensive Social Security Assistance Scheme and the Guangdong Scheme, are not eligible to apply for PRH. If the Applicant or family member(s) withdrew from the scheme(s) prior to the PRH application, declaration on the average monthly amount received for the 6 calendar months before the date of declaration is required.

### Items Waived from Calculation
These include employees' mandatory contribution to the Mandatory Provident Fund Scheme/Recognised Occupational Retirement Schemes (at the statutory rate of 5% of employees' mandatory contribution and subject to a ceiling at the current maximum employees' monthly mandatory contribution, all contributions other than mandatory contributions are voluntary and thus are not waived), maintenance fee of divorce actually paid out (subject to a ceiling at the amount of maintenance fee determined by the court), the Surviving Spouses' and Children's Pensions/Widow and Orphans Pensions, the Disability Allowance payable under the Social Security Allowance Scheme of Social Welfare Department, etc. The Applicant should provide supporting documents of employees' mandatory contribution/maintenance fee expenses.
4.4.2 The Applicant and all family members (including those aged below 18) are required to declare the net asset value of the assets that they have owned (including asset under trust) or co-owned or having an interest (for example: trustee, executor, administrator or beneficiary having an interest in any asset).

(a) Net asset value (in Hong Kong dollars) required to be declared includes:

<table>
<thead>
<tr>
<th>Asset</th>
<th>Description</th>
<th>Supporting Document and Declaration Form Required</th>
</tr>
</thead>
</table>
| Land                          | For land in and outside Hong Kong, e.g. government grants and Letters A and Letters B for exchange of land, the net value is calculated by deducting the outstanding mortgage amount from the asset value as at the date immediately before the date of declaration according to the percentage of ownership/interest. | • Persons who own land are required to submit completed declaration form number: RCSU2-020E.  
• The latest valuation report of the land.  
• Copy of proof of ownership of the land.  
• Copy of relevant mortgage deed. |
| Landed Properties             | For landed properties of any uses (including ancestral houses) which are completed or for pre-sale, or which are the subject matter of a sale and purchase agreement in and outside Hong Kong, the net value is calculated by deducting the outstanding mortgage amount from the asset value as at the date immediately before the date of declaration according to the percentage of ownership/interest. | • Persons who own landed properties are required to submit completed declaration form number: RCSU2-020E.  
• The latest valuation report of the landed properties.  
• Copy of proof of ownership of the landed properties.  
• Copy of the relevant mortgage deed. |
| Vehicles                      | For private cars, vans, light goods vehicles, lorries, coaches, motor-cycles, taxis, public light buses, container tractors and trailers, etc., the net value is calculated by deducting the outstanding hire purchase repayment from the asset value as at the date immediately before the date of declaration.  
• If a vehicle is for the private use or exclusive use of a transportation business, the net asset value should be declared in this part.  
• If a vehicle is owned by a business other than that of transportation, say a lorry of a metal work business, its value should be incorporated in the net asset value of the entire business under “Business Undertakings”. | • Persons who own vehicle are required to submit completed declaration form number : RCSU2-003E on the net asset value of the vehicle.  
• Copy of Vehicle Registration Document (including the front and back sides). |
| Taxi/ Public Light Bus Licences | The net value of the taxi/public light bus licences is derived by deducting the outstanding hire purchase amount from the market value as at the date immediately before the date of declaration. | • Copy of the licence.  
• The latest valuation report of the licence.  
• Copy of hire purchase agreement. |
<table>
<thead>
<tr>
<th>Asset</th>
<th>Description</th>
<th>Supporting Document and Declaration Form Required</th>
</tr>
</thead>
</table>
| **Investments** | These include savings or investment-linked insurance scheme (the present cash value and its accumulated bonus and interest of such insurance scheme should be declared in the items of Investment of Net Asset Value in Part 3 of the application form), listed shares, bonds, futures, paper gold, certificates of deposits, deposits with brokers, mutual fund and unit trust fund, etc. The value of these investment instruments is calculated at their latest Net Asset Value or latest closing price per unit as at the date of declaration. | • Persons who own investment items are required to submit completed declaration form number: RCSU2-010E.  
• Persons who own insurance policy are required to submit completed declaration form number: RCSU2-011E.  
• Supporting documents are not required at this stage. |
| **Business Undertakings** | The interest in any business of sole proprietorship, partnership or firms / limited companies should be declared. The net asset value is based on the latest audited account endorsed by Certified Public Accountant as at the date of declaration, including the net book value of plant and machinery, stocks in hand, account receivable, balance of bank accounts, cash in hand, residual value of vehicles, and market value of landed properties, less all liabilities. | • Persons who are self-employed without holding Business Registration Certificate are required to submit completed declaration form number: RCSU2-002E on the net asset value of the business.  
• Persons who hold Business Registration Certificate are required to submit completed declaration form number: RCSU2-009E on the net asset value of the business.  
• Persons who own fishing boat for living are required to submit completed declaration form number: RCSU2-004E on the net asset value of the business.  
• Copy of valid Business Registration Certificate/Hawker Licence/Fishing Vessel Licence is required. |
| **Deposits, Cash in Hand and Loan to Others** | Deposits include the actual amount (irrespective of the amount) of all fixed and savings / current accounts deposits (in both local and foreign currencies) and the amount that has been withdrawn or can be withdrawn from Mandatory Provident Fund / Provident Fund as at the date immediately before the date of declaration. Cash in hand in both local and foreign currencies at a value of HK$5,000 or above as at the date of declaration. All outstanding loans to others (including companies) on the date of declaration in both local and foreign currencies. | • Persons who have fixed deposit are required to submit completed declaration form number: RCSU2-012E.  
• Supporting documents are not required at this stage. |

(b) Items Waived for Calculation

Compensation lump sum due to injuries sustained from work, traffic or other accident, the Periodical Payments paid by employers during the period of temporary incapacity, etc. The Applicant should provide relevant supporting documents.

Note 7: For foreign currencies, the value should be converted by the closing exchange rate as at the date immediately before the date of declaration.

Note 8: Joint account holder(s) are required to declare the amount of deposits by averaging the total amount of deposits according to the number of account holders.
5. Contact Us

5.1 If there is any enquiry, the Applicant may contact HA Hotline: 2712 2712, Elderly Enquiry Hotline: 2794 5134, or appear in person at the Applications Sub-section of HD at Podium Level 2, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon, or the Housing Information Centre at Podium Level of Un Chau Shopping Centre, Sham Shui Po. Correspondence with HD should be addressed to P.O. Box 89192, Kowloon City Post Office. The application number indicated on the blue acknowledgement card issued to the Applicant (if any), together with the Applicant’s name, H.K.I.C. No., correspondence address and day time contact telephone number, must be quoted in all cases. Ethnic minorities may ask for provision of the language support services if needed.

5.2 The personal data in the application form are furnished to HA for the purpose of PRH application. Pursuant to the Personal Data (Privacy) Ordinance, the Applicant and his/her family member(s) are entitled to request access to or correction of the personal data declared in this application form. Where necessary, such requests should be made in writing and directed by post or fax (No. 2761 6363) to the Departmental Data Controlling Officer of the Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon. A fee may be charged for the request for access to personal data.

5.3 The details of PRH applications under investigation or having accepted PRH allocation in various districts will be posted on the LCD monitor of the Applications Sub-section of HD, uploaded to HA/HD Web Site (www.housingauthority.gov.hk), and published on the 15th day of each month in the Oriental Daily, Apple Daily, Sing Pao Daily News and The Standard (if the 15th day of a given month falls on a Sunday or public holiday, publication on The Standard will be deferred to the following day). The information may also be obtained by fax via HA Hotline 2712 2712. Apart from browsing the updated application status and messages on HA/HD Web Site, the Applicant may also enquire about the progress in the PRH application or request updating of information in the application via e-Services on the Web Site.

5.4 The Applicant may browse HA/HD Web Site to learn about the rights and responsibilities of PRH applicants. The Applicant’s responsibilities include the submission of correct and detailed information on himself/herself and the family members together with relevant supporting documents. Any update of the information should be reported to Applications Sub-section of HD as soon as possible. The Applicant must also ensure that the statements made in the application are true and correct.
**Simplified Flowchart of Public Rental Housing Application**

**Preliminary Vetting Stage**
- **Applicant**
  - Complete the Application Form (HD300E) and prepare relevant documents
  - Submit the completed Application Form (HD300E) and relevant documents to the Applications Sub-section of the Housing Department
  - Mail the blue acknowledgment card bearing the allocated application number
  - Complete Employer Certificate (HD527) and prepare relevant documents

**Hong Kong Housing Authority**
- **Vet the Application Form and the relevant documents**
- **Pass the preliminary vetting**
- **Register the application**

**Investigation Stage**
- **Applicant**
  - Send an invitation for interview to the Applicant
  - Bring along the relevant documents to attend the interview
- **Inform the Applicant of his/her eligibility**

**Flat Allocation Stage**
- **Applicant**
  - Inform the Applicant of the housing offer and other allocation matters
- **Allocate a unit by random computer batching**

**Go to the Estate Office**
- **Complete the intake formalities**

**Appendix A (i)**
Appendix A (ii)

Supplementary Notes on Processing of Applications

1. HD will process the applications in the order of the receipt date of them. The registration date is accorded to the application upon completion of HD vetting and data inputting.

2. HD will issue an acknowledgement letter upon receipt of an application form. In accordance with HD's performance pledge, HD will within 3 months from the confirmed receipt of their application forms notify the applicants in writing as to whether they are successful in PRH registration. Upon registration, the Applicant will be issued with a blue acknowledgement card bearing the Application number. If the Applicant does not receive the blue acknowledgement card or the return of the application form 3 months after receiving the acknowledgement letter, he/she may send a written enquiry to or call at the Enquiry Counter of the Applications Sub-section. The written enquiry must contain the Applicant’s name, H.K.I.C. No., correspondence address and daytime contact telephone number.

3. HD will conduct investigation on the registered applications according to the order of registration (the priority of Non-elderly One-person applicants will be determined according to the QPS points scored) and whether there are suitable units for the families concerned in their selected districts. Since a large number of applications have already been registered, recently registered applications are unlikely to undergo eligibility vetting shortly.

4. Once an application is due for investigation, a vetting interview on the eligibility for PRH allocation will be arranged according to the priority of the application (the priority of Non-elderly One-person applicants will be determined according to the QPS points scored). Should the Applicant and / or family member(s) fail to attend the scheduled interview without informing HD before the date of interview, we shall assume the Applicant is no longer interested in applying for public housing and may take appropriate action including cancellation of the application. The Applicant should submit all the requisite information at the interview for HD’s vetting and verification. HD will, within approximately 2 months after collecting all the documents, inform the Applicant whether he/she is eligible for PRH allocation. The date when the vetting is completed shall be the date of acceptance or cancellation of the application.

5. From the date of completing the application form to the date of signing the tenancy agreement of the PRH unit thus allocated, the Applicant and his/her family members must still fulfil all the eligibility criteria. If there is any change in the information declared concerning the application, a written notice of such change must be given to HD. Where the Applicant is rendered ineligible by reason of any change in the information declared, HD will cancel his/her application at any time. HD will, having regard to actual needs, review the application at any time to ascertain whether the Applicant is still eligible for PRH allocation. The Applicant must take timely responses to HD’s enquiries regarding his/her application. Otherwise, HD may cancel his/her application.

6. Upon divorce, the party with the custody of children has the priority right to retain the original application if consent on the ownership of the application cannot be reached by both parties to the divorce. If the other party, irrespective of whether he/she gets the custody of any child, is still in need of PRH unit and fulfils all the eligibility criteria, a fresh application will be accepted with a registration date same as that of the original application or the corresponding G-number equivalent date. The same arrangement will also apply on condition that an agreement on the custody of children can be reached by both parties to the divorce and documentary proof showing that the relevant divorce legal proceedings are in progress can be produced. PRH units will be offered to such eligible applicants in the form of conditional tenancies upon confirmation of their eligibility for PRH allocation.

7. During the waiting period, if the Applicant or any of his/her family members has been allocated a PRH unit under other rehousing categories (including the various transfer schemes of HA), or has been added to an existing public housing tenancy (including rental housing operated by HKHS), or has purchased a flat through the various subsidised home ownership schemes administered by HA/HKHS, the Applicant’s PRH application or the eligibility of the family member concerned will be cancelled.
8. Where a registered application has been cancelled for reason(s) of exceeding the income limit and/or total net asset limit, HD will consider reinstating the application only if it has subsequently become eligible as a result of change in the family particulars or revision of the income limits and total net asset limits. However, requests for reinstatement must only be raised after 6 months and within 2 years after the first date of cancellation of the application. The request for reinstating the application will be rejected if it is vetted still exceeding the income limit and/or total net asset limit, and that the Applicant may only make further request for reinstatement after 6 months of rejection of the reinstatement request and not later than 2 years after the first date of cancellation of the application. In all circumstances (including those applications that have been reinstated within the aforesaid time limit and were cancelled again in re-vetting due to exceeding the income limit and/or total net asset limit), any request for reinstating the application submitted beyond 2 years of the first date of cancellation of the application will not be considered, and the Applicant has to submit a fresh application form to apply for PRH.

9. If the Applicant is disqualified for moving home without informing HD, he/she may apply for reinstatement of the application within 1 year from the date of the cancellation. HD will consider the request on individual merits.

10. If the Applicant has any objection to the reject/return of his/her PRH application or cancellation of his/her registered application, he/she should raise a request in writing or turn up Enquiry Counter of HD Applications Sub-section together with supporting documents for review or appeal within two months from the date of the reject/return of PRH application or notification letter of cancellation of registered application issued by HD. Any request for review or appeal beyond the two-month period will not be considered, unless the Applicant has special circumstances that merit HD’s special consideration of his/her request for review or appeal and can produce document(s) to support his/her special circumstances.
PRH Allocation

1. HA’s objective is to provide PRH to low-income families who cannot afford private rental accommodation, and the target is to maintain the average waiting time (AWT) at around three years for general applicants (i.e. family and elderly one-person applicants). Waiting time refers to the time taken between registration for PRH and first flat offer, excluding any frozen period during the application period (e.g. when the applicant has not yet fulfilled the residence requirements; the applicant has requested to put his/her application on hold pending arrival of family members for family reunion; the applicant is imprisoned, etc). The AWT for general applicants refers to the average of the waiting time of those general applicants who were housed to PRH in the past 12 months.

2. The Housing Authority announces the latest average waiting time statistics quarterly. The aim is to assess the implementation of the average waiting time target, and to provide general applicants with a rough reference on the waiting time. The relevant target and statistics do not represent the waiting time of individual applicants. The waiting time of individual applicants hinges on the number of public rental housing applicants and the supply of new and refurbished public rental housing flats in the selected public rental housing districts.

3. According to the prevailing allocation policy of PRH, public housing resources are allocated strictly in accordance with the relative priority of the applications to uphold the principle of rational allocation. The relative priority of allocation for Non-elderly One-person applicants under the QPS is based on the points they have scored and the quota available. The higher the points the applicants have scored, the higher priority for allocation. As such, despite medical or social problem encountered and in all circumstances, applicants cannot request for early allocation.

4. The progress of allocation depends on various factors, including the number of applications with same family size in each individual district, the supply of new and refurbished PRH units in each individual district, whether applicants with higher priorities will accept flat offer, etc. As such, the waiting time of applicants in individual district may vary and HD cannot predict the waiting time of individual applicants.

5. For equitable distribution of public housing resources, PRH units are allocated to applicants by random computer batching according to their family size and PRH allocation standards but subject to the resources available when their applications are due for allocation. Eligible applicants are entitled to 3 housing offers (one at a time). Refusal of all the 3 housing offers without “acceptable reasons” will result in cancellation of the application concerned. Applicants with their applications cancelled for refusing PRH offers can appeal in writing within 15 days from the date of the notification letter of cancellation. These applicants are only allowed to re-apply 1 year after the cancellation date of the application. For applicants with special requests for allocation of PRH (for example, a specific area in their district of choice or a specific type of units), their applications must be vetted to have social and/or medical grounds to justify their need for such and have obtained the recommendation on the requests from the concerned government departments or organisations (such as the Social Welfare Department or the Hospital Authority). HA, with regard to individual circumstances and available resources, will arrange allocation of PRH as recommended for them as far as possible.

6. Only the following are “acceptable reasons” for refusing housing offers:

   (a) The Applicant can produce supporting documents issued by relevant organizations (such as the Hospital Authority) stating clearly the medical reason(s) why the unit cannot be accepted.

   (b) The Applicant can produce recommendation documents issued by the relevant departments or organizations (such as the Social Welfare Department) stating clearly the social reasons why the unit cannot be accepted.

   (c) The Applicant can produce documents to prove he/she was unable to sign the tenancy agreement for reason of his/her absence from Hong Kong or hospitalization.

If the Applicant refuses the housing offers with reasons acceptable by HA, an extra offer will be arranged for him/her according to his/her special need.
7. With the abolition of the age limit for allocation of Housing for Senior Citizens units, eligible Non-elderly One-person applicants and family applicants with two persons may be offered one-person or two-person units of Housing for Senior Citizens respectively. Moreover, to speed up the allocation of PRH, units in estates to be completed soon or vacant units under refurbishment will be offered to eligible applicants in advance.

8. Applicants may be considered as having an additional household member by the time of allocation and be allocated a PRH unit with extra space (for example, a family with three members may be offered a four-person unit) should they or their family members have the following grounds as supported by medical documents for the period from registration to the investigation stage:

(a) requiring renal dialysis treatment at home;
(b) suffering from hyperactivity problem;
(c) suffering from tetraplegia; or
(d) depending non-temporarily on wheelchair for mobility at home.

9. There is an acute shortage of PRH units in individual estates (particularly in Cheung Kwai Estate and Nga Ning Court of Cheung Chau, and Kam Peng Estate of Peng Chau) in the district Islands (including Tai O, Peng Chau, Mui Wo and Cheung Chau but excluding Tung Chung). The 3 housing offers may come from those estates in the same district, where there are relatively more PRH supply (such as Lung Tin Estate of Tai O).

10. For tenancies terminated due to misdeeds under the Marking Scheme for Estate Management Enforcement in PRH Estate or breach of the tenancy agreement, the ex-tenants and the family members aged 18 or above as at the date of tenancy termination (except for those applicants for Interim Housing who are required to submit PRH application form for rehousing) will be ineligible for making fresh PRH applications for 2 years if the notice of tenancy termination expired/expires on 1 January 2006 or any later date. Even though applications may have been registered before the date of tenancy termination, or the Applications are registered as a pre-requisite in the application for Interim Housing, these applications will be frozen for 2 years from the date of tenancy termination and the frozen period will not be counted as waiting time (Non-elderly One-person applicants will not earn any points for waiting time during the frozen period). This category of applicants will not be offered a unit better than their previous abodes in PRH in terms of geographical locality, age of building and floor level. Should the ex-tenants and the family members aged 18 or above as at the date of tenancy termination have vacated the unit without paying the rent when the tenancy is terminated, they must settle the rent arrears and other outstanding sums before they are offered another unit in consequence of the application. The above restrictions are also applicable to the ex-licensees and their family members of interim housing.

11. Upon the Applicant's acceptance of a PRH offer, his/her application concerned will be cancelled automatically and the applicant cannot request for another offer with the same application.

12. Upon acceptance of a PRH offer, the Applicant has to surrender the PRH unit he/she is living or should have his/her name deleted from the existing PRH tenancy.

13. Applicants whose eligibility for allocation of PRH has been established (excluding those who are ex-owners/ex-joint owners or former recipients of Subsidized Home Ownership Schemes) may apply for Green Form Certificate (GFC) for purchase of a flat under the Subsidized Home Ownership Schemes of the HA or HKHS in lieu of allocation of PRH. The GFC is valid for one year from the date of issue, and PRH allocation will be withheld within the validity period of the GFC. Application for GFC can be made in person or in writing to the Applications Sub-section at Podium Level 2, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Lok Fu, Kowloon. Upon receipt of full information provided by the applicants, HD will conduct vetting and inform the applicants whether they are eligible for GFC in about one month. The PRH applicant and his/her family member(s) who are granted GFC should have to fulfil all the eligibility criteria for application of the relevant Subsidized Home Ownership Scheme.
## Application Form for Public Rental Housing

### Part 1: Personal Data

<table>
<thead>
<tr>
<th>Name in Chinese (if any)</th>
<th>Applicant</th>
<th>Family Member</th>
<th>Family Member</th>
<th>Family Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given Name</td>
<td>TAI MAN</td>
<td>STU MUI</td>
<td>KAI</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td>LEE</td>
<td>CHAN</td>
<td>LEE</td>
<td></td>
</tr>
<tr>
<td>Sex (Male □ Female ☐)</td>
<td>☐ M</td>
<td>☐ M</td>
<td>☐ M</td>
<td>☐ F</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>13 5 1975</td>
<td>24 6 1979</td>
<td>25 4 2004</td>
<td></td>
</tr>
<tr>
<td>Relationship with</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marital Status (If</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Married ☐ Divorced ☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Widowed ☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hong Kong Identity Card</td>
<td>61234567 (6)</td>
<td>H567890 (8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hong Kong Birth Certificate</td>
<td>Not Applicable</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>Date of Entry</td>
<td>6 2004</td>
<td>1 2009</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
- For persons not born in Hong Kong/residing in Hong Kong for less than 7 years, please fill in the date of entry according to One-way Exit Permit/passport.

### Part 2: Correspondence and Residential Addresses in Hong Kong (HK)

**Correspondence Address in HK** (must be completed, and if the same to the residential address, must provide documentary proof)

- Name of Applicant: LEE TAI MAN
- Flat/Unit/Room No.: 8
- Floor: 3
- Block No.: 8
- Building Name: TAI TUNG HOUSE
- Street Name: SHAU KEI WAN
- Street Code: KLN
- District: SHATIN
- Post Office/P.O. Box No. (if applicable): 222

**Residential Address in HK** (must be completed if different from the Correspondence Address, and must provide documentary proof)

- Flat/Unit/Room No.: 3
- Floor: 2
- Block No.: 6
- Building Name: TIN SUM HOUSE
- Estate Name: TIN SUM TSUEN
- Street Name: 88
- Street Code: KLN
- District: SHATIN
- Post Office/P.O. Box No. (if applicable): 222

**Note:** If correspondence address or residential address is outside Hong Kong, this Form and documents concerned will be returned.
### Part 3  Income & Net Asset Value (including assets in and outside Hong Kong)
(in Hong Kong dollars)

<table>
<thead>
<tr>
<th></th>
<th>Applicant</th>
<th>Family Member</th>
<th>Family Member</th>
<th>Family Member</th>
<th>Family Member</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>LEE TAI MAN</td>
<td>CHAN SIU MUI</td>
<td>LEE KAI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Average Monthly Income**  
(Please refer to Item 4.4.1 of Information for Applicants) | (A) 12000 | (B) 0         | (C) 0         | (D)           | (E)           |
| **Total Monthly Household Income**  
(= (A)+(B)+(C)+(D)+(E)) | = $ 12000 |

**Note:** Please write "0" if the member has no income; do not leave the box blank.

<table>
<thead>
<tr>
<th></th>
<th>(1) Land</th>
<th>(2) Landed Properties</th>
<th>(3) Vehicles</th>
<th>(4) Taxi/Public Light Bus Licences</th>
<th>(5) Investments</th>
<th>(6) Business undertakings</th>
<th>(7a) Deposits</th>
<th>(7b) Cash in hand</th>
<th>(7c) Loan to others</th>
<th>Net Asset Value/Related Declaration Items are received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(including domestic properties, shops, parking spaces, etc.)</td>
<td>100 000</td>
<td></td>
<td>40008</td>
<td>(whether with business registration or not)</td>
<td>3 652.32</td>
<td>12 000</td>
<td>5 000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Personal Total Net Asset Value ((1) – (7))**  
(Please refer to Item 4.4.2 of Information for Applicants) | (A) 155 660.32 | (B) 27 888.68          | (C) 0         |                                  |                 |                          |               |                |                   |                                                                |
| **Total Net Asset Value of the Household**  
(= (A)+(B)+(C)+(D)+(E)) | = $ 183 549 |

**Part 4  Priority Schemes**  
(Yes refer to Items 2.4 to 2.6 of Information)  
Choose only one applicable Scheme and put a “✓” in the box:

- Single Elderly Persons Priority Scheme (SEPS)  
  (Applicant must be 58 years of age or above and must have attained the age of 60 at the time of flat allocation; option for “Urban” district is allowed in Part 5)

- Elderly Persons Priority Scheme (EPS)  
  (Applicant and all members must be 58 years of age or above and must have attained the age of 60 at the time of flat allocation; option for “Urban” district is allowed in Part 5)

- Harmonious Families Priority Scheme (HFPS)  
  (To join HFPS, please “✓” in one of the following two boxes)
  - Applicant opts to live together with the elderly in one flat. (Option for “Urban” district is allowed in Part 5)
  - The two families (one nuclear family and one elderly family) opt to live separately in two flats located in the same District Council district, and submit two separate application forms. (Option for “Urban” district in Part 5 is not allowed)

Please provide the information of another application joining HFPS:

Name of applicant of that application form: LEE PO PO  
H.K.I.C. No.: A234567  
Application No. (if a blue acknowledgement card has been issued): G/U G12345678
Part 5  Choice of District  Choose only one district. Please "✓" as appropriate:

- New Territories (comprising Toom Ma, Yuen Long, Tin Shui Wai, Shuen Shui, Fanling and Tai Po)
- Urban (comprising Hong Kong Island and Kowloon)
- Extended Urban (comprising Tung Chung, Shatin, Ma On Shan, Tsuen Kwon O, Tseung Wan, Kowloon Tong and Tong Yi)
- Islands (excluding Tung Chung)

Part 6  Other Supplementary Information  (Please fill in this part and inform the named relative if all persons in this application are elderly)

Please provide the following details of one of your relatives who can be contacted in Hong Kong, if any:

<table>
<thead>
<tr>
<th>Name of Relative:</th>
<th>Tel. No.: (Home)</th>
<th>Tel. No.: (Mobile)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part 7  Declaration of the Applicant and Family Members Aged 18:

I/we agree and declare that:
1. I/we have read carefully and understood all the content of the "Application Guide" before completing the application form.
2. I/we undertake to comply with the relevant requirements/arrangements contained therein, as well as PRH application/allocation policies and arrangements set out by Housing Authority (HA)/Housing Department (HD) as required.
3. As at the date of completing my/our application form, I/we have not owned, co-owned, entered into any agreement to purchase or held more than 50% of shares in a company which owns (directly or through its subsidiary) any domestic property in Hong Kong covered in the relevant term of the "Application Guide".
4. No person listed on this Application Form is duplicated in other PRH application(s) (i.e. family and elderly one-person application, quota and priority system non-elderly one-person application).
5. If there is any change in the information declared concerning the application, I/we shall immediately notify HA in writing; otherwise, HD may cancel my/our application as it cannot be processed further.
6. I/we agree that the information provided in this Application Form may be used by the HA and HD for statistical survey or research, and I/we may be contacted for such a purpose.
7. Upon allocation of PRH unit, my/our personal data and all correspondences relating to PRH application will be transferred to the relevant Estate Office for the purpose of implementation of public housing policy and enforcement of tenancy conditions for the allocated flat.
8. All the above particulars furnished in this Application Form are true and correct. I/we understand that by virtue of Sections 26(1)(c) of the Housing Ordinance (Cap 283), anyone who knowingly makes any false statement to HA in respect of an application for a public housing unit shall be guilty of an offence, and shall be liable on conviction to a fine at Level 5 as specified in Schedule 8 to the Criminal Procedure Ordinance (Cap. 221) and to imprisonment for 6 months (as at the date of the revision of this Application Form, the maximum fine at Level 5 is HK$50,000). If I/we make false statement or furnish false information when applying for PRH, irrespective of whether I/we shall be prosecuted for or convicted of the offence, or whether the false statement/false information has any impact on the eligibility of the PRH application, HA may cancel the registered PRH application. HA may also terminate the tenancy agreement acquired through making false statement/furnishing false information by virtue of its powers conferred under the Housing Ordinance.

Attention: (i) The Applicant and all family members aged 18 or above who are listed in Part 1 are required to sign below.
(ii) The Applicant shall be held liable for the data of family members aged below 18 furnished herein.

<table>
<thead>
<tr>
<th>Name</th>
<th>H.K.I.C. No.</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEE TAI MAN</td>
<td>6123456(7)</td>
<td>Lee Tai Man</td>
</tr>
<tr>
<td>CHAN SIU MUI</td>
<td>567890(8)</td>
<td>Chan Siu Mui</td>
</tr>
</tbody>
</table>

Please fill in the date of signing this Form.

- Family member aged below 18 is not required to sign.
- Signatures on this Form and those on all the attachments must be identical.
- Signing on behalf of others is not allowed.
### Part 8 Checklist of Supporting Documents for Public Rental Housing

#### 1. Documents and relevant declarations for Applicants and Family Members

<table>
<thead>
<tr>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of identity documents of individual family members</td>
<td></td>
</tr>
<tr>
<td>□ Hong Kong Smart Identity Card (for persons aged 11 or above)</td>
<td></td>
</tr>
<tr>
<td>□ Birth Certificate (for persons aged below 11)</td>
<td></td>
</tr>
<tr>
<td>□ One-way Permit/travel document passport or related supporting documents</td>
<td></td>
</tr>
<tr>
<td>□ Copy of deed poll, notary public certificate or documents issued by the</td>
<td></td>
</tr>
<tr>
<td>Registration of Persons Office.</td>
<td></td>
</tr>
<tr>
<td>Copy of relationship proof</td>
<td></td>
</tr>
<tr>
<td>□ Birth certificate or notary public certificate.</td>
<td></td>
</tr>
<tr>
<td>□ Adoption or Appointment of Guardians documents issued by judicial</td>
<td></td>
</tr>
<tr>
<td>authorities / government departments</td>
<td></td>
</tr>
<tr>
<td>□ Declaration.</td>
<td></td>
</tr>
<tr>
<td>Copy of documents on marital status for married persons</td>
<td></td>
</tr>
<tr>
<td>□ Certificate of Marriage.</td>
<td></td>
</tr>
<tr>
<td>□ For customary marriage celebrated in Hong Kong, the original of a</td>
<td></td>
</tr>
<tr>
<td>statutory declaration.</td>
<td></td>
</tr>
<tr>
<td>□ For the spouse of an applicant's family member who has a right to land</td>
<td></td>
</tr>
<tr>
<td>in Hong Kong, a declaration specifying the same together with copy</td>
<td></td>
</tr>
<tr>
<td>of the certificate of marriage and the identity document of his/her</td>
<td></td>
</tr>
<tr>
<td>domicile in Hong Kong (both front and back sides).</td>
<td></td>
</tr>
<tr>
<td>□ For a marriage registered on the mainland but without the relevant</td>
<td></td>
</tr>
<tr>
<td>document, copy of the notary public certificate.</td>
<td></td>
</tr>
<tr>
<td>Divorced persons, unmarried single parent or widowed persons</td>
<td></td>
</tr>
<tr>
<td>□ Copy of court order of divorce (for proceedings in Hong Kong, the</td>
<td></td>
</tr>
<tr>
<td>certificate of making Decree Nisi Absolute (Divorce) (Form 6 or 7B)</td>
<td></td>
</tr>
<tr>
<td>□ For applications including children under the age of 18, copy of the</td>
<td></td>
</tr>
<tr>
<td>court order for the custody of children.</td>
<td></td>
</tr>
<tr>
<td>□ Copy of documents and declaration relating to divorce proceedings under</td>
<td></td>
</tr>
<tr>
<td>process.</td>
<td></td>
</tr>
<tr>
<td>□ For separated cohabitees, the female should submit the original of a</td>
<td></td>
</tr>
<tr>
<td>statutory declaration stating the date of separation after co-habitation</td>
<td></td>
</tr>
<tr>
<td>and arrangements for the custody of child[ren] while the male should</td>
<td></td>
</tr>
<tr>
<td>submit a copy of the court order for the custody of child[ren].</td>
<td></td>
</tr>
<tr>
<td>□ For deceased spouse, copy of the marriage certificate and death</td>
<td></td>
</tr>
<tr>
<td>certificate.</td>
<td></td>
</tr>
<tr>
<td>□ Declaration.</td>
<td></td>
</tr>
<tr>
<td>With pregnancy of 16 weeks or more</td>
<td></td>
</tr>
<tr>
<td>□ Copy of medical proof issued by registered medical practitioners.</td>
<td></td>
</tr>
<tr>
<td>For disabled family member</td>
<td></td>
</tr>
<tr>
<td>□ Copy of disability proof issued by registered medical practitioners or</td>
<td></td>
</tr>
<tr>
<td>recognized medical personnel.</td>
<td></td>
</tr>
</tbody>
</table>

#### 2. Income proof and relevant declarations for Applicant and Family Members

<table>
<thead>
<tr>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaried employee (with a regular employer)</td>
<td></td>
</tr>
<tr>
<td>□ The original of Employee Certificate (HD527R).</td>
<td></td>
</tr>
<tr>
<td>Salaried employee (with no regular employer)</td>
<td></td>
</tr>
<tr>
<td>□ Declaration.</td>
<td></td>
</tr>
<tr>
<td>Self-employed persons</td>
<td></td>
</tr>
<tr>
<td>□ Declaration with relevant documents.</td>
<td></td>
</tr>
<tr>
<td>CSSA recipient</td>
<td></td>
</tr>
<tr>
<td>□ Declaration on the source of financial support together with copy of</td>
<td></td>
</tr>
<tr>
<td>documents indicating the amount of Comprehensive Social Security</td>
<td></td>
</tr>
<tr>
<td>Assistance and the Certificate of Comprehensive Social Security</td>
<td></td>
</tr>
<tr>
<td>Assistance Recipients.</td>
<td></td>
</tr>
<tr>
<td>Where Applicant or Family Member are on retirement, unemployed or without</td>
<td></td>
</tr>
<tr>
<td>any employment</td>
<td></td>
</tr>
<tr>
<td>□ Declaration on the source of financial support.</td>
<td></td>
</tr>
<tr>
<td>Leased/Vacant land/landed properties</td>
<td></td>
</tr>
<tr>
<td>□ Declaration.</td>
<td></td>
</tr>
<tr>
<td>□ Copy of the latest demand note for rates and government rent.</td>
<td></td>
</tr>
<tr>
<td>Other sources of income (dividends, bonus, dividends and payments of</td>
<td></td>
</tr>
<tr>
<td>insurance policies, regular interest on fixed deposits, pension,</td>
<td></td>
</tr>
<tr>
<td>contributions from relatives, etc., etc.)</td>
<td></td>
</tr>
</tbody>
</table>

#### 3. Net Asset Value Proof and relevant declarations

<table>
<thead>
<tr>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td></td>
</tr>
<tr>
<td>□ The latest valuation report of the land.</td>
<td></td>
</tr>
<tr>
<td>□ Copy of proof of ownership of the land.</td>
<td></td>
</tr>
<tr>
<td>□ Copy of the relevant mortgage deed.</td>
<td></td>
</tr>
<tr>
<td>Landed Properties: referring to properties owned or under</td>
<td></td>
</tr>
<tr>
<td>agreements for sale and purchase, e.g. domestic properties,</td>
<td></td>
</tr>
<tr>
<td>commercial retail shops, industrial premises, parking spaces, etc.</td>
<td></td>
</tr>
<tr>
<td>□ Declaration.</td>
<td></td>
</tr>
<tr>
<td>□ The latest valuation report of the landed properties.</td>
<td></td>
</tr>
<tr>
<td>□ Copy of the relevant mortgage deed.</td>
<td></td>
</tr>
<tr>
<td>□ Copy of proof of ownership of the landed properties.</td>
<td></td>
</tr>
<tr>
<td>Vehicles: e.g. private cars and commercial vehicles</td>
<td></td>
</tr>
<tr>
<td>□ Copy of vehicle registration document (including the front and back</td>
<td></td>
</tr>
<tr>
<td>sides).</td>
<td></td>
</tr>
<tr>
<td>□ Declaration.</td>
<td></td>
</tr>
<tr>
<td>Taxi/Public Light Buses</td>
<td></td>
</tr>
<tr>
<td>□ Copy of the licence.</td>
<td></td>
</tr>
<tr>
<td>□ Copy of the hire purchase agreement.</td>
<td></td>
</tr>
<tr>
<td>□ Declaration.</td>
<td></td>
</tr>
<tr>
<td>Investments: e.g. Mutual Fund, Unit trust fund, listed shares, deposits</td>
<td></td>
</tr>
<tr>
<td>with brokers, commodity futures product, paper gold, certificates of</td>
<td></td>
</tr>
<tr>
<td>deposits, insurance policies and bonds.</td>
<td></td>
</tr>
<tr>
<td>□ Declaration(s). Supporting documents are not required at this stage.</td>
<td></td>
</tr>
<tr>
<td>Business undertakings: e.g. sole proprietorship, partnership or</td>
<td></td>
</tr>
<tr>
<td>limited companies and all business assets held</td>
<td></td>
</tr>
<tr>
<td>□ Copy of valid business registration certificate/ Harbor license/fishing</td>
<td></td>
</tr>
<tr>
<td>vessel licence.</td>
<td></td>
</tr>
<tr>
<td>Fixed Deposits</td>
<td></td>
</tr>
<tr>
<td>□ Declaration(s). Supporting documents are not required at this stage.</td>
<td></td>
</tr>
</tbody>
</table>

**Note 3:** Relevant declaration forms can be downloaded from the HAYED Web Site, obtained from the Applications Sub-section of ED at Podium Level 2, Hong Kong HA Customer Service Centre at No. 3, Wang Tai Hom South Road, Kwun Tong or the Housing Information Centre at Podium Level 3, Kwun Tong Shopping Centre, Shau Shui Ho. For the proper use of the declaration forms, please refer to items 4.3 and 4.4 in the "Waiting List for Public Rental Housing - Application Guide".

**Note 4:** HA's target is to maintain the AWT for general applicants (i.e. family and elderly one-person applicants) at around 3 years. Waiting time refers to the time taken between registration for PREH and the first offer, excluding any frozen period during the application period (e.g. when the applicant has not yet fulfilled the residence requirement; the applicant has requested to put his/her application on hold pending arrival of family members for family reunification; the applicant is imprisoned; etc.). The average waiting time for general applicants refers to the average of the waiting time of those general applicants who were offered PREH in the past 12 months.
Correspondence Address
Applications Sub-section, Housing Department
P O Box 89192, Kowloon City Post Office

Office Address
Applications Sub-section, Housing Department
Podium Level 2, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon

Hong Kong Housing Authority Hotline
2712 2712

Elderly Enquiry Hotline
2794 5134

Housing Authority / Housing Department Website
www.housingauthority.gov.hk
Public Rental Housing (PRH) Application
Points to Note
(Revised in May 2017)

1. Starting from 1 April 2017, if all household members in a family application are currently living in PRH (whether from the same or from different PRH tenancies), the relevant application would be frozen for one year. Once an application was frozen, the frozen period imposed would not be adjusted or cancelled on account of any subsequent addition/deletion of household members in the application, or deletion of household members from the existing PRH tenancy. Even if an application needs not be frozen at the time of registration, if the application subsequently meets the criteria for freezing due to addition/deletion of household members, or addition of household members in a PRH tenancy, the application concerned will still need to be frozen for one year. Applications registered prior to the implementation date of the frozen period arrangement will not be affected by the new arrangement. Applications under the "Single Elderly Persons Priority Scheme", "Harmonious Families Priority Scheme" and "Elderly Persons Priority Scheme" will also be exempted. However, if an application has been frozen for one year under the new arrangement in its capacity as an ordinary family application, even if the application subsequently switches to one under the "Harmonious Families Priority Scheme", the frozen period imposed earlier will not be cancelled as a result.

2. Starting from 2 May 2017, (i) for those PRH applicants or their family members, if their monthly income is irregular and exceeds the prescribed PRH income limit after taking the average of the irregular income received in the past six months before the date of declaration, the monthly income based on the average of the past 12 months before the date of declaration will be adopted in assessing whether the application meets the prescribed PRH income limit, and (ii) in the case of self-employment, the average income of the past 12 months before the date of declaration will be taken as the monthly income.

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