

For office use only

Application No.:

Received on :

**Application for Nomination Certificate  
Letting of a Hong Kong Housing Authority Subsidised Sale Flat  
under the Hong Kong Housing Society  
T-Home “Letting Scheme for Subsidised Sale Developments with Premium Unpaid”**

Flat : [ \_\_\_\_\_ ] (the Flat)  
Owner: [ \_\_\_\_\_ ] (the Owner)

I/We would like to apply for a Nomination Certificate to rent the Flat from the Owner under the Hong Kong Housing Society’s T-Home “Letting Scheme for Subsidised Sale Developments with Premium Unpaid”.

I/We enclose the following documents in support of my/our application:

1. Copy “Certificate of Participation – Owner” No. \_\_\_\_\_
2. Copy “Certificate of Participation – Tenant” No. \_\_\_\_\_

**OR**

Copy “Certificate of Participation – Organisation” No. \_\_\_\_\_

I/We understand and agree that my/our application is subject to the Notes of Application stated overleaf.

HA reserves the right to make amendments to any content in the Application Form without prior notice.

<u>Name</u>	<u>HKIC No.</u> <u>(if applicable)</u>	<u>Signature</u>	<u>Phone No.</u>
Applicant _____	_____ ( )	_____	_____

Residential / Business Address:

\_\_\_\_\_

Correspondence Address:

# Notes of Application

## 1. Background

The Hong Kong Housing Society (HS) launched the T-Home “Letting Scheme for Subsidised Sale Developments with Premium Unpaid” in September 2018. This pilot scheme gives an option to the owners of flats in designated subsidised sale developments of HS with premium unpaid to let individual bedroom(s) in their flats to families who are waiting for allocation of public rental housing (PRH).

In July 2019, the Subsidised Housing Committee (SHC) of the Hong Kong Housing Authority (HA) endorsed HA’s joining of the “Letting Scheme for Subsidised Sale Developments with Premium Unpaid” on a trial basis.

Having received views from various stakeholders on the “Letting Scheme for Subsidised Sale Developments with Premium Unpaid”, HS launched the enhanced “Letting Scheme for Subsidised Sale Developments with Premium Unpaid” (the Scheme) in the fourth quarter of 2019 to allow eligible owners of subsidised sale flat(s) under HS and HA to let their flats / certain bedroom(s) therein with premium unpaid to eligible PRH applicants. SHC then approved HA to join the Scheme on a regular basis in June 2021.

## 2. Eligibility Criteria for Nomination of Tenants for Letting of HA’s SSFs

Any person or organisation who would wish to rent a HA Subsidised Sale Flat (the Flat) under the Scheme has to apply for a “Nomination Certificate” before he can enter into a tenancy agreement of the Flat with the owner.

The applicant must be a holder of a valid “Certificate of Participation – Tenant” (Tenant Certificate) or “Certificate of Participation – Organisation” (Organisation Certificate) issued by HS.

The owner of a SSF must be a holder of a valid “Certificate of Participation – Owner” (Owner Certificate) issued by HS.

## 3. Application Procedures

Application forms are obtainable at the following locations or by downloading from the following website:

- (a) Home Assistance Loan Unit, Room 202, 2/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon.
- (b) HA/HD website at <https://www.housingauthority.gov.hk/en/common/pdf/global-elements/forms/general-information/HD1142.pdf>

The holder of the Tenant Certificate or the Organisation Certificate should complete the application form (AF) and submit the same to the Home Assistance Loan Unit (HALU), Room 202, 2/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon together with:-

- (a) a copy of the valid Owner Certificate issued by HS to the owner of the HA SSF; and
- (b) a copy of the valid Tenant Certificate or the Organisation Certificate (whichever applicable) issued by HS to the applicant.

The relevant Owner Certificate and Tenant Certificate or Organisation Certificate must remain valid as at the date of signing of the tenancy agreement. This application is free of charges.

If there is any dispute over the interpretation of the aforesaid eligibility criteria, HA's decision shall be regarded as final. HA reserves the rights not to accept any applications. HA shall not be liable for any loss suffered by any person arising out of his/her reliance on this Application Form.

#### **4. Enquiries**

For enquiries or requests for information, please call the HA hotline at 2712 2712. For further information or assistance, please contact HALU at 3162 0666.

#### **5. Notes concerning the Collection of Personal Data**

The personal data collected in the AF are used for processing the applications under the Scheme and its related matter. HA may also use the information for statistical surveys and researches, and may for such purpose contact the applicant. When assessing the eligibility of the applicant, HA has the right to compare and match the personal data provided in the AF with the relevant personal data collected for other purposes (manually or otherwise) in order to ascertain whether such information is false or inaccurate or misleading, and may take appropriate action against the person(s) concerned on the basis of the result of the data comparison and matching. The applicant shall authorize HA to verify and match the relevant information with other government departments, public / private organizations / companies, relevant employers or the independent consultant companies appointed by HA or HA's existing records, and further agree for any government departments, private / public organizations / companies, relevant employers or the independent consultant companies appointed by HA to provide HA with the applicant's personal data in their possession for the purpose of comparing or matching the information in the AF. The applicant shall also authorize HA to transfer to HS the information contained in the AF for the purpose of the Scheme.