

| Date of Receipt of Application | |
|------------------------------------|--|
| For Estate Office/ PSC/ PMA Use | |
| For DTMO Use | |
| For SMS Unit Use | |

Application for Certificate of Availability for Sale under HOS Secondary Market Scheme

Note: Please submit the copies of a water bill and an electricity bill issued by utility companies within the last six months according to the paragraph 3(c) of the Notes of Application

To: Director of Housing

**via Housing Manager,
District Tenancy Management Office/
Management Office/ Estate Office
in charge of the respective Court/ Estate**

| For HD (Estate Office/ DTMO) Use | |
|----------------------------------|---|
| Date of First Assignment | <div style="display: flex; justify-content: space-between;"> <div>Day</div> <div>Month</div> <div>Year</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> </div> |
| Code Address | <div style="display: flex; justify-content: space-between;"> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> </div> |
| Signature: | <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(HO or AHM/)</div> |

Property Address : _____

I/We would like to apply for a Certificate of Availability for Sale for the above property.

I/We attach herewith a crossed cheque/cashier's order with the following details:

| | | | | | |
|------|--|----------------|--|----------------------------|--|
| Bank | | Branch of Bank | | Cheque/Cashier's Order No. | |
|------|--|----------------|--|----------------------------|--|

payable to the "Hong Kong Housing Authority" for the sum of HK\$930 as payment for the application fee (please write down the Hong Kong Identity Card number of the applicant on the back of the cheque/ cashier's order).

I/We understand that **the application fee is non-refundable and non-transferrable under any circumstances.** The Hong Kong Housing Authority (HA) reserves the right to revise the application fee at any time.

| | <u>Name</u> | <u>HKIC No.</u> | <u>Signature</u> |
|-----------------------------|-------------|-----------------|------------------|
| Owner/ Owner's Agent (1) | _____ | () | _____ |
| Owner/ Owner's Agent (2) | _____ | () | _____ |
| Owner/ Owner's Agent (3) | _____ | () | _____ |

Daytime Contact No. : _____ Date (dd/mm/yyyy): _____ / _____ / _____

Correspondence Address : _____

(must be completed if different from the above property address)

The "Certificate of Availability for Sale" will be sent by registered mail to the right side correspondence address.

To avoid postal misdelivery, please write in BLOCK letters. Please notify the Hong Kong Housing Authority in writing immediately if there are any changes after submission.

| Correspondence address in Hong Kong (must be completed) | | | | | |
|---|--|-------|-------------|-----------|--|
| Name of Owner/Owner's Agent | | | | | |
| <input type="checkbox"/> HK <input type="checkbox"/> KLN <input type="checkbox"/> NT <input type="checkbox"/> Islands | | | | District | |
| Flat No. | | Floor | | Block No. | |
| Block Name | | | | | |
| Court Name | | | | | |
| Street No. | | | Street Name | | |
| Post Office/P.O. Box No. (if applicable) | | | | | |

Notes of Application

1. Please read carefully the Application Guide for the HOS Secondary Market Scheme (Green Form Status) before completing this application form. Website: <https://www.housingauthority.gov.hk/>
2. Please fill in the application form in English block letters and Chinese (if applicable) with a **black or blue ball pen** (erasable ball pen should not be used). **Applicant(s) should sign against amendments, if any. No correction materials such as correction fluid or tapes for obliteration should be used.**
3. **This application form should be submitted to your respective District Tenancy Management Office/ Management Office/ Estate Office together with the following:**
 - (a) **Crossed cheque/ cashier's order for payment of the application fee;**
 - (b) **A copy of the Deed of Assignment, and should there be any change of ownership since the first Deed of Assignment from the Hong Kong Housing Authority or the developer (in case of Private Sector Participation Scheme flats), copies of ALL the relevant Deed of Assignment from the first to the latest must be submitted. Other relevant document, such as Deed Poll, etc., if any, must also be submitted; and**
 - (c) **Copies of a water bill and an electricity bill of the flat issued by utility companies within the last six months from the date of this application form.**
4. If the applicant fails to provide sufficient information, the HA and the Housing Department may not be able to process the application and the application fee paid will not be refunded.
5. Please enquire at the mortgagee bank or the Land Registry concerned about the procedures for obtaining copies of the Deed of Assignment.
6. **When signing the application form, the owner should give the same signature as the one on the Deed of Assignment.**
7. If the property is jointly owned by two persons or above, all owners are required to sign this form.
8. If the applicant is a lawful agent of the owner, a valid Power of Attorney and the attorney's identity document must be attached.
9. If the owner or joint owner has been bankrupt, the column of "Signature of owner/owner's agent" must be signed by the Official Receiver or the trustee in bankruptcy on behalf of the bankrupt owner and stamped with the official seal. A copy of the bankruptcy order should be submitted with this application form. (Except the bankruptcy order has been **annulled** by the Court)
10. If owner's agent is an administrator/ executor, copies of Letter of Administration/ Probate, Death Certificate, Certificate of Exemption from Estate Duty/ Schedule of Assets and Liabilities and identity document of the administrator/ executor must be submitted.
11. The address and telephone no. of District Tenancy Management Offices for Home Ownership Scheme /PSPS/Green Form Subsidised Home Ownership Scheme Courts, please refer to the following link: https://www.housingauthority.gov.hk/common/pdf/home-ownership/information-for-home-owners/list_dtmo_s.pdf
12. For further information, please contact HOS Secondary Market Scheme Unit (Address: Room 202, 2/F., Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon, Tel.: 3162 0680).