

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

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

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 | Day | Month | Year |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Code Address | | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Signature: _____ | | | |
| (_____) HO or AHM/ | | | |

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\$810 as payment for the application fee (please write down the Hong Kong Identity Card number of the applicant on the back of the cheque or the cashier order). I/We understand that **the application fee is non-refundable and non-transferrable under any circumstances.** The Hong Kong Housing Authority 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): _____ / _____ / _____

Notes of Application

- 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/>
- This application form should be returned to the District Tenancy Management Office/ Management Office/ Estate Office in charge of your court/ estate together with the application fee and a copy of the Deed of Assignment (For details, please enquire at the Management Office/ Estate Office concerned). If any change of ownership of the flat has taken place, copies of all the relevant Deed of Assignment must be attached. Other relevant document, such as Deed Poll, etc., if any, must also be submitted.**
- Please enquire at the mortgagee bank or the Land Registry concerned about the procedures for obtaining a copy of the Deed of Assignment.
- When signing the application form, the owner should give the same signature as the one on the Deed of Assignment.**
- If the property is jointly owned by two persons or above, all owners are required to sign this form.
- If the applicant is a lawful agent of the owner, a valid Power of Attorney and the attorney's identity document must be attached.
- 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)
- 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.
- 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).

"The Certificate of Availability for Sale" will be sent by registered mail to the following 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) | | | | | |

| 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) | | | | | |