

**Housing Subsidy Policy and
Policy on Safeguarding Rational Allocation of Public Housing Resources
(Commonly referred to as the “Well-off Tenants Policies**”)**

Application for Fixed Term Licence

(Applicable for the enhanced “Well-off Tenants Policies” which takes effect from October 2023)

Part I Eligibility Criteria

Under prevailing “Well-off Tenants Policies”, households with domestic property ownership in Hong Kong / whose income exceeds 5 times the prevailing Public Rental Housing Income Limits (PRHILs) / total net asset value exceeds 100 times the prevailing PRHILs / failing to return the completed Declaration Form on or before the specified date / opting not to declare (including those failing to complete the Declaration Form or furnish the information as required), should vacate their public rental housing[&] (PRH) flats. If they have a temporary housing need, they may apply for temporary stay from the Hong Kong Housing Authority (HA) in their existing PRH flats before the expiry of the “Notice-to-quit” with validity period up to 4 months. Whether during the four-month licence period or upon its expiry, HA will not reassess the households’ eligibility of renting PRH flats and they must move out. They shall pay during the temporary occupation a monthly licence fee equivalent to the double net rent[@] plus rates or market rent (whichever is higher).

Part II Notes of Application

- (1) Fixed Term Licence of a validity period **not exceeding** 4 months starting from the day following the expiry of “Notice-to-quit”.
- (2) The personal data in this Application Form are furnished for the purpose of application for Fixed Term Licence under the “Well-off Tenants Policies”. Pursuant to the Personal Data (Privacy) Ordinance, the Applicant and his / her household member(s) are entitled to request access to or correction of those personal data related to him / her stated in this Application Form. Where necessary, such requests should be made in writing and directed by post or fax to the Departmental Data Protection Officer of the Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon [Fax No. 2761 6363]. A fee may be charged for the request for access to personal data.

Part III Application Particulars

Flat No. _____, *Block _____ House, _____ *Estate / Interim Housing

I, _____, am *the tenant / licensee of the above flat.

As the Tenancy Agreement[^] of the flat at the aforementioned address will be terminated by HA on _____ (day) _____ (month) _____ (year), *I / my family member(s) and I *am / are required to vacate the flat on or before the said date and deliver vacant possession of the flat to HA.

Owing to _____, I / we cannot surrender the aforesaid flat to HA on or before the specified date and hereby apply for temporary stay in the aforesaid flat until _____ (day) _____ (month) _____ (year) [#] and undertake to pay a monthly licence fee equivalent to double net rent[@] plus rates or market rent (whichever is higher) on time. Particulars of *me / me and my family member(s) are as follows:

Name	Sex	Relationship with Applicant	Hong Kong Identity Card Number/ Birth Certificate Number
		Applicant	

Part IV Declaration of the Applicant and Household Member(s) Aged 18 or Above

I/ We agree and declare that:

1. HA and the Housing Department (HD) may, in processing my/ our application, collect my/ our personal data from other relevant government departments, public/ private organizations (including but not limited to the Social Welfare Department, Correctional Services Department, Land Registry, Transport Department, Companies Registry, Immigration Department, Mandatory Provident Fund Schemes Authority, Hospital Authority, financial institutions, banks and insurance companies), and/ or any other third parties (including but not limited to employers) possessing my/ our personal data for verification and confirmation of my/ our eligibility. Whilst the collection of the information is in progress, HA and HD may disclose the personal data contained herein to the above-mentioned organizations and/ or other third parties. In this connection, I/ we authorize the above-mentioned organizations and/ or any other third parties possessing my/ our personal data to furnish HA and HD with my/ our personal data for the vetting of my/ our application.
2. All my/ our personal data and supporting documents which I/ we provide for this application will be disclosed to HA/ HD/ the respective EMO (including outsourced property services agents) for handling my/ our application, implementation of public housing policies/ the relevant requirements and enforcement of the terms of Fixed Term Licence in Public Rental Housing; and
3. I/ We have read Part I to Part IV of this Application Form and fully understand all the terms contained therein. I/ We shall be held liable for the data furnished herein. I am/ We are aware that if I/ we do not fully understand any of the above-mentioned terms, I/ we may make enquiries and seek clarification with the staff of the respective Estate Office before signing this Application Form.

Attention:

- (i) The applicant and all household members aged 18 or above listed in this Application Form are required to sign below indicating their knowledge of, consent to and compliance with the above Part III and IV.
- (ii) The signature of the applicant below should be the same as signed against the Tenancy Agreement/ Tenancy Card/ Occupation Licence.

	Name	HKIC No.	Signature	Date
Applicant	_____	_____	_____	_____
Household Member	_____	_____	_____	_____
Household Member	_____	_____	_____	_____
Household Member	_____	_____	_____	_____
Household Member	_____	_____	_____	_____

* Delete as appropriate.

** According to the prevailing policy, households who are granted a new tenancy under the “Policy on Grant of New Tenancy”/ with their applications under the “Tenancy Management Policies” for Public Rental Housing approved are required to declare biennially the household income and assets pursuant to the “Well-off Tenants Policies”, including whether they own any domestic property in Hong Kong, irrespective of their length of residence. Moreover, starting from October 2023, PRH households are required to declare domestic property ownership in Hong Kong to HA every two years after admission to PRH.

& The term “Public Rental Housing” includes “Interim Housing”.

^ The term “Tenancy Agreement” includes “Tenancy Card/ Occupation Licence”.

@ The term “rent” includes “licence fee”.

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