



Policy on Grant of New Tenancy Application for Fixed Term Licence

Part I Eligibility Criteria

Under prevailing policy on Grant of New Tenancy, for households with domestic property ownership in Hong Kong/ total household income exceeds 5 times the public rental housing income limits (PRHILs)/ total household net asset value exceeds 100 times the PRHILs, or those who choose not to declare household income/ assets/ whether they own any domestic property in Hong Kong, they will not be granted a new tenancy and are required to vacate their PRH[^] flats. Those still in need of accommodation may, before expiry of Notice-to-quit, apply to the Hong Kong Housing Authority (HA) for temporary stay of PRH flats they are occupying for a maximum period of four months. Whether during the four-month licence period or upon the expiry of the licence period, the Housing Department (HD) will not reassess the households' eligibility for continuous living in the PRH flats and the family must move out. During the temporary stay, the family are required to pay licence fee equivalent to double net rent[@] plus rates or market rent (whichever is higher).

Part II Notes of Applications

- (1) The applicant should obtain his/ her household members' consent for his/her being the applicant. They are required to sign and submit the Letter of Consent.
- (2) The duration of temporary stay should not be longer than four months, starting from the date following the expiry of the Notice-to-quit.
- (3) The personal data in this Application Form are furnished for the purpose of application for Fixed Term Licence under the policy on Grant of New Tenancy. 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 HD 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.
- (4) This Application is free of charge. Anyone who offers to assist in return for remuneration should be reported to the Police or Independent Commission Against Corruption (ICAC) immediately. Any person offering a bribe to a public servant to secure public service might commit a bribery offence. Both offeror and acceptor are guilty of the offence regardless of the value of the bribe. HA will refer the case to ICAC for investigation. HA may also cancel the application irrespective of whether such person has been prosecuted or convicted of the relevant offence.

Part III Application Particulars

Premises: Flat _____, *Block _____/ House _____ *Estate/ Interim Housing

I, _____ (Name), am the _____ (Relationship) of _____ (Name), the *late tenant/ *late licensee of the captioned premises.

The *tenancy/ licence of the captioned premises will be terminated by the HA and I together with my family members are required to vacate and surrender the aforesaid premises to HA on or before _____.

Due to _____ (reason), we cannot surrender the aforesaid premises to the HA on or before the specified date. I hereby apply for temporary stay in the aforesaid premises #until _____, and promise to pay a monthly licence fee equivalent to double net rent plus rates or market rent (whichever is higher). My family particulars are as follows –

Name	Sex	Relationship with Applicant	Hong Kong Identity Card/ Birth Certificate No.
		Applicant	

[^] The term "Public Rental Housing" includes "Interim Housing".

[@] The term "rent" includes "licence fee".

* Please delete if inapplicable.

[#] Duration of temporary stay must not exceed four months starting from the date following the expiry of the Notice-to-quit.

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

I/ We agree and declare that-

- (1) I/ We promise and comply with Part III of this Application Form.
- (2) HA and HD may, in processing my/ our application, collect my/ our personal data from other relevant government departments, public/ private organisations (including but not limited to Mandatory Provident Fund Schemes Authority, Hospital Authority, financial institutions, banks and insurance companies, etc.), and/ or any other third parties (such as employers) possessing my/ our personal data for verification (manually or otherwise) 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 departments, organisations and/ or other third parties. In this connection, I/ we authorise the above-mentioned departments, organisations 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. The personal data provided may also be used by HA, HD and relevant government bureaux/ departments for conducting statistical surveys and researches.
- (3) All my/ our personal data and supporting documents which I/ we provide for this application will be disclosed to HA/ HD/ the respective Estate Office (including outsourced property services agents) for handling my/ our application, implementation of public housing policies and enforcement of the terms of Fixed Term Licence in Public Rental Housing.
- (4) I/ We have read and fully understand all the terms contained in this Application Form. I/ We shall be held liable for the particulars 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 concerned Estate Office before signing on the form.

	<u>Name</u>	<u>H.K.I.C. No.</u>	<u>Signature</u>	<u>Date</u>
Applicant	_____	_____	_____	_____
Household Member	_____	_____	_____	_____
Household Member	_____	_____	_____	_____
Household Member	_____	_____	_____	_____