

Policy on Grant of New Tenancy Application for Fixed Term Licence

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

I, _____ (Name), am

- the _____ (Relationship) of _____ (Name), the late *tenant/ late licensee of the captioned premises. *(for Cases of Change of Tenant) (see Note 1)*
- the *tenant/licensee of the captioned premises. *(for Cases of Biennial Declaration pursuant to the revised Well-off Tenants Policies)*

The *tenancy/ licence of the captioned premises will be terminated by the Hong Kong Housing Authority (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 _____ (see Note 2 and 3), 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	

Signature of Applicant: _____

Name of Applicant: _____

Date: _____

***Please delete if inapplicable**

Please tick the appropriate item

- Note: 1. For cases of Change of Tenant, the applicant should obtain his/her household members' consent for his/her being the applicant. They are required to sign the Letter of Consent in the presence of a Housing staff/staff of the Property Services Management Office who acts as a witness.
2. For cases of Change of Tenant, the duration of temporary stay should not be longer than 12 months, starting from the date following the expiry of the Notice-to-quit.
3. For cases of Biennial Declaration pursuant to the revised Well-off Tenants Policies, the duration of temporary stay may be up to * 31st March / 30 September of the coming year, on condition that the period of stay **must not exceed** 12 months starting from the date following the expiry of the Notice-to-quit.