

Application for Extended Stay in Public Rental Housing Flat/ Interim Housing Unit (Applicable to Surrender of Public Rental Housing Flats/ Interim Housing Units upon Acquisition of Other Forms of Subsidised Housing/ Purchase of a Private Domestic Property)

Part I Eligibility Criteria

Tenants/ Licensees who have acquired other forms of subsidised housing (including but not limited to purchase of flats under Sale of Home Ownership Scheme (HOS) Flats/ Sale of Green Form Subsidised Home Ownership Scheme Flats/ HOS Secondary Market Scheme/ White Form Secondary Market Scheme of the Hong Kong Housing Authority (HA)/ Subsidised Sale Flats Projects/ Flat-for-Sale Scheme Secondary Market of the Hong Kong Housing Society (HS)/ acquisition of subsidised housing of the HA/ HS / allocation of public rental housing (PRH) through any transfer schemes or the PRH application) or have purchased a private domestic property and cannot surrender the PRH flat/ Interim Housing (IH) unit on the date specified on the notice to quit may apply for extended stay.

Part II Notes of Application

- (1) The Applicant must submit the duly completed Application Form, together with the Tenancy Agreement/ Occupation Licence and all the required information and supporting documents to the concerned Estate Office. Failure to provide sufficient information will deter the HA from processing this application.
- (2) The period of extended stay in PRH/ IH flats should not exceed 30 days.
- (3) After approval has been granted, the tenant/ licensee is required to pay an occupation fee equivalent to triple net rent/ licence fee plus rates, or, in case the tenant/ licensee is a market rent/ licence fee payer before the expiry of the notice to quit, equivalent to the market rent/ licence fee or triple net rent/ licence fee plus rates, whichever is higher. The total amount of occupation fee should be paid in advance.
- (4) If the tenant/ licensee fails to surrender the PRH flat/ IH unit after the expiry of the period of extended stay, HA will take action to recover possession of the premises.
- (5) The personal data in this Application Form are furnished for the purpose of application for extended stay in PRH flat/ IH unit. Pursuant to the Personal Data (Privacy) Ordinance, the Applicant is 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 Housing Department 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.
- (6) 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 Personal Data of the Applicant

I (the Applicant), _____ (Hong Kong Identity Card No.: _____),
am the **Tenant/ Licensee of Flat* _____, **Block* _____ **House*, _____ **Estate/*
Interim Housing. In the notice to quit which I tendered on _____, I undertook to surrender the
premises on _____. However, due to _____, I now apply
for an extended stay of _____ days (not exceeding 30 days) in the premises, i.e. to surrender vacant possession of it
to HA on or before _____.

*** Please delete if inapplicable**

Part IV Declaration of the Applicant

I agree and declare that:

- (1) During the occupation period, I undertake to comply with the following conditions:
 - (a) pay an occupation fee in full at the Estate Office concerned on or before the first day of the occupation period;
 - (b) surrender to HA vacant possession of the above premises in good tenable condition (together with the e-Payment Card, Tenancy Agreement/ Occupation Licence and keys to the flat) on or before _____;
 - (c) reinstate before the surrender of the premises all the fixtures and fittings of HA and remove those added by me at my own expense to the satisfaction of HA, for its re-allocation as soon as possible, and clear the premises of all unwanted furniture, sundries and refuse, or otherwise bear the expenses for the necessary cleansing and maintenance services plus the prevailing administrative costs incurred; and
 - (d) inform public utilities (e.g. gas, power, telephone companies and the Water Supplies Department, etc.) to close my account and terminate their services to the premises, and inform the bank to cease the auto-pay service for rent/ licence fee payment (where applicable).
- (2) All my personal data and supporting documents which I provide for this application will be disclosed to HA/ HD/ the respective Estate Office (including outsourced property services agents) for handling my application, implementation of public housing policies and enforcement of the terms of Tenancy Agreement/ Occupation Licence.
- (3) I fully understand all the terms contained in Parts I, II and IV of this Application Form. I am aware that if I do not fully understand any of the above-mentioned terms, I may make enquiries and seek clarification with the staff of the concerned Estate Office before signing this Form.

Name

Contact Tel. No.

Signature

Date

Applicant _____