Hong Kong Housing Authority

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)

Part I Eligibility Criteria

Tenants/ Licensees who have acquired other forms of subsidised housing (including purchase of flats under Sales of Home Ownership Scheme (HOS)/ HOS Secondary Market Scheme/ Green Form Subsidised Home Ownership Pilot Scheme/ Subsidised Sale Flats Projects of Hong Kong Housing Society/ acquisition of subsidised housing of the Hong Kong Housing Society/ allocation of public rental housing (PRH) through any transfer schemes or the PRH application) 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 Hong Kong Housing Authority (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) <u>This Application is free of charge</u>. Anyone who offers to assist in return for remuneration should be reported to the Police or Independent Commission Against Corruption (ICAC) immediately. Attempted bribery is also an offence in law. HA will refer the case to ICAC for investigation and 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), _____, 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 _____.

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 of $ _____ 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 tenantable 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) 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 abovementioned 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	_____	_____	_____	_____

*Please delete if inapplicable