

Declaration Form on Occupancy Status and Particulars of Domestic Property Ownership in Hong Kong

Important Notes

1. In accordance with the revised "Well-off Tenants Policies" (WTP) in October 2017, households with domestic property ownership in Hong Kong should vacate their public rental housing (PRH) flats, irrespective of their levels of income or assets (please refer to the declaration form for households who are exempted from the WTP).
2. PRH tenants and all household members are required to make declarations to the Hong Kong Housing Authority (HA) every two years on their occupancy status and whether they own any domestic property in Hong Kong after admission to PRH via "Declaration Form on Occupancy Status and Particulars of Domestic Property Ownership in Hong Kong".
3. PRH households should make declaration to the HA after having acquired a domestic property in Hong Kong (within one month of entering into any agreement, including provisional agreements).
4. According to the tenancy agreement, the PRH tenant and all family members shall take up the tenancy of the premises within one month after the commencement of the tenancy, and thereafter retain regular and continuous residence therein.
5. For tenancy termination cases due to abuse of PRH, former PRH households will be barred from re-applying for PRH for a period of five years. In addition, for household with Tenancy Agreement/ Occupation Licence terminated by HA on ground of making false declarations, the tenant/ licensee or household members who has made false declarations (those who own properties but have not made declarations) would be subject to the restrictions of a five-year debarment for the application of PRH (even PRH application was already registered, such application will be frozen and the frozen period will not be counted into the waiting time for PRH) and no offer of a better quality PRH flat (the criteria for not being allocated a better quality PRH flat are location, age and floor level; location is a mandatory restriction, and age and floor level must be included in one of the two criteria); and are liable to prosecution.
6. PRH households who refuse to make declarations (including those failing to complete the Declaration Form or furnish the information as required) or fail to make declarations within the specified time may have their tenancies terminated.

Notes for Declaration

1. "Ownership of domestic property in Hong Kong" means the cases where the tenant/licensee and/or his/her household member(s) has/have:
 - (i) owned or co-owned any domestic property in Hong Kong or any interest in such kind of property; or
 - (ii) entered into any agreement which is still valid and subsisting (including preliminary agreement) to purchase any domestic property in Hong Kong; or
 - (iii) owned more than 50% of the shares in a company which directly or through a subsidiary company owned any domestic property in Hong Kong; or
 - (iv) been a beneficiary of the estate of any deceased person which includes any domestic property or land in Hong Kong.
2. Domestic properties include any domestic property, uncompleted private domestic property, rooftop structures approved by the Buildings Department, domestic building lots and small house grants approved by the Lands Department in Hong Kong.
3. For households (including some of the family members) who have signed an Agreement for Sale and Purchase (ASP) (including a Preliminary Agreement for Sale and Purchase (PASP)) to purchase a private domestic property in Hong Kong or purchased a subsidised sale flat (SSF) with Green Form (GF) or White Form (WF) status (regardless of whether the domestic property is completed or not), HA will continue to allow them to rent their existing PRH flats until their surrender of the PRH flats or deletion of the subject member from the tenancy after assignment and/or taking possession of the purchased property[^] within 60 days. Households must notify the HA within one month after assignment and taking possession of the purchased domestic property in Hong Kong. Except for households that purchased SSF with GF or WF status, households should notify HA within one month after acquiring domestic property in Hong Kong. During the waiting period for taking possession of the property, all households (regardless of whether purchased SSF with GF or WF status) must still declare in a timely manner according to the WTP declaration cycle and pay the corresponding level of rent according to their household income level. If households have any other domestic property ownership for which assignment has been executed and/or taking possession of the purchased property in Hong Kong at the same time, they have to vacate their existing PRH flats.
[^] The date of taking over the keys of the purchased flats; or the 10th working day from the date of assignment (both dates inclusive), whichever is earlier.
4. Tenants/licensees and all household members **aged 18 or above listed in this Declaration Form are required to sign the form** to confirm the information declared herein. Otherwise, the households will be regarded as failing to declare. The tenants/licensees shall also be held liable for the data of household member(s) aged below 18 furnished herein.
5. This declaration 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 terminate the Tenancy Agreement/ Occupation Licence of the PRH flat(s) concerned irrespective of whether such person has been prosecuted or convicted of the relevant offence.
6. Please read the notes (pages 3 and 4) and declarations (pages 2 and 4) carefully before signing the declaration form.

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Guidelines for Completing the Form

Part I: Declaration on Occupancy Status and Domestic Property Ownership in Hong Kong

	Tenant	Household Member	Household Member
Name	LEE TAI MAN	CHAN MEI MUI	LEE KAI
Relationship with Tenant	Self	Spouse	Son
Item 1 Declaration on Occupancy Status			
Have you retained regular and continuous residence in the above PRH flat (Note 4)	<input type="radio"/> Yes <input type="radio"/> No, reason(s) is/are as follows: <input type="radio"/> Having moved out <input type="radio"/> Other reasons:	<input type="radio"/> Yes <input type="radio"/> No, reason(s) is/are as follows: <input type="radio"/> Having moved out <input type="radio"/> Other reasons:	<input type="radio"/> Yes <input type="radio"/> No, reason(s) is/are as follows: <input type="radio"/> Having moved out <input type="radio"/> Other reasons:
Has the flat been left vacant / sub-let or assigned / used for illegal or non-residential purposes	<input type="radio"/> No <input type="radio"/> Yes, details are as follows:	<input type="radio"/> No <input type="radio"/> Yes, details are as follows:	<input type="radio"/> No <input type="radio"/> Yes, details are as follows:
Item 2 Declaration on Domestic Property in Hong Kong (Households exempted from the "Well-off Tenants Policies" are not required to fill in this column) (Note 5)			
Any domestic property ownership in Hong Kong on or after 3 October 2023 (Note 6)	<input type="radio"/> No (Please complete Part II) <input type="radio"/> Yes, property address(es): <input type="radio"/> Not yet signed the assignment and taken possession of the purchased property (Please proceed to complete Category 1 of Item 3 and Part II) <input type="radio"/> Signed the assignment and taken possession of the purchased property (If the property is not acquired interest through operation of law, please complete Part II) <input type="radio"/> Acquired interest in the property through operation of law (Please proceed to complete Category 2 of Item 3 and Part II)	<input type="radio"/> No (Please complete Part II) <input type="radio"/> Yes, property address(es): <input type="radio"/> Not yet signed the assignment and taken possession of the purchased property (Please proceed to complete Category 1 of Item 3 and Part II) <input type="radio"/> Signed the assignment and taken possession of the purchased property (If the property is not acquired interest through operation of law, please complete Part II) <input type="radio"/> Acquired interest in the property through operation of law (Please proceed to complete Category 2 of Item 3 and Part II)	<input type="radio"/> No (Please complete Part II) <input type="radio"/> Yes, property address(es): <input type="radio"/> Not yet signed the assignment and taken possession of the purchased property (Please proceed to complete Category 1 of Item 3 and Part II) <input type="radio"/> Signed the assignment and taken possession of the purchased property (If the property is not acquired interest through operation of law, please complete Part II) <input type="radio"/> Acquired interest in the property through operation of law (Please proceed to complete Category 2 of Item 3 and Part II)
Item 3 Category and current status of domestic property ownership in Hong Kong			
Category 1 (Note 7) (The property transaction not yet completed) Signed an Agreement for Sale and Purchase (ASP) (including the Preliminary ASP) but the deed of assignment has not been executed, and the purchased property has not yet been taken possession (e.g. the purchased property is still under construction)	<input type="radio"/> Purchased private domestic property Material Date/ Expected Assignment Date: (Please provide supporting documents, and if there are any changes to the relevant dates, please notify the Housing Authority within one month) <input type="radio"/> Purchased subsidised sale flat with Green Form or White Form	<input type="radio"/> Purchased private domestic property Material Date/ Expected Assignment Date: (Please provide supporting documents, and if there are any changes to the relevant dates, please notify the Housing Authority within one month) <input type="radio"/> Purchased subsidised sale flat with Green Form or White Form	<input type="radio"/> Purchased private domestic property Material Date/ Expected Assignment Date: (Please provide supporting documents, and if there are any changes to the relevant dates, please notify the Housing Authority within one month) <input type="radio"/> Purchased subsidised sale flat with Green Form or White Form
Category 2 (Note 8) (Operation of law) Acquired interest in the domestic property through operation of law (e.g. divorce and inheritance)	Reason for acquisition of property interest: Share of ownership (%):	Reason for acquisition of property interest: Share of ownership (%):	Reason for acquisition of property interest: Share of ownership (%):
Item 4 Supplementary Information (Please provide additional information when needed)			
Supplementary Information			
Emergency Contact Person			
Name: Relationship with Tenant: Contact Tel. No.: Email:			

Please fill in the name as shown on the Hong Kong Identity Card (H.K.I.C.) (or on the Hong Kong Birth Certificate if not being issued a H.K.I.C.) in BLOCK LETTERS.

Please fill in the circle as ● according to the status of individual household member.

Please fill in the form with a black/blue ball pen (Erasable ball pen should not be used).

Please provide property address(es) if owning domestic property in Hong Kong and fill in the circle as ● according to the property status.

If you own more than one domestic property in Hong Kong, please supplement the information in Item 4.

Please fill in this part if the purchased property is still under construction.

Please provide additional information in Item 4 when needed.

Please return this Declaration Form together with documentary proof to Housing Department for vetting.

Please provide particulars of Emergency Contact Person (Both household and non-household members are acceptable).