



**Notes for Applicants:**

1. The application for “Eligible-to-Let Certificate” under the “Letting Scheme for Subsidised Sale Developments with Premium Unpaid” (hereinafter referred to as “the Scheme”) is only for persons who meet the following conditions:
  - (a) Applicants must be the owner and all the joint owner(s) (if any) of a flat in the designated subsidised sale developments of the Hong Kong Housing Society (hereinafter referred to as “HS”) that has 2 bedrooms or more (hereinafter referred to as “the Flat”). Designated subsidised sale developments of HS include:  
“Flat-for-Sale Scheme”: Healthy Village Phase I, Healthy Village Phase II, Ka Wai Chuen, Clague Garden Estate, Broadview Garden, Cronin Garden, Verbena Heights, Bo Shek Mansion, Lakeside Garden, Kai Tak Garden and Kingston Terrace  
“Sandwich Class Housing Scheme”: Tivoli Garden, The Pinnacle, Sunshine Grove, Radiant Towers, Park Belvedere, Marina Habitat, Highland Park, Hibiscus Park, Cascades and Bel Air Heights
  - (b) One of the applicants must have owned or co-owned with joint owner(s) the title of the Flat for 10 years or above (from the date of signing the Deed of Assignment in respect of the Flat) on the date of submitting the application form (hereinafter referred to as “AF”); if the applicants acquired the ownership through probate, the title of the Flat must have reached 10 years or above from the date of signing the Deed of Assignment by the deceased owner;
  - (c) The Flat is still subject to the resale restrictions of the Government Land Grant and the Modification Letter(s) of the Conditions of Grant (flats with premium unpaid) and the applicants are not holding a valid “Certificate of Availability for Sale” under the Flat-for-Sale Scheme Secondary Market;
  - (d) The internal partitions of the Flat must have 2 bedrooms or more (refer to the plans contained in the Deed of Assignment, any changes must be approved by the relevant government departments);
  - (e) There is no unauthorized building works in the Flat; and there is no “warning notice”/ “order” issued by the Buildings Department in relation to the Flat (excluding “warning notice”/ “order” that has been discharged by the Buildings Department).
2. The applicants must retain at least one (1) of the bedrooms for self-occupation. If the Flat has 2 bedrooms, 1 bedroom can be let by the applicants; if the Flat has 3 bedrooms, a maximum of 2 bedrooms can be let by the applicants, and these 2 bedrooms can be rented by two different Tenant Households or the same Tenant Household (one-person Tenant Household is only allowed to rent one bedroom). For each rentable bedroom, the whole bedroom must be let out to one Tenant Household. Also, the kitchen and bathroom(s) in the Flat (if the Flat has 2 bathrooms, the bathroom in the ensuite shall be excluded) must be shared by the owner and the Tenant Household. The Tenant Household must hold an “Eligible-to-Rent Certificate” applicable to the Tenant Household issued by HS.
3. Owners who intend to apply for “Eligible-to-Let Certificate” should read the Application Guide for “Letting Scheme for Subsidised Sale Developments with Premium Unpaid” applicable to owners (hereinafter referred to as “AG”) carefully before completing the AF.
4. Owners who intend to apply for “Eligible-to-Let Certificate” shall fill in the AF in BLOCK letters (and in Chinese if applicable) with a black ball pen. Please sign against each amendment, if any. No correction materials (such as correction fluid or tape) for obliteration should be used. The completed and signed AF together with the application fee should be submitted by post to “Hong Kong Housing Society”, GPO Box No.8600, Hong Kong. Please indicate [“Letting Scheme for Subsidised Sale Developments with Premium Unpaid” – Owner’s Application] on the cover of the envelope. If the AF cannot be delivered to HS due to insufficient postage, the application will not be processed.
5. The application fee is HK\$400, and it must be paid by crossed cheque or cashier’s order payable to “**HONG KONG HOUSING SOCIETY**”. Cash, promissory note or electronic cheque will not be accepted. Please write down the address of the Flat; and the name and contact number of the owner (if the Flat has more than 1 owner, one of the owners) at the back of the cheque or cashier’s order.
6. Application fee paid is non-refundable and non-transferrable irrespective of the application result.
7. All information provided must be true and correct or else HS is entitled to cancel such application. Applications that are not submitted by the specified method will not be accepted. HS reserves the right not to accept any application.
8. For enquiries, please call HS “Letting Scheme for Subsidised Sale Developments with Premium Unpaid” hotline on 81080678 during its office hours.
9. Applicants can browse the designated website for the Scheme at [lettingscheme.hkhs.com](http://lettingscheme.hkhs.com) for relevant information.
10. The personal data collected in the AF are solely used for processing applications under the Scheme and its related matters. HS may also use the information for statistical surveys and researches, and may for such purpose contact the applicants. When assessing the eligibility of the applicants, HS has the right to compare and match the personal information provided in the AF with the relevant personal information collected for other purposes (manually or otherwise) in order to ascertain whether such information is false or incorrect or misleading, and may take appropriate actions against the person(s) concerned on the basis of the result of the data comparison and matching. The applicants shall authorise HS to verify and match the relevant information with other government departments, public/ private organisation/ companies, the independent consultant companies appointed by HS or HS’s existing records, and further agree for any government departments, public/ private organization/ companies or the independent consultant companies appointed by HS to provide HS with the applicants’ personal data in their possession for the purpose of comparing or matching the information in the AF. For more details, please see Section 8 – Notes on Collection of Personal Data in the AG.

