

HONG KONG HOUSING AUTHORITY

HOME OWNERSHIP SCHEME

AND

PRIVATE SECTOR PARTICIPATION SCHEME

AND

TENANTS PURCHASE SCHEME

INFORMATION FOR APPLICANTS ON

APPLICATION FOR TRANSFER OF OWNERSHIP

Prepared by
Housing Subsidies Sub-division
Housing Department

**Transfer of Ownership in Home Ownership Scheme/
Private Sector Participation Scheme/
Tenants Purchase Scheme Flats
Information for Applicants**

Introduction

1. Pursuant to the Housing Ordinance, change of ownership is restricted except for disposal (i) in the Secondary Market after two years has elapsed since the first assignment, or (ii) in the open market upon payment of premium. However, the Housing Authority may at its discretion and on the merit of each case give consent to a request for change of ownership under special circumstances.

Pre-requisite for the application

- (A) The change of ownership must be by way of a Deed of Assignment at nil monetary consideration (except in bankruptcy cases); and
- (B) The proposed assignee must be an authorized occupant (except in deceased cases) of the property concerned.

The usual grounds for change of ownership

2. Generally, grounds for applying for consent to a change of ownership are as follows -
 - (A) Inclusion of spouse as joint owner;
 - (B) Transfer to spouse owing to divorce or separation;
 - (C) Transfer to other family member(s) owing to marriage and moving out of owner to join his/her spouse;
 - (D) Transfer to other family member(s) owing to owner's emigration or long-term working abroad;
 - (E) Owner or spouse or authorized occupant eligible for civil service housing benefits or housing package provided by the employer;
 - (F) Change of ownership reflecting financial contribution towards downpayment/mortgage repayment by authorized occupant;
 - (G) Transfer of ownership owing to death of owner;
 - (H) Old age of owner (i.e. 65 years old or above);
 - (I) Owner suffering from terminal disease e.g. cancer;
 - (J) Bankruptcy of owner; or
 - (K) Reasons other than (A) - (J) will be considered only in very exceptional circumstances.

Points to note when completing application form

3.
 - (A) If the application form has not been properly completed, the Housing Authority may reject the application.
 - (B) You should submit application form with ground(s) together with copies of relevant supporting documents. For example -
 - (i) Photocopies of Marriage Certificate and new address proof for owner who has married and moved out from the property to join his/her spouse;
 - (ii) Photocopies of approval letter issued by the employer if owner or spouse or authorized occupant is eligible for housing benefits;
 - (iii) Photocopies of Decree Nisi Absolute (Divorce) and Court Order in divorce cases;

- (iv) Photocopies of Letters of Administration (with Affirmation by Administrator)/Probate, Death Certificate and Certificate of Exemption from Estate Duty/Schedule of Assets and Liabilities in deceased cases; or
 - (v) Photocopies of Bankruptcy Order, Summary Procedure Order and the Official Receiver's Office written confirmation specifying the agreed consideration (if any) for the proposed transfer in bankruptcy cases.
- (C) The personal data collected shall be used for the purpose of processing the application for transfer of ownership and, upon completion of the transfer, to be transferred to the Rating and Valuation Department and be used for issuing demand notes for rates/Government rent.
- (D) The provision of personal data is voluntary. However, if you do not provide sufficient information, the Housing Authority may not be able to process your application.
- (E) You have a right of access and correction in respect of your personal data. Enquiries concerning the making of access and correction of personal data may be addressed to "The Departmental Data Controlling Officer, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon".

Administrative Fee

4. You are required to pay an administrative fee (currently at HK\$2,100) at the time of submitting the application. The administrative fee is not refundable in any event, even if your application is not successful or you wish to withdraw the application.

Where to submit the completed application form?

5. The duly completed application form should be delivered to the relevant District Tenancy Management Offices, the addresses of which are shown in the Appendix I (for HOS/PSPS flats) or Appendix II (for TPS flats).

Time required for processing the application

6. In general, you will be informed of the result of your application within six weeks from the date on which all the required documents have been received by the Housing Subsidies Sub-division.

Steps need to be followed after the approval of the application

7. (A) You are required to appoint a solicitor to complete the required procedures for transfer of ownership after consent for the application is granted. Under the prevailing policy of the Housing Authority, transfer of ownership must be by way of a Deed of Assignment at nil monetary consideration (except in bankruptcy cases). A draft Deed of Assignment prepared by your solicitor is required to be submitted to the Legal Service Sub-division of the Housing Authority for approval. An administrative charge will need to be paid.
- (B) If your property is subject to a mortgage, please confirm with your bank whether amendment to the existing mortgage is required. If so, you are required to submit a duly completed re-mortgage application form (available from the respective District Tenancy Management Office) to the Housing Authority for approval of the proposed mortgage arrangements. Administrative fee will be charged on application for such mortgage consent.
- (C) Other than the administrative fee for transfer of ownership, you will be responsible for all expenses in connection with the transfer of ownership such as the fee charged by the Housing Authority for approval of draft Deed of Assignment, charges relating to any amendment to mortgage arrangement (if required), stamp duty and execution of assignment etc.
- (D) The consent letter is valid for a period of one year and you are advised to arrange for the execution of the assignment as soon as possible. If the proposed transfer is not completed within the validity period, you are required to submit a fresh application and pay the relevant fees.
- (E) You must inform the respective District Tenancy Management Office immediately after the Deed of Assignment is executed.

**Particulars of District Tenancy Management Offices (DTMOs) and
Names of HOS/PSPS Courts under Management**

| District | Name of HOS/PSPS Court | DTMO Address | Tel. No. |
|--------------------------|--|---|-----------|
| Kowloon West & Hong Kong | Charming Garden Hang Chun Court Hoi Fu Court Kwun Fai Court Kwun Hei Court Po Hei Court Po Lai Court Yee Ching Court Yee Kok Court | G/F, Nga Man House, Homantin Estate, Kowloon | 2242 0277 |
| | Aldrich Garden Broadview Court Cheerful Garden Fullview Garden Greenwood Terrace Hang Tsui Court Harmony Garden Hui Tsui Court Hung Fuk Court Ka Lung Court Kai Tsui Court King Tsui Court Kornhill Lok Hin Terrace Lung Tak Court Lung Yan Court Neptune Terrace Ocean Court South Wave Court Tung Chun Court Tung Hei Court Tung Lam Court Tung Shing Court Tung Yan Court Tung Yuk Court Yan Tsui Court Yue On Court Yuet Chui Court | No. 9-20, G/F., Yue Tai House, Yue Wan Estate, Chai Wan | 2897 7479 |
| Kowloon East | Choi Fung Court Grandview Garden King Shan Court King Lai Court Pang Ching Court Richland Gardens Sun Lai Garden Ying Fuk Court | Unit 101-108, Yung Yuen House, Chuk Yuen (North) Estate | 2351 1818 |
| | Fu Keung Court Hong Keung Court Tak Keung Court Ka Keung Court Tin Ma Court Tin Wang Court Tsui Chuk Garden | G/F, Lung Chi House, Lower Wong Tai Sin (II) Estate | 2326 8962 |
| | Lung Poon Court Fung Chuen Court Fung Lai Court Kingsford Terrace Rhythm Garden Tsz Oi Court Tsz On Court | Room 211-224, Ban Fung House, Fung Tak Estate | 2324 0096 |
| | Hong Nga Court Hong Ying Court Hui Lai Court | G/F, Tak King House, Tak Tin Estate | 2772 6840 |
| | Hong Pak Court Hong Shui Court Hong Wah Court Hong Yat Court | G/F, Sau Yat House, Sau Mau Ping Estate | 2349 1361 |
| | Ko Chun Court Lei On Court Po Pui Court | Podium Level, 2/F, Tsui Pak House, Tsui Ping (North) Estate | 2793 2303 |
| | Cheung Wo Court Chun Wah Court Lok Nga Court On Kay Court Kai Tai Court | G/F, Ping Wah House, Lok Wah (North) Estate | 2755 5551 |
| | Kwai Chun Court Kwai Hong Court Yi Fung Court Ning Fung Court Kwai Yin Court Lai Yan Court Yin Lai Court | Shop 324, Shek Lei Shopping Centre, Shek Lei (II) Estate | 2420 6987 |
| | Ching Shing Court Ching Wah Court Serene Garden Ching Nga Court Ching Tai Court Ching Wang Court | Podium, Wing C, Kwai Shue House, Lei Muk Shue Estate, Tsuen Wan | 2423 7680 |
| | Lung Hin Court Peng Lai Court Yu Tung Court | Shop 12, 1/F., Fu Tung Shopping Centre, Fu Tung Estate, Tung Chung | 2109 0280 |

| District | Name of HOS/PSPS Court | DTMO Address | Tel. No. |
|----------------------------------|---|--|-----------|
| Tuen Mun & Yuen Long | Affluence Garden Glorious Garden Lung Mun Oasis Melody Garden Prime View Garden San Wai Court Siu Hei Court Siu Hin Court Siu Hong Court Siu Kwai Court Siu Lun Court Siu Lung Court Siu Pong Court Siu Shan Court Tsui Ning Garden Yuet Wu Villa Fung Ting Court Tin Chung Court Tin Fu Court Tin Lai Court Tin Oi Court Tin Shing Court Tin Yau Court | G/F, Chuen Shui House, Shui Pin Wai Estate, Yuen Long | 2442 2461 |
| Tai Po, North, Shatin & Sai Kung | Chung Nga Court Elegance Garden King Nga Court Ming Nga Court Po Nga Court Sun Hing Garden Tai Po Plaza Tak Nga Court Wang Fuk Court Yat Nga Court Yee Nga Court | 2/F, On Wo House, Tai Wo Estate | 2657 2808 |
| | Yung Shing Court Cheong Shing Court Choi Po Court Ka Shing Court King Shing Court On Shing Court Sunningdale Garden Tsui Lai Garden Wing Fai Centre Wing Fok Centre Yan Shing Court Yuk Po Court | No. 120, G/F, Wah Ming Shopping Centre, Wah Ming Estate | 2677 2002 |
| | Carado Garden Fung Shing Court Grandway Garden Holford Garden Hong Lam Court Ka Keng Court Ka Tin Court King Tin Court Kwong Lam Court May Shing Court Mei Chung Court Yu Chui Court Yue Tin Court | Units 221-240, 2/F., Shek Yuk House, Chun Shek Estate, Shatin | 2694 4408 |
| | Chevalier Garden Fok On Garden Fu Fai Garden Kam Fung Court Kam Hay Court Kam Lung Court Kam On Court Kam Tai Court Kam Ying Court Saddle Ridge Garden | Market Podium, Pok Hong Estate, Shatin | 2648 1312 |
| | Bauhinia Garden Beverly Garden Fu Ning Garden Hong Sing Garden On Ning Garden Chung Ming Court Hin Ming Court Ho Ming Court King Ming Court Kwong Ming Court Po Ming Court Tong Ming Court Wo Ming Court Yan Ming Court Ying Ming Court Yu Ming Court Yuk Ming Court | G/F., Kin Hei House, Kin Ming Estate, Tseung Kwan O | 2706 8201 |
| | Choi Ming Court | 1/F., King Lam Shopping Centre, King Lam Estate | 2701 0155 |

Particulars of District Tenancy Management Offices (DTMOs) and Names of TPS Estates under Management

| District | Name of TPS Estate | DTMO Address | Tel. No. |
|---------------------------------|---|---|-----------|
| Chuk Yuen | Chuk Yuen North Estate | G/F, Yung Yuen House, Chuk Yuen North Estate | 2351 1818 |
| Fanling North | Tin Ping Estate Tai Ping Estate Cheung Wah Estate Wah Ming Estate | No. 120, G/F, Wah Ming Shopping Centre, Wah Ming Estate | 2677 2002 |
| Kowloon West | Nam Cheong Estate | Flat 8-9, G/F, Cheong On House, Nam Cheong Estate, Kowloon | 2386 9311 |
| Hong Kong East | Tsui Wan Estate Fung Wah Estate | No. 9-20, G/F., Yue Tai House, Yue Wan Estate, Chai Wan | 2897 7479 |
| Hong Kong West | Wah Kwai Estate | Podium Level, Wah Kwai Shopping Centre, Wah Kwai Estate | 2551 0660 |
| | Lei Tung Estate | Market Podium, Ap Lei Chau Estate, Hong Kong | 2814 8105 |
| Kwun Tong | Tsui Ping North Estate | Podium, 2/F, Tsui Pak House, Tsui Ping North Estate | 2793 2303 |
| | Choi Ha Estate | G/F, Ping Wah House, Lok Wah North Estate | 2755 5551 |
| Lei Yue Mun | Tak Tin Estate Hing Tin Estate | G/F, Tak King House, Tak Tin Estate | 2772 6840 |
| Shatin North | Heng On Estate Yiu On Estate Pok Hong Estate Kwong Yuen Estate | Market Podium, Pok Hong Estate | 2648 1312 |
| Sham Shui Po | Lei Cheng Uk Estate | G/F, Lai Fu House, Lai Kok Estate | 2361 0070 |
| Sheung Kwai Chung | Kwai Hing Estate | Unit D, Podium, Shek Yam Shopping Centre, Shek Yam Estate | 2421 2426 |
| Shatin South | Hin Keng Estate | 2/F., Chun Shek Shopping Centre, Chun Shek Estate | 2699 3082 |
| Tseung Kwan O | King Lam Estate | 1/F., King Lam Shopping Centre, King Lam Estate | 2701 0155 |
| | Po Lam Estate Tsui Lam Estate | 4/F, Po Lam Commercial Centre, Po Lam Estate | 2701 3320 |
| | Kin Sang Estate Tin King Estate Leung King Estate Shan King Estate | Unit No. 2, Wing A, G/F., King Mei House, Shan King Estate | 2465 1212 |
| Tuen Mun & Yuen Long | Long Ping Estate | G/F, Chuen Shui House, Shui Pin Wai Estate, Yuen Long | 2442 2461 |
| | Fu Heng Estate Fu Shin Estate Tai Wo Estate Wan Tau Tong Estate | 2/F, On Wo House, Tai Wo Estate | 2657 2808 |
| Tsz Wan Shan | Fung Tak Estate | Unit 211-224, Ban Fung House, Fung Tak Estate | 2324 0096 |
| Tsing Yi | Cheung On Estate Tsing Yi Estate | G/F, Yee Yip House, Tsing Yi Estate | 2431 0305 |
| Kwai Tsing, Tsuen Wan & Islands | Cheung Fat Estate | G/F, Hong Yat House, Yat Tung Estate, Tung Chung | 3140 6400 |
| Wong Tai Sin | Lower Wong Tai Sin Estate (I) Tung Tau Estate (II) | G/F, Lung Chi House, Lower Wong Tai Sin (II) Estate | 2326 8962 |

**Home Ownership Scheme/
Private Sector Participation Scheme/
Tenants Purchase Scheme Flats
Application for Transfer of Ownership**

To : The Director of Housing
Via the respective District Tenancy
Management Office (See Appendix I/II)

For Office Use:

Ref. : _____

Code Address : _____

(Property Address)

I/We apply for transfer of ownership in respect of the captioned property on the following reasons:

To facilitate the process of application, I/we attach (i) copies of HKIC cards of owner(s) and proposed assignee(s); (ii) copies of relevant supporting documents and (iii) a crossed cheque payable to the "Hong Kong Housing Authority" for the \$2,100 administrative fee (The address of the captioned property has been put down on the back of the cheque).

I/We understand that the administrative fee is not refundable in any event, even if my/our application is not successful or I/we wish to withdraw the application.

I/We understand that the application will not be entertained if I/we fail to provide sufficient documentary proof to substantiate the application for the proposed transfer.

I/We understand and agree that upon approval of the proposed transfer and the execution of the assignment effecting such transfer, the Housing Authority and the Housing Department may provide all necessary information and my/our personal data contained in this application and the assignment to the Rating and Valuation Department for updating the record of owner(s) and for issuing demand notes for rates/Government rent.

I/We have read and understood the contents of the "Information for Applicants".

(Signature of Owner/Agent for Owner*)

(Signature of Owner/Agent for Owner*)

Name : _____

Name : _____

I.C. No. : _____

I.C. No. : _____

Correspondence Address: _____

(if different from the above)

(Signature of Proposed Assignee)

(Signature of Proposed Assignee)

Name : _____

Name : _____

I.C. No. : _____

I.C. No. : _____

Tel. No. : _____
(day-time contact)

Date : _____

*Please attach copies of Letters of Administration and Affirmation by Administrator/Probate if the Agent for Owner is an administrator/executor.