"Letting Scheme for Subsidised Sale Developments with Premium Unpaid"
Notice of Execution of the Tenancy Agreement (For Owner)

[Owner(s) should return the duly completed "Notice of Execution of the Tenancy Agreement" to Applications Section of Hong Kong Housing Society within 2 weeks from the date of signing of the tenancy agreement (Note 1)]

To: Hong Kong Housing Society ("HKHS") :

1. I/We confirm I/we have signed a tenancy agreement with person holding a valid "Certificate of Participation – Tenant (PRH Applicant)" ("Tenant Certificate (PRH Applicant)") or "Certificate of Participation – Tenant (White Form)" ("Tenant Certificate (White Form)") to let the property stated on the back page. The tenancy agreement adopts the prescribed tenancy agreement (applicable to the prevailing latest version) under "Letting Scheme for Subsidised Sale Developments with Premium Unpaid".
2. I/We hereby confirm the information stated on the back page matches the information in the said executed tenancy agreement.
3. I/We acknowledge and agree that HKHS will provide the information of the relevant tenancy agreement to the public for reference. For instance,
    - The commencement date of the tenancy agreement;
    - The expiration date of the tenancy agreement;
    - The housing estate;
    - Floor (e.g. high/middle/low floor);
    - Rented area (e.g. entire flat, one bedroom or two bedrooms); and
    - Monthly rent.

Signature of Owner (1): _____

Signature of Owner (2): _____

Signature of Owner (3): _____

Date: _____

Notes on Collection of Personal Data

1. The personal data provided in the "Notice of Execution of the Tenancy Agreement" ("the Notice") is only used for HKHS's internal record. HKHS may also use the information for statistical surveys or researches, and may for such purpose contact the owner(s).
2. HKHS has the right to compare and match the personal data provided in this Notice with the relevant personal data collected for other purposes (manually or otherwise) in order to ascertain whether such information is false or inaccurate or misleading.
3. Pursuant to the Personal Data (Privacy) Ordinance (Cap. 486), the owner(s) is/are entitled to request access to or correction of the personal data stated in the Notice relating to him/them. Where necessary, such requests should be directed by post to the General Manager (Property Management), Applications Section of Hong Kong Housing Society, at the G/F, Dragon Centre, 23 Wun Sha Street, Tai Hang, Hong Kong. A fee may be charged for the request for access to personal data and/or to obtain a copy of personal data.

Note 1: The Notice can be filled in and submitted immediately at the "Owner and Tenant Information Sharing Platform" after login, or can also be downloaded at the designated website of the Scheme: lettingscheme.hkhs.com, or collected at HKHS Applications Section (address: G/F, Dragon Centre, 23 Wun Sha Street, Tai Hang, Hong Kong). If return by mail, please specify "Letting Scheme for Subsidised Sale Developments with Premium Unpaid" and the application number on the cover of the envelope. Enquiry hotline: 8108 0678.

Particulars of the tenancy agreement (Please tick the appropriate box [√])

Version no. of the prescribed tenancy agreement			
Date of signing tenancy agreement			
Address of Subsidised Sale Flat	Flat _____ , _____Floor, Block _____, _____(Name of Estate)		
Name of Owner(s)	**(1)** **(2)** **(3)**		
Correspondence address and contact telephone number [one of the owner(s)]	**Owner (1) ☐ (2) ☐ (3) ☐**		
"Certificate of Participation - Owner" No.			
Tenant	Tenant Certificate (PRH Applicant) / Tenant Certificate (White Form) No.: _____ Name of Certificate Holder: _____		
HA / HKHS "Nomination Certificate" No.	HA's subsidised sale flat		
	HKHS's subsidised sale flat		
Leased Area	• Entire flat ☐ • Certain bedroom(s) ☐ (not applicable to White Form tenant) (Number:) (One of which has an ensuite bathroom: Yes ☐ / No ☐) (Living/dining room being common area: Yes ☐ / No ☐)		
☐ **New tenancy agreement** ☐ **Renewal**(Note 2)	**Tenancy Commencement Date**		**Expiration Date**
Monthly Rent (HK$)			
Tenant pays the owner a fee for the following utility charges	☐ not applicable. ☐ inclusive in the monthly rent. ☐ a lump sum of HK$_____ per month. ☐ _____(%) percent of utility bill(s).		
The utility charges included in the above fee (this row does not have to be ticked, if "not applicable" is ticked for the above row)	☐ water charges	☐ electricity charges	☐ gas charges
	☐ cooking fuel charges	☐ telephone charges	☐ home broadband charges

Note 2: means owner(s) renews the tenancy agreement with the same holder of Tenant Certificate, and the commencement date of new tenancy agreement follows the expiration date of the original tenancy agreement.