"Letting Scheme for Subsidised Sale Developments with Premium Unpaid"
Notice of Soon-To-Expire Tenancy Agreement (For Owner)

[**Within 2 months** before the expiry date of the Tenancy Agreement, Owner(s) should complete this notice and return to Applications Section of Hong Kong Housing Society (Note 1).]

To: Hong Kong Housing Society ("HKHS")

I/We confirm I/we have signed a tenancy agreement with person holding a valid "Certificate of Participation – Tenant (PRH Applicant)" or Certificate of Participation – Tenant (White Form)" and the tenancy agreement is soon-to-expire, related details are as follows:

(Please tick the appropriate box √)

Particulars of the original tenancy agreement

Address of let subsidised sale flat	Flat _____ , _____Floor, Block _____, _____ (Name of Estate)

"Certificate of Participation - Owner" No.		
Owner (1)	_____ **Name**	_____ **Signature**
Owner (2) (if applicable)	_____ **Name**	_____ **Signature**
Owner (3) (if applicable)	_____ **Name**	_____ **Signature**
Contact telephone number	**Owner (1)** ☐ **(2)** ☐ **(3)** ☐	

After the original tenancy agreement expires, I/We

☐ **intend to renew tenancy agreement with the same tenant**, the commencement date of such new tenancy agreement follows the expiration date of original tenancy agreement and the expected date of signing new tenancy agreement is: _____.

☐ **do not intend to renew tenancy agreement with the same tenant.**

Date : _____

Notes on Collection of Personal Data

1. The personal data provided in the "Notice of Soon-To-Expire 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.