Hong Kong Housing Society
T-Home "Certificate of Participation - Owner"
"Owner and Tenant Information Sharing Platform"
(User Manual - Applicable to Holder of "Owner Certificate")

Hong Kong Housing Society (hereinafter referred to as "HS") will notify you about account creation of "Owner and Tenant Information Sharing Platform" (hereinafter referred to as "Online Platform") and first-time login password through the e-mail address obtained on the collection day of "Certificate of Participation - Owner" (hereinafter refered to as "Owner Certificate") . If you could not provide an e-mail address on certificate collection day, HS will send you notification letters related to account creation by post.

Homepage of Online Platform

Once you receive the account creation notification emails or letters, simply follow the steps below to log in:

1. Enter the Owner Certificate Number [HS will send you an email (sender: noreply@lettingscheme.hkhs.com) or letter by post to notify you once the account has been created] ;
2. Enter the First-time login password [HS will send you a separate email (sender: infosharingplatform@lettingscheme.hkhs.com) or letter by post to notify you the first-time login password]

After login, Owner Certificate Holders can use the following services of the Online Platform:

1. Post Search :
There are two separate Post Search pages for i) Tenant Post and ii) Owner Post. Owner Certificate Holders and holders of "Certificate of Participation - Tenant" (hereinafter refered to as "Tenant Certificate") can enter into respective page(s), apply filter or customize search criteria to browse the posts created and published by either side on the Online Platform.

→ **i) Tenant Post**: Submitted and published by Tenant Certificate Holders, with expectations or requests on the desirable flat/bedroom from the prospective tenant, including district, rent range, household size, etc.
→ **ii) Owner Post**: Submitted and published by Owner Certificate Holders, with information provided by the flat owners, including district, rent, flat/bedroom size, etc. ;

2. Edit Profile：
→ Owner can change the display name, login password and correspondence email.

3. Compose/Edit and Publish a Owner Post:
→ Owner can compose a post by inputting the flat information and/or upload photos of the flat, or update the post after it is published for HS vetting. Once the post is approved by HS, it will then be published and accessible by all Owner and Tenant Certificate Holders.

4. Message Management:
→ Owner can keep track of the history of private message(s) with prospective tenant(s).

5. Submit "Notice of Execution of the Tenancy Agreement", "Notice of Early Termination of the Tenancy Agreement" and/or "Notice of Soon-To-Expire Tenancy Agreement":

→ i) **"Notice of Execution of the Tenancy Agreement":** Owner should return the duly completed "Notice of Execution of the Tenancy Agreement" to Applications Section of HS within 2 weeks from the signing of the tenancy agreement with Tenant Certificate Holder(s) or with the Hong Kong Council of Social Service (hereinafter referred to as "HKCSS"), through postal or the Online Platform.

→ ii) **"Notice of Early Termination of the Tenancy Agreement":** Owner should return the duly completed "Notice of Early Termination of the Tenancy Agreement" to Applications Section of HS within 2 weeks from the date of serving or receiving a written notice for early termination of tenancy agreement from tenant(s) or HKCSS, through postal or the Online Platform.

→ iii) **"Notice of Soon-To-Expire Tenancy Agreement":** Whether Owner intends to or does not intend to renew tenancy agreement with the same tenant or HKCSS, Owner should return the duly completed "Notice of Soon-To-Expire Tenancy Agreement" to Applications Section of HS within 2 months before the expiry date of tenancy agreement, through postal or the Online Platform.

6. Forgot Password or Forgot Certificate Number :
→ Owner can click "Forgot Password" or "Forgot Certificate Number" on login page, then input the registered email address to reset password or retrieve the Certificate Number. After that, he/she will receive a notification email of password reset or certificate number retrieval. Then, follow the instructions on the email to log in the Online Platform.

7. How to verify whether the "Certificate of Participation - Tenant" is still valid

1. Post Search

i) Tenant Post

After login, Users will be directed to the Post Search page of "Tenant Post" first. On this page, simply select or input the desired criteria (e.g. location, leasing mode, rent range, etc.). Then, click "Search" button, results are shown underneath.

Tenant Post Search

Tenant Post also allows Owners to leave private messages, so that they can directly communicate with prospective tenant(s).

⌂ Home ＞ Tenant Post ＞ Tenant Post Information

Tenant Post Information

Sha Tin 3 Person(s) Entire Flat / Individual Bedroom (ID: 000008)

Save ⭐

Flat/Bedroom Information

Area: New Territories
District: Sha Tin
Estate Name: Lee Sheung Garden
Household Size: 3 Person(s)
Leasing Mode: Entire Flat / Individual Bedroom
Rent: HK$ 3,000 to 8,000 / 3,000 to 4,000 per month
Area: 350 / 100 Square Feet

Information updated on 20 Mar 2020

Posted Date: 20 Mar 2020

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Contact Tenant

Name: Mr Chan

Phone: 91234567

📝 Message

4 Owners can directly leave message(s) to prospective tenant via message board on Post Details page. Prospective tenant can also reply directly here. Only Owner and that Tenant Certificate Holder (two parties) can read these messages posted on message board.

ii) **Owner Post**
If Users wish to browse posts published by other Owner Certificate Holders, simply click the "Owner Post" on the upper left side. Users will then be directed to the search page of "Owner Post" . Similarly, select or input the desired criteria (e.g. location, leasing mode, rent range, etc.). Then, click "Search" button, results are shown underneath.

Owner Post Search

5 Input the desired criteria here to search for the posts.

6 Search results are then shown underneath.

7 Click "View Details" button, you will be directed to the Post Details page (refer to next page).

Owner Post also allows Tenant Certificate Holders to leave private messages, so that they can directly communicate with prospective tenant(s). For details about how to compose and edit an owner post, please refer to page 8 - 9.

Owner Post Information

Middle Level, Block B, Lee Sheung Garden, Sha Tin, New Territories (ID: 000677)

Save ★

No Photo

Without Caption

Flat/ Bedroom Information

Middle Level, Block B, Lee Sheung Garden, Sha Tin, New Territories
HK$ 15,000 / 8,000 per month

Area: 400 / 150 Square Feet
Floor Level: Middle Level

Lease Mode: Entire Flat / Individual Bedroom
Housing Society / Housing Authority: Hong Kong Housing Society

Flat Features:
- City View

Home Appliances:
- Cloth Dryer
- Air Conditioner
- Microwave Oven
- Range Hood
- Refrigerator

Furniture Fit-out:
- Single Bed Frame
- Bedside Table/Dressing Table
- Double Bed Frame
- TV Furniture
- Shoe Cabinet

Information updated on 13 Mar 2020

Posted Date: 13 Mar 2020

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Contact Owner

Name: Mr Chan
Phone: 91234567

Message

Message with Owner

Leave Message

8 Tenant Certificate Holders can directly leave message(s) to Owner via message board on Post Details Page. Owner can also reply directly here. Only Owner and that Tenant Certificate Holder (two parties) can read these messages posted on message board.

User's Terms and Conditions

1. Message(s) can only be used to ask about the tenancy, and is/are prohibited to sell or issue any other commercial or promotional advertising content.
2. Message(s) cannot contain other hyperlinks, websites or links that are not currently in use in this Website.
3. Message(s) cannot contain any unlawful, harmful, coercive, abuse, harassing, malice, vulgar, obscene, defamatory, invasive of another's privacy, copyright, racial discrimination or morally objectionable "Content".
4. Housing Society and/or this Website is entitled to suspend or terminate the access right of the Users without giving

☐ I have read and agreed the above Terms and Conditions.

Send   Reset

2. Edit Profile

HONG KONG HOUSING SOCIETY
香港房屋協會

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✉ 0 | Welcome Owner 業主 1 ˅

Owner Post   Tenant

Edit Profile

Post Management

🏠 Home > Owner > Edit Profile

Message Management

Edit Profile

Tenancy Agreement and Notification

Logout

Owner Management

- **Edit Account Information**

Edit Profile   ˅

- **Edit Login Information**

- Edit Account Information
- Edit Login Information

Post Management   ˅

- Post Status
- Edit Post
- Owner Posts Saved
- Tenant Posts Saved

Message Management

Tenancy Agreement and Notification   ˅

- Notice of Execution of the Tenancy Agreement
- Notice of Early Termination of the Tenancy Agreement
- Notice of Soon-To-Expire Tenancy Agreement
- Submission History

Logout

3. Compose / Edit or Publish an Owner Post

Introduce Basic Information and Features of the Flat

Owner can click "Post Management" and then "Edit Post" to enter the post creation/edit page.

On this page, Owner can upload photos, input basic information of the flat (e.g. flat features, rent, etc.), then the post title will be auto-updated based on the inputs. And leave your contact information (optional). Next, click "Submit to Publish" button to proceed the post submission for HS vetting. Meanwhile, Owner will be notified of the results of examination through notification email or letter. Once the post is approved, it will be published on the Online Platform and viewable to Tenant Certificate Holders (and also other owners).

Edit Post

Edit Post

Back ↩

Owner Management

Edit Profile ⌄
- Edit Account Information
- Edit Login Information

Post Management ⌄
- Post Status
- **Edit Post**
- Owner Posts Saved
- Tenant Posts Saved

Message Management

Tenancy Agreement and Notification ⌄
- Notice of Execution of the Tenancy Agreement
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- Submission History

Logout

Post Information

(11)

Owner can click "Select" button to upload photos directly to the post with maximum 5 photos. Or, scan the QR code to upload photos through mobile device.

Title   Lee Sheung Gard

Photo

Photo Upload   Select File...   📁 Select

Upload maximum 5 photos.
File size of each photo is up to 5mb
Scan the QR Code and upload photos via mobile device.

🔄 Refresh

Flat/ Bedroom Information

Area   New Territories

District   Sha Tin

Estate   Lee Sheung Garden

Housing Society / Housing Authority   Housing Society

Block

Floor Level   Select ...   ▾

Lease Mode (Multiple Select)

Continue on Next Page ⬇

Lease Mode (Multiple Select)

☑ **Entire Flat**

Monthly Rent (HK$)

Area (Square Feet)

☐ **Individual Bedroom**

Monthly Rent (HK$)

Area (Square Feet)

Other Information

Rent Include   Select ... ▼

Flat Features   Select a description ...

Home Appliances   Select a home appliance ...

Furniture Fit-out   Select a furniture fit-out ...

Others

Maximum 20   racters

Contact Information (Option

Name

Email

Phone

Whatsapp

Wechat

Post Status

Draft Status   Dra

Draft Last Saved Date (not

Terms and Conditions

Users cannot upload any photos irrelevant to
current flat status, indecent photos, photos of
other portraits or houses, and fraudulent use of
stolen photos is prohibited. The Users are also
responsible for ensuring the photos submitted do
not violate copyright, trademark or other personal
or proprietary right of any third party. Neither

☐ **I have read and agreed the above Terms and Conditions.**

| Preview | Save | Submit to Publish | Reset |

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i. Fill in the flat information (e.g. rent, etc) and contact information (optional). After that, click "Submit to Publish" button. HS will proceed vetting process as soon as the post information is received. Upon the post is approved, Owner will receive a notification email or a postal mail on the results of examination, and the post will be published on the Online Platform.

ii. Owner can update the post information here after the post is published. After editing and clicking "Submit to Publish" button, HS will proceed vetting and Owner will receive the results of examination via notification email or postal mail.

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i. **Preview** : Owner can preview how the post looks like when it is published.

ii. **Save** : This function allows owner to save the post as "Draft" for further editing, which will not be sent to HS. The post will only be received and vetted by HS after "Submit to Publish" is selected.

iii. **Reset** : All information unsaved will be cleared.
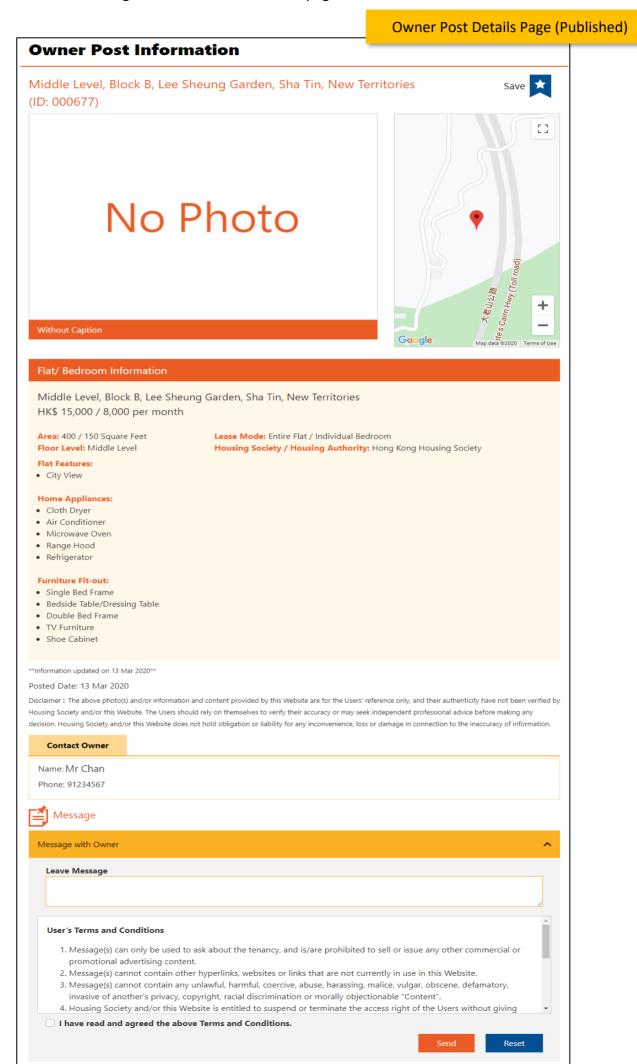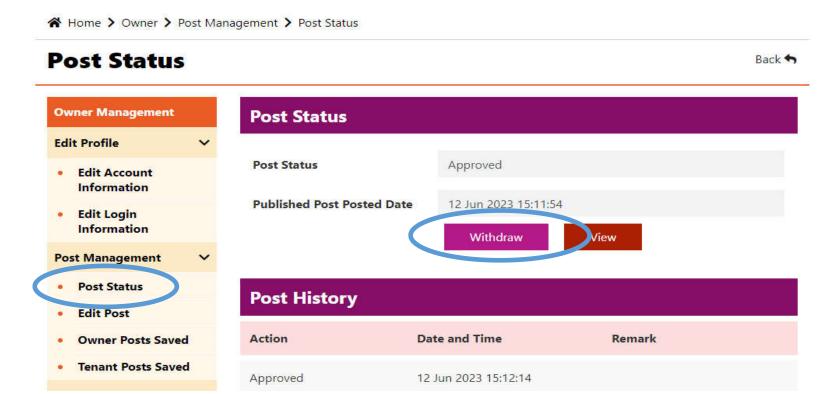
Owner Post is Published

Once the post is approved by HS, it will be published on the Online Platform and viewable to Owner Certificate and Tenant Certificate Holders through the "Owner Post" search page.
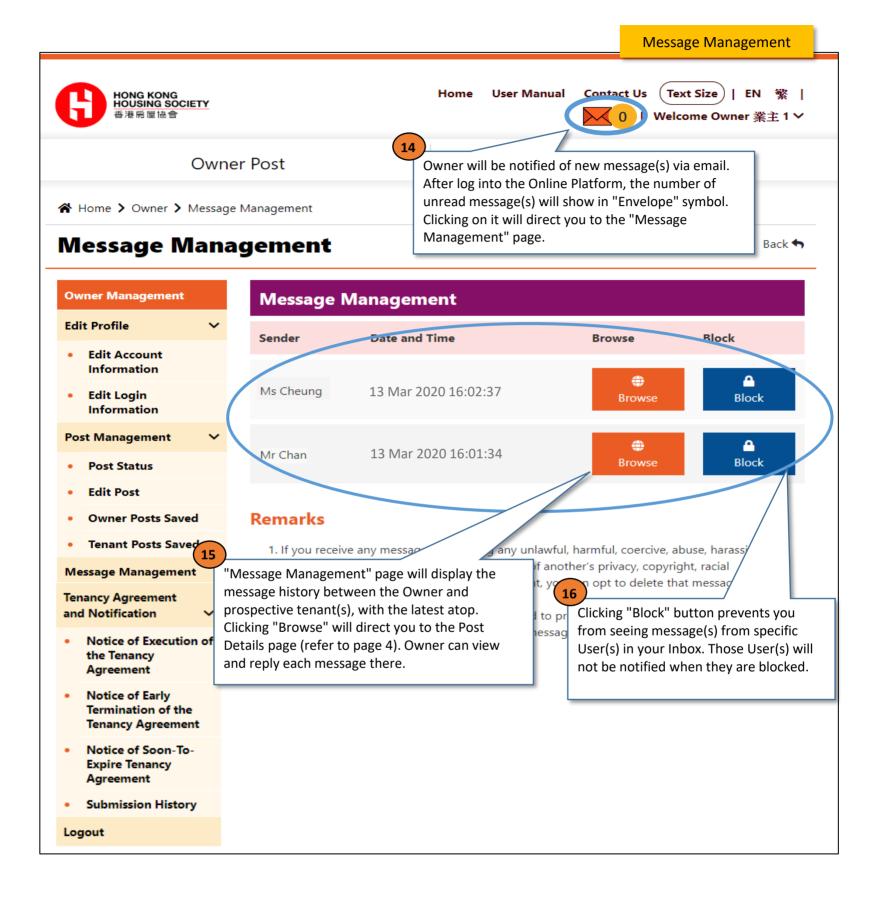
Owner Post Details Page (Published)

Owner Post Information

Middle Level, Block B, Lee Sheung Garden, Sha Tin, New Territories (ID: 000677)

Save ⭐

No Photo

Without Caption

Flat/ Bedroom Information

Middle Level, Block B, Lee Sheung Garden, Sha Tin, New Territories
HK$ 15,000 / 8,000 per month

Area: 400 / 150 Square Feet
Floor Level: Middle Level

Lease Mode: Entire Flat / Individual Bedroom
Housing Society / Housing Authority: Hong Kong Housing Society

Flat Features:
- City View

Home Appliances:
- Cloth Dryer
- Air Conditioner
- Microwave Oven
- Range Hood
- Refrigerator

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- Double Bed Frame
- TV Furniture
- Shoe Cabinet

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Contact Owner

Name: Mr Chan
Phone: 91234567

📝 Message

Message with Owner ︿

Leave Message

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3. Message(s) cannot contain any unlawful, harmful, coercive, abuse, harassing, malice, vulgar, obscene, defamatory, invasive of another's privacy, copyright, racial discrimination or morally objectionable "Content".
4. Housing Society and/or this Website is entitled to suspend or terminate the access right of the Users without giving

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Send   Reset

Withdraw an Owner Post

If Owner desires to remove the published post (e.g. the flat has been let out and is no longer available), Owner can click "Withdraw" button on "Post Status" page under "Post Management". The post will be taken down from the Online Platform immediately. Owner may edit or resubmit post submission later if needed.
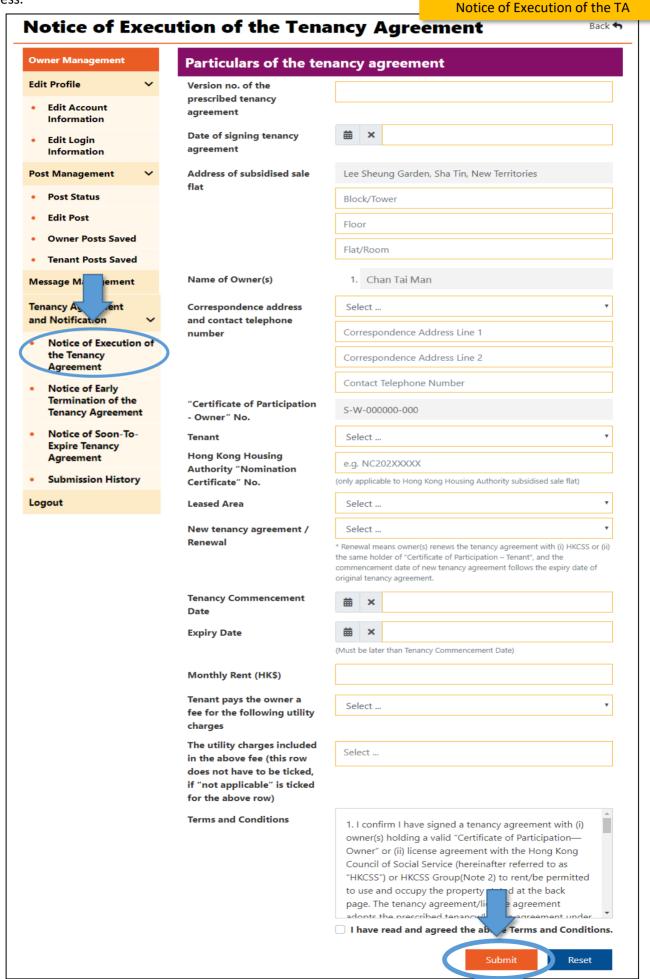
🏠 Home > Owner > Post Management > Post Status

Post Status

Back ↩

Owner Management	
Edit Profile	⌄
• **Edit Account Information**	
• **Edit Login Information**	
Post Management	⌄
• **Post Status**	
• **Edit Post**	
• **Owner Posts Saved**	
• **Tenant Posts Saved**	

Post Status

Post Status	Approved
Published Post Posted Date	12 Jun 2023 15:11:54

Withdraw   View

Post History

Action	Date and Time	Remark
Approved	12 Jun 2023 15:12:14	

4. Message Management

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✉ 0   Welcome Owner 業主 1 ⌄

Owner Post

🏠 Home > Owner > Message Management

Message Management

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Owner Management

Edit Profile ⌄
- Edit Account Information
- Edit Login Information

Post Management ⌄
- Post Status
- Edit Post
- Owner Posts Saved
- Tenant Posts Saved

Message Management

Tenancy Agreement and Notification ⌄
- Notice of Execution of the Tenancy Agreement
- Notice of Early Termination of the Tenancy Agreement
- Notice of Soon-To-Expire Tenancy Agreement
- Submission History

Logout

Message Management

Sender	Date and Time	Browse	Block
Ms Cheung	13 Mar 2020 16:02:37	🌐 Browse	🔒 Block
Mr Chan	13 Mar 2020 16:01:34	🌐 Browse	🔒 Block

Remarks

1. If you receive any messag...... ......g any unlawful, harmful, coercive, abuse, harass...... ......f another's privacy, copyright, racial ....t, yo...... n opt to delete that messag...... ......d to pr...... ......essag......

14 Owner will be notified of new message(s) via email. After log into the Online Platform, the number of unread message(s) will show in "Envelope" symbol. Clicking on it will direct you to the "Message Management" page.

15 "Message Management" page will display the message history between the Owner and prospective tenant(s), with the latest atop. Clicking "Browse" will direct you to the Post Details page (refer to page 4). Owner can view and reply each message there.

16 Clicking "Block" button prevents you from seeing message(s) from specific User(s) in your Inbox. Those User(s) will not be notified when they are blocked.

5. Submit "Notice of Execution of the Tenancy Agreement", "Notice of Early Termination of the Tenancy Agreement" and/or "Notice of Soon-To-Expire Tenancy Agreement"

i) **"Notice of Execution of the Tenancy Agreement"**

The Online Platform will pre-fill the name and Certificate Number of the Owner Certificate Holder in the form. Owner should fill in the rest of the form according to the terms in the co-signed Tenancy Agreement ("TA") with the Tenant Certificate Holder or HKCSS. Click "Submit" button after completing the form. A confirmation email will then be sent to the registered email address.

Notice of Execution of the TA

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ii) **"Notice of Early Termination of the Tenancy Agreement"**

Owner(s) can inform HS of early termination of the Tenancy Agreement with the Tenant or HKCSS through the Online Platform. The Online Platform will pre-fill the name and Certificate Number of the Owner Certificate Holder in the form according to the login account. Owner(s) should fill in the rest of the form accordingly. Click "Submit" button after completing the form. A confirmation email will then be sent to the registered email address.
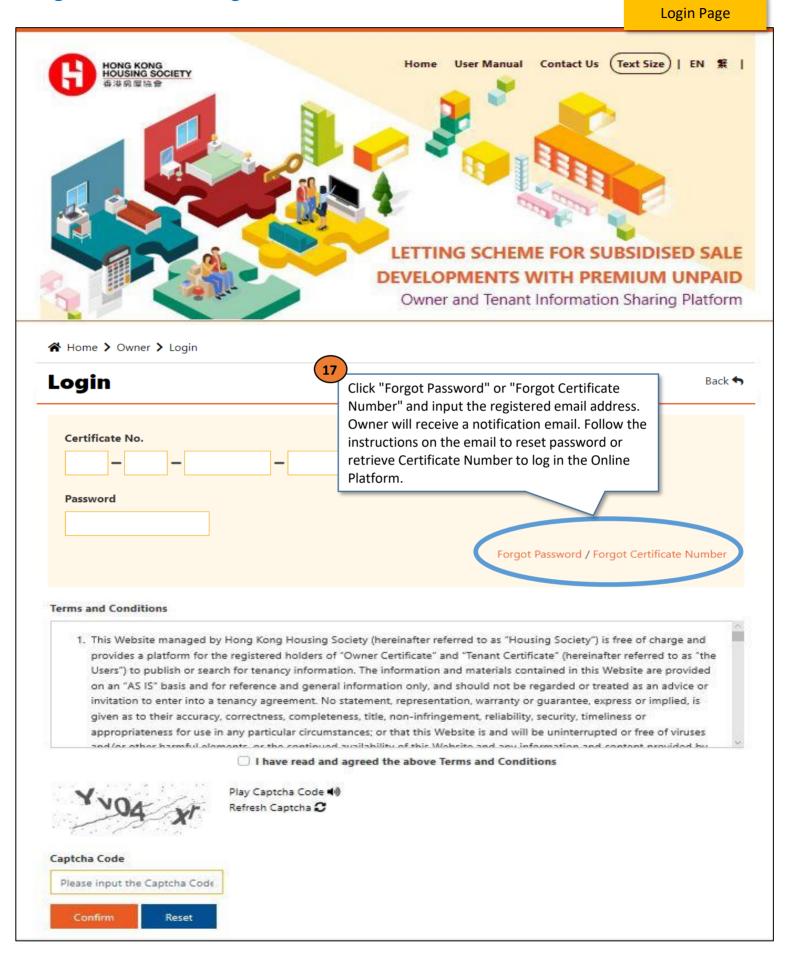
iii) **"Notice of Soon-To-Expire Tenancy Agreement"**

Owner(s) can inform HS of impending expiry of Tenancy Agreement with the Tenant or HKCSS through the Online Platform. The Online Platform will pre-fill the name and Certificate Number of the Owner Certificate Holder in the form according to the login account. Owner(s) should fill in the rest of the form accordingly. Click "Submit" button after completing the form. A confirmation email will then be sent to the registered email address.
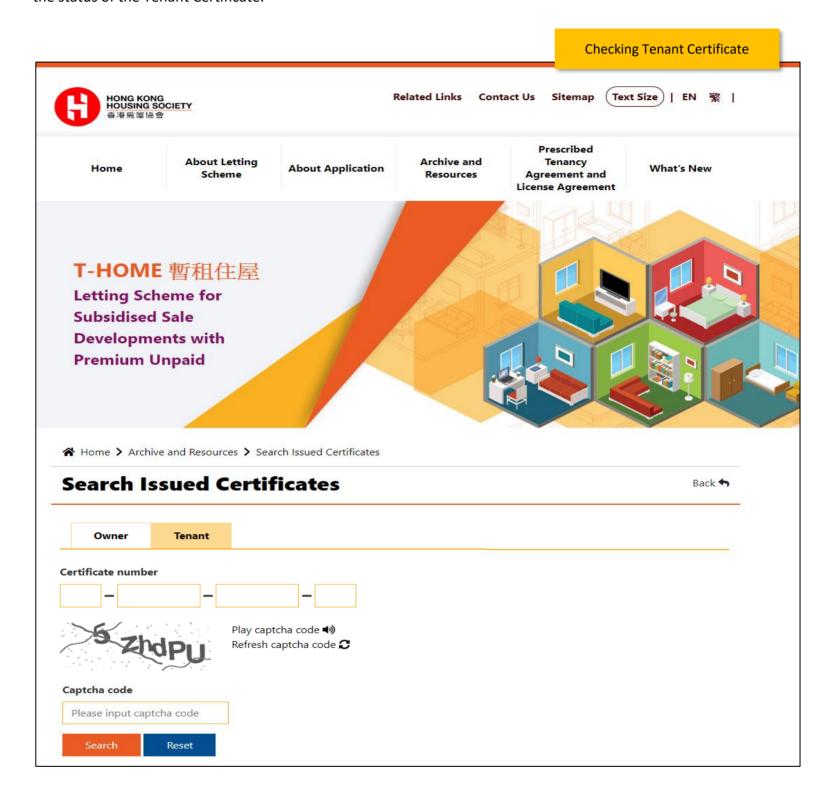
6. Forgot Password or Forgot Certificate Number

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HONG KONG
HOUSING SOCIETY
香港房屋協會

LETTING SCHEME FOR SUBSIDISED SALE
DEVELOPMENTS WITH PREMIUM UNPAID
Owner and Tenant Information Sharing Platform

🏠 Home > Owner > Login

Login

Back ↩

17 Click "Forgot Password" or "Forgot Certificate Number" and input the registered email address. Owner will receive a notification email. Follow the instructions on the email to reset password or retrieve Certificate Number to log in the Online Platform.

Certificate No.

☐ — ☐ — ☐ — ☐

Password

☐

Forgot Password / Forgot Certificate Number

Terms and Conditions

1. This Website managed by Hong Kong Housing Society (hereinafter referred to as "Housing Society") is free of charge and provides a platform for the registered holders of "Owner Certificate" and "Tenant Certificate" (hereinafter referred to as "the Users") to publish or search for tenancy information. The information and materials contained in this Website are provided on an "AS IS" basis and for reference and general information only, and should not be regarded or treated as an advice or invitation to enter into a tenancy agreement. No statement, representation, warranty or guarantee, express or implied, is given as to their accuracy, correctness, completeness, title, non-infringement, reliability, security, timeliness or appropriateness for use in any particular circumstances; or that this Website is and will be uninterrupted or free of viruses and/or other harmful elements, or the continued availability of this Website and any information and content provided by

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Y v04 xr

Play Captcha Code 🔊
Refresh Captcha ⟳

Captcha Code

Please input the Captcha Code

[Confirm] [Reset]

7. How to verify if "Certificate of Participation - Tenant" is still valid?

Please visit the Scheme Website https://lettingscheme.hkhs.com/en, input the Certificate Number of "Certificate of Participation - Tenant" on the "Tenant" page through "Archive and Resources > Search Issued Certificates" to check the status of the Tenant Certificate.

Disclaimers:
All render pictures shown are for the purpose of visual representation and illustration of functionality on the Online Platform. The final implementation on the Online Platform may vary from this User Manual.
This User Manual and its contents are not legally binding on HS. HS shall not be liable for any loss suffered by any person arising out of his/her reliance on this User Manual. HS reserves the right to make amendments to this User Manual and/or any content in this User Manual without prior notice.

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