



**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 referred 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.



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 referred 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.

The screenshot shows the 'Tenant Post Search' interface. At the top right, there is a yellow 'Tenant Post Search' button. The header includes the Hong Kong Housing Society logo and navigation links: Home, User Manual, Contact Us, Text Size, EN 繁, and a welcome message for 'Owner 業主 1'. Below the header, there are tabs for 'Owner Post' and 'Tenant Post'. The main content area is titled 'Criteria Search' and contains several search filters: Area (All), District (All), Estate Name (All), Household Size (All), and a text input for Estate Name. There are also radio buttons for 'Entire Flat' and 'Individual Bedroom', and rent range filters for both. A 'Search' button and a 'Reset' button are at the bottom right of the filter section. Below the filters, it says 'Have 5 posts'. The search results are displayed in a list. The first result is for 'Sha Tin 2 Person(s) Individual Bedroom' with details: Area: New Territories, District: Sha Tin, Estate: Lee Sheung Garden, Leasing Mode: Individual Bedroom, Rent: HK\$ 4,000 to 6,000 per month, Area: 100 Square Feet. The second result is for 'Sha Tin 3 Person(s) Entire Flat / Individual Bedroom' with details: Area: New Territories, District: Sha Tin, Estate: Lee Sheung Garden, 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. Each result has a 'View Details' button and a 'Save' button with a star icon. Three numbered callouts are present: 1. 'Input the desired criteria here to search for the posts.' pointing to the search filters. 2. 'Search results are then shown underneath.' pointing to the search results list. 3. 'Click "View Details" button, you will be directed to the Post Details page (refer to next page).' pointing to the 'View Details' button of the second result.

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

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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.

 Message

## 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**

HONG KONG HOUSING SOCIETY 香港房屋協會

Home User Manual Contact Us Text Size | EN 繁 |

0 | Welcome Owner 業主 1 v

Owner Post Tenant Post

Home > Owner Post > Criteria Search

### Criteria Search

Criteria Search Map Search

Area: All District: All

Estate Name: All Housing Society / Housing Authority: All

Estate Name: Please input Estate Name

Leasing Mode

Entire Flat Rent: All to All

Individual Bedroom Rent: All to All

Search Reset

Have 20 posts

Posted Date (Newest to Oldest)

Middle Level, Block B, Lee Sheung Garden, Sha Tin, New Territories Save

No Photo

Area: New Territories  
District: Sha Tin  
Estate: Lee Sheung Garden  
Leasing Mode: Entire Flat / Individual Bedroom  
Rent: HK\$ 15,000 / 8,000 per month  
Area: 400 / 150 Square Feet  
Housing Society / Housing Authority: Hong Kong Housing Society

Posted Date: 13 Mar 2020  
Last Update: 13 Mar 2020

View Details

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

6 Search results are then shown underneath.

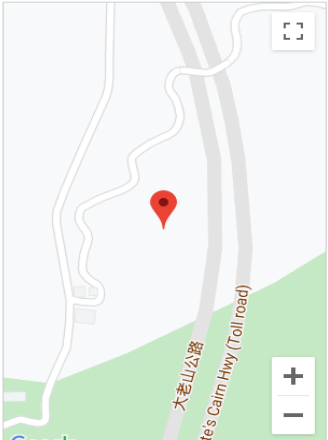

7 Click "View Details" button, you will be directed to the Post Details page (refer to next page).

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 Details Page (Published)

### Owner Post Information

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



#### 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      **Lease Mode:** Entire Flat / Individual Bedroom  
**Floor Level:** Middle Level      **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**

**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

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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.

## 2. Edit Profile

9 Click on "Welcome" on the upper right side to open the menu.

The screenshot shows the user interface of the Hong Kong Housing Society website. At the top left is the logo and name 'HONG KONG HOUSING SOCIETY 香港房屋協會'. The top navigation bar includes 'Home', 'User Manual', 'Contact Us', 'Text Size', and 'LN 繁'. A notification icon with '0' is next to the 'Welcome Owner 業主 1' dropdown menu. The dropdown menu is open, showing options: 'Edit Profile', 'Post Management', 'Message Management', 'Tenancy Agreement and Notification', and 'Logout'. Callout 9 points to the 'Welcome Owner' text, and callout 10 points to the 'Edit Profile' option. Below the navigation, the breadcrumb 'Home > Owner > Edit Profile' is visible. The main heading is 'Edit Profile'. On the left, there are several menu sections: 'Owner Management' (with 'Edit Profile' expanded to show 'Edit Account Information' and 'Edit Login Information'), 'Post Management' (with 'Post Status', 'Edit Post', 'Owner Posts Saved', and 'Tenant Posts Saved'), 'Message Management', 'Tenancy Agreement and Notification' (with 'Notice of Execution of the Tenancy Agreement', 'Notice of Early Termination of the Tenancy Agreement', 'Notice of Soon-To-Expire Tenancy Agreement', and 'Submission History'), and 'Logout'. On the right, there are two purple bullet points: '• Edit Account Information' and '• Edit Login Information'.

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

### Post Information

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	<input type="text"/>
Floor Level	Select ...

**Lease Mode (Multiple Select)**

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.

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 200 characters

## Contact Information (Optional)

Name

Email

Phone

Whatsapp

Wechat

## Post Status

Draft Status

Draft

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.

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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.

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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.

Preview

Save

Submit to Publish


Reset


## 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.

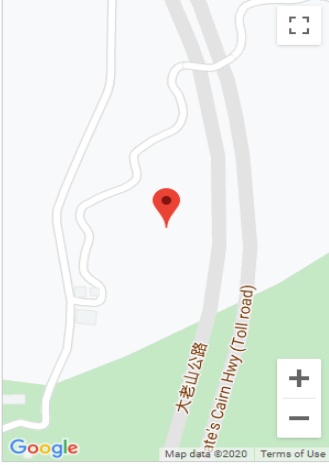
### Owner Post Details Page (Published)

#### Owner Post Information

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



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      **Lease Mode:** Entire Flat / Individual Bedroom  
**Floor Level:** Middle Level      **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**

**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

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## 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



**HONG KONG HOUSING SOCIETY**  
香港房屋協會

Home User Manual Contact Us Text Size | EN 繁 |  
Welcome Owner 業主 1 v

Owner Post

Home > Owner > Message Management

### Message Management

**Owner Management**

Edit Profile v

- Edit Account Information
- Edit Login Information

Post Management v

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

Message Management

Tenancy Agreement and Notification v

- 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	<span style="background-color: #ff9800; color: white; padding: 5px 10px; border-radius: 3px;">Browse</span>	<span style="background-color: #3f51b5; color: white; padding: 5px 10px; border-radius: 3px;">Block</span>
Mr Chan	13 Mar 2020 16:01:34	<span style="background-color: #ff9800; color: white; padding: 5px 10px; border-radius: 3px;">Browse</span>	<span style="background-color: #3f51b5; color: white; padding: 5px 10px; border-radius: 3px;">Block</span>

**Remarks**

1. If you receive any message...

**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

### Notice of Execution of the Tenancy Agreement Back ↩

<div style="background-color: #FF8C00; color: white; padding: 5px; font-weight: bold; text-align: center;">Owner Management</div> <div style="background-color: #FFD700; padding: 5px; margin-top: 5px;"> <a href="#">Edit Profile</a> <span style="float: right;">▼</span> </div> <ul style="list-style-type: none"> <li><span style="color: red;">•</span> <a href="#">Edit Account Information</a></li> <li><span style="color: red;">•</span> <a href="#">Edit Login Information</a></li> </ul> <div style="background-color: #FFD700; padding: 5px; margin-top: 5px;"> <a href="#">Post Management</a> <span style="float: right;">▼</span> </div> <ul style="list-style-type: none"> <li><span style="color: red;">•</span> <a href="#">Post Status</a></li> <li><span style="color: red;">•</span> <a href="#">Edit Post</a></li> <li><span style="color: red;">•</span> <a href="#">Owner Posts Saved</a></li> <li><span style="color: red;">•</span> <a href="#">Tenant Posts Saved</a></li> </ul> <div style="background-color: #FFD700; padding: 5px; margin-top: 5px;"> <a href="#">Message Management</a> </div> <div style="background-color: #FFD700; padding: 5px; margin-top: 5px;"> <a href="#">Tenancy Agreement and Notification</a> <span style="float: right;">▼</span> </div> <ul style="list-style-type: none"> <li><span style="color: red;">•</span> <a href="#">Notice of Execution of the Tenancy Agreement</a></li> <li><span style="color: red;">•</span> <a href="#">Notice of Early Termination of the Tenancy Agreement</a></li> <li><span style="color: red;">•</span> <a href="#">Notice of Soon-To-Expire Tenancy Agreement</a></li> <li><span style="color: red;">•</span> <a href="#">Submission History</a></li> </ul> <div style="background-color: #FFD700; padding: 5px; margin-top: 5px;"> <a href="#">Logout</a> </div>	<div style="background-color: #800080; color: white; padding: 5px; font-weight: bold; margin-bottom: 10px;">Particulars of the tenancy agreement</div> <div style="margin-bottom: 10px;"> <p>Version no. of the prescribed tenancy agreement <input style="width: 100%;" type="text"/></p> </div> <div style="margin-bottom: 10px;"> <p>Date of signing tenancy agreement <input style="width: 100%;" type="text"/></p> </div> <div style="margin-bottom: 10px;"> <p>Address of subsidised sale flat</p> <p>Lee Sheung Garden, Sha Tin, New Territories</p> <p>Block/Tower <input style="width: 100%;" type="text"/></p> <p>Floor <input style="width: 100%;" type="text"/></p> <p>Flat/Room <input style="width: 100%;" type="text"/></p> </div> <div style="margin-bottom: 10px;"> <p>Name of Owner(s)</p> <p>1. Chan Tai Man</p> </div> <div style="margin-bottom: 10px;"> <p>Correspondence address and contact telephone number</p> <p>Select ...</p> <p>Correspondence Address Line 1 <input style="width: 100%;" type="text"/></p> <p>Correspondence Address Line 2 <input style="width: 100%;" type="text"/></p> <p>Contact Telephone Number <input style="width: 100%;" type="text"/></p> </div> <div style="margin-bottom: 10px;"> <p>"Certificate of Participation - Owner" No.</p> <p>S-W-000000-000</p> </div> <div style="margin-bottom: 10px;"> <p>Tenant</p> <p>Select ...</p> </div> <div style="margin-bottom: 10px;"> <p>Hong Kong Housing Authority "Nomination Certificate" No.</p> <p>e.g. NC202XXXXX</p> <p><small>(only applicable to Hong Kong Housing Authority subsidised sale flat)</small></p> </div> <div style="margin-bottom: 10px;"> <p>Leased Area</p> <p>Select ...</p> </div> <div style="margin-bottom: 10px;"> <p>New tenancy agreement / Renewal</p> <p>Select ...</p> <p><small>* Renewal means owner(s) renews the tenancy agreement with (i) HKCSS or (ii) the same holder of "Certificate of Participation - Tenant", and the commencement date of new tenancy agreement follows the expiry date of original tenancy agreement.</small></p> </div> <div style="margin-bottom: 10px;"> <p>Tenancy Commencement Date <input style="width: 100%;" type="text"/></p> </div> <div style="margin-bottom: 10px;"> <p>Expiry Date <input style="width: 100%;" type="text"/></p> <p><small>(Must be later than Tenancy Commencement Date)</small></p> </div> <div style="margin-bottom: 10px;"> <p>Monthly Rent (HK\$) <input style="width: 100%;" type="text"/></p> </div> <div style="margin-bottom: 10px;"> <p>Tenant pays the owner a fee for the following utility charges</p> <p>Select ...</p> </div> <div style="margin-bottom: 10px;"> <p>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)</p> <p>Select ...</p> </div> <div style="margin-bottom: 10px;"> <p>Terms and Conditions</p> <p>1. I confirm I have signed a tenancy agreement with (i) owner(s) holding a valid "Certificate of Participation—Owner" or (ii) license agreement with the Hong Kong Council of Social Service (hereinafter referred to as "HKCSS") or HKCSS Group(Note 2) to rent/be permitted to use and occupy the property listed at the back page. The tenancy agreement/license agreement adopts the prescribed tenancy agreement under</p> <p><input type="checkbox"/> I have read and agreed the above Terms and Conditions.</p> </div> <div style="text-align: right; margin-top: 10px;"> <div style="display: inline-block; background-color: #FF8C00; color: white; padding: 10px 20px; border-radius: 5px; font-weight: bold; text-decoration: none;">Submit</div> <div style="display: inline-block; background-color: #0056B3; color: white; padding: 10px 20px; border-radius: 5px; font-weight: bold; text-decoration: none; margin-left: 10px;">Reset</div> </div>
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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.

Notice of Early Termination of the TA

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

**Logout**

### Relevant Particulars

<b>Address of Subsidised Sale Flat</b>	<div style="background-color: #f0f0f0; padding: 5px;">Lee Sheung Garden, Sha Tin, New Territories</div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">Block/Tower</div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">Floor</div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">Flat/Room</div>
<b>Name of Owner(s)</b>	1. <div style="background-color: #f0f0f0; padding: 5px;">Chan Tai Man</div>
<b>Correspondence Address and Contact Telephone Number [One of the Owner(s)]</b>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Select ... ▾</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Correspondence Address Line 1</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Correspondence Address Line 2</div> <div style="border: 1px solid #ccc; padding: 5px;">Contact Telephone Number</div>
<b>"Certificate of Participation - Owner" No.</b>	<div style="background-color: #f0f0f0; padding: 5px;">S-W-000000-000</div>
<b>Tenant</b>	<div style="border: 1px solid #ccc; padding: 5px;">Select ... ▾</div>
<b>Tenancy Commencement Date</b>	<div style="border: 1px solid #ccc; padding: 5px;"><span>📅</span> <span>✕</span> <input style="width: 80%;" type="text"/></div>
<b>The Original Expiry Date</b>	<div style="border: 1px solid #ccc; padding: 5px;"><span>📅</span> <span>✕</span> <input style="width: 80%;" type="text"/></div> <p style="font-size: small;">(Must be later than Tenancy Commencement Date)</p>
<b>The Date of Termination of the Tenancy Agreement</b>	<div style="border: 1px solid #ccc; padding: 5px;"><span>📅</span> <span>✕</span> <input style="width: 80%;" type="text"/></div> <p style="font-size: small;">(Must be early than Original Expiry Date)</p>
<b>Reason(s) of Early Termination</b>	<div style="border: 1px solid #ccc; padding: 5px;">Select ... ▾</div>
<b>Terms and Conditions</b>	<div style="border: 1px solid #ccc; padding: 5px;"><p>1. I/We confirm I/we have early terminated the tenancy agreement with (i) person holding a valid "Certificate of Participation – Tenant" or (ii) The Hong Kong Council of Social Service holding a valid "Certificate of Participation – Organisation". Please refer to the relevant particulars hereabove.</p><p>2. I/We hereby confirm the information stated hereabove is true and correct.</p></div> <p><input type="checkbox"/> I have read and agreed the above Terms and Conditions.</p>

Submit

Reset

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.

Notice of Soon-To-Expire TA Back

## Notice of Soon-To-Expire Tenancy Agreement

**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

### Relevant Particulars

**Address of Subsidised Sale Flat**

Lee Sheung Garden, Sha Tin, New Territories

Block/Tower

Floor

Flat/Room

**Name of Owner(s)**

1. Chan Tai Man

**Correspondence Address and Contact Telephone Number [One of the Owner(s)]**

Select ...

Correspondence Address Line 1

Correspondence Address Line 2

Contact Telephone Number

**"Certificate of Participation - Owner" No.**

S-W-000000-000

**After the original tenancy agreement expires, I/We**

Select ...

\*Renew means the commencement date of such new tenancy agreement follows the expiry date of original tenancy agreement

**Terms and Conditions**

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 HS's internal record. HS may also use the information for statistical surveys and researches, and may for such purpose contact the owner(s).

2. HS has the right to compare and match the personal data provided in this Notice with the relevant personal data of other tenants.

I have read and agreed the above Terms and Conditions.

Submit Reset

## 6. Forgot Password or Forgot Certificate Number

Login Page



HONG KONG HOUSING SOCIETY  
香港房屋協會

Home User Manual Contact Us Text Size | EN 繁 |



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

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Home > Owner > Login

### Login

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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.

Back

Certificate No.  
[ ] - [ ] - [ ] - [ ]

Password  
[ ]

[Forgot Password / Forgot Certificate Number](#)

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#### 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

I have read and agreed the above Terms and Conditions

Y v O 4 X

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.

### Checking Tenant Certificate

The screenshot shows the website interface for checking a tenant certificate. At the top, there is a navigation bar with the Hong Kong Housing Society logo and menu items: Home, About Letting Scheme, About Application, Archive and Resources, Prescribed Tenancy Agreement and License Agreement, and What's New. A yellow banner at the top right reads "Checking Tenant Certificate". Below the navigation bar is a large graphic for the "T-HOME 暫租住屋 Letting Scheme for Subsidised Sale Developments with Premium Unpaid". The main content area is titled "Search Issued Certificates" with a breadcrumb trail: Home > Archive and Resources > Search Issued Certificates. There are two tabs: "Owner" and "Tenant", with "Tenant" selected. Below the tabs is a form for entering the certificate number, consisting of four input boxes separated by dashes. A captcha image is displayed with the code "5zhdPU" and options to "Play captcha code" and "Refresh captcha code". Below the captcha is a text input field for the captcha code, with the placeholder text "Please input captcha code". At the bottom of the form are two buttons: "Search" and "Reset".

### 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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