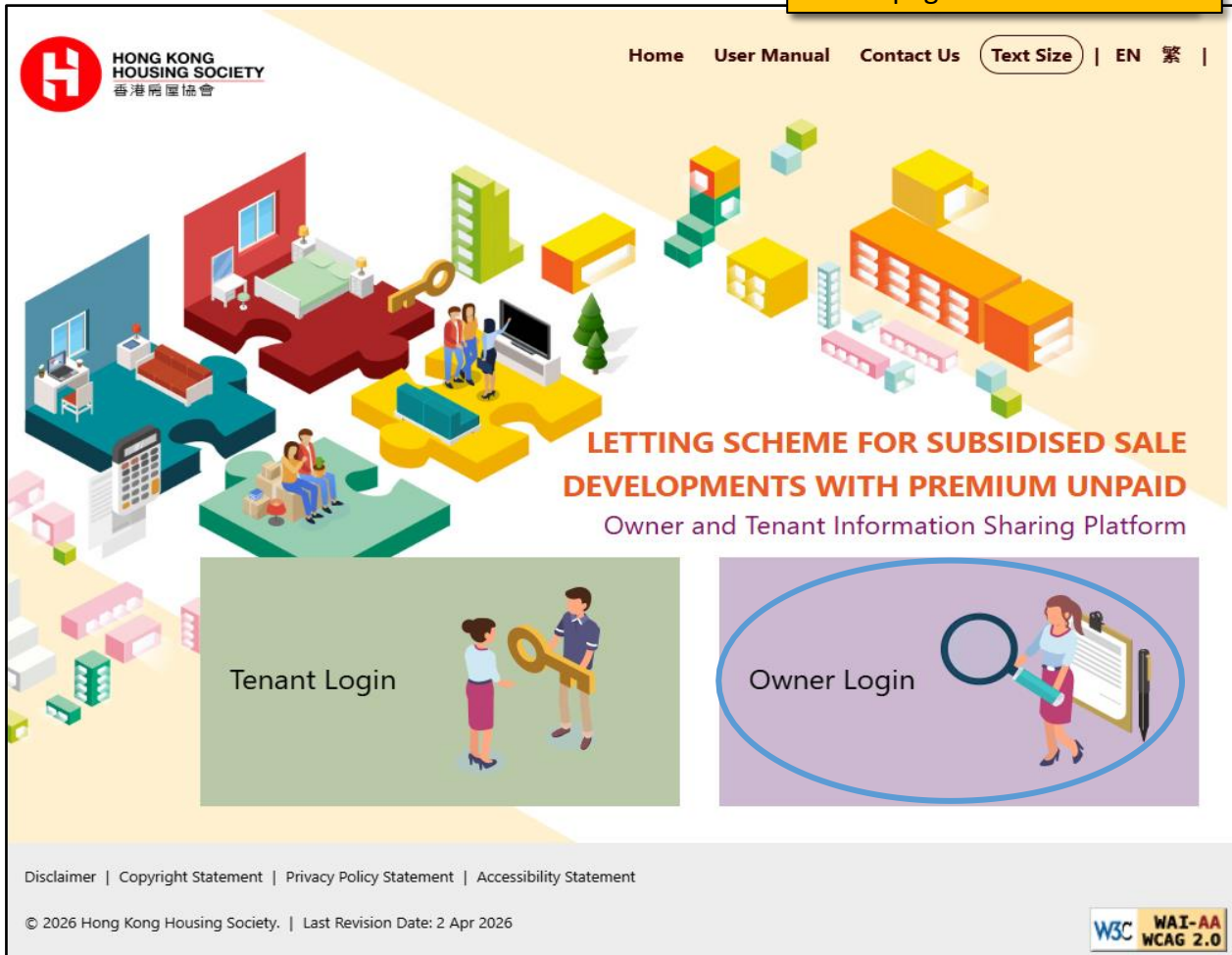




Hong Kong Housing Society T-Home "Certificate of Participation - Owner" "Owner and Tenant Information Sharing Platform" (User Manual - Applicable to Holder of "Owner Certificate")

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.

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 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 an 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), 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 to or from tenant(s), 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, 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 into 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' page of the Hong Kong Housing Society. At the top, there is a navigation bar with 'Home', 'User Manual', 'Contact Us', 'Text Size', 'EN 繁 |', and a user profile 'Welcome Owner 業主 1'. Below this is a menu with 'Owner', 'Tenant Post', 'Post Management', and 'Notice Submission'. The 'Tenant Post' tab is selected and circled in blue. A blue arrow points from 'Owner' to 'Tenant Post'. A callout box labeled '1' points to the search criteria form, stating: 'Input the desired criteria here to search for the posts.' The search criteria form includes dropdown menus for 'Area' (All), 'District' (All), 'Estate Name' (All), and 'Household Size' (All). There is also a text input field for 'Estate Name' with the placeholder 'Please input Estate Name'. Under 'Leasing Mode', there are two options: 'Entire Flat' and 'Individual Bedroom', each with a 'Rent' range dropdown (All to All). A 'Search' button and a 'Reset' button are at the bottom of the form. Below the form, it says 'Have 5 posts'. A callout box labeled '2' points to the search results, stating: 'Search results are then shown underneath.' The results are displayed as two cards. The first card 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 card 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. Both cards have 'View Details' buttons. A callout box labeled '3' points to the 'View Details' button of the second card, stating: 'Click "View Details" button, you will be directed to the Post Details page (refer to next page).'

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

Tenant Post Details Page (Published)

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

Disclaimer: The above photo(s) and/or information provided by the Housing Society and/or this Website. The User should exercise caution in making any decision. Housing Society and/or this Website

and their authenticity have not been verified by a professional advice before making any connection to the inaccuracy of information.

Contact Tenant

Name: Mr Chan
Phone: 912345678

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.

 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.

The screenshot shows the 'Owner Post Search' page of the Hong Kong Housing Society website. At the top, there is a navigation bar with the logo and 'HONG KONG HOUSING SOCIETY' text. A yellow box highlights the 'Owner Post Search' title. Below the navigation bar, there are tabs for 'Owner Post', 'Tenant Post', 'Post Management', and 'Notice Submission'. A blue arrow points to the 'Owner Post' tab. The main content area is titled 'Criteria Search' and contains a search form with various filters: Area, District, Estate Name, Housing Society / Housing Authority, Leasing Mode (Entire Flat, Individual Bedroom), and Rent ranges. A blue circle highlights the search form, and a callout box labeled '5' points to it with the text 'Input the desired criteria here to search for the posts.' Below the search form are 'Search' and 'Reset' buttons. A callout box labeled '6' points to the search results area, which shows 'Have 8 posts' and a list of results. One result is highlighted with a blue circle, and a callout box labeled '7' points to the 'View Details' button with the text '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

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 **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

Disclaimer: The above photo(s) and/or information and content provided by this Website, Housing Society and/or this Website. The Users should rely on themselves to verify their own decision. Housing Society and/or this Website does not hold obligation or liability for any information provided.

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

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.

2. Edit Profile

The screenshot displays 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', and 'Contact'. On the right, there are links for 'Text Size', 'EN 繁', and a user greeting 'Welcome Owner 業主 1' with a dropdown arrow. A blue arrow points to this dropdown menu. Below the greeting, a dark red button labeled 'Edit Profile' is circled in orange and highlighted with a blue callout box. Below it is a yellow 'Logout' button. The main content area has a breadcrumb trail 'Home > Owner > Edit Profile' and a heading 'Edit Profile'. Below the heading are two list items: 'Edit Account Information' and 'Edit Login Information'. A blue callout box points to the 'Edit Profile' button.

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

10 Then click "Edit Profile", Users will be directed to the account setting page.

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

Owner Post Tenant Post Post Management

Home > Owner > Edit Profile

Edit Profile

- Edit Account Information
- Edit Login Information

Logout

Back ↶

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 with 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

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 P Post Management Notice Submission

Home > Owner > Post Management > Edit Post

Edit Post

Photo

Photo Upload

Select File...

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

Refresh

Tenant Posts Saved

Flat/ Bedroom 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.

Estate

Housing Society / Housing Autho

Block No. / Name

Floor Level

Select ...

Title

Continue on Next Page



Lease Mode (Multiple Select)

Individual Bedroom Monthly Rent (HK\$)
Area (Square Feet)

Entire Flat Monthly Rent (HK\$)
Area (Square Feet)

Other Information

Rent Include

Flat Features

Home Appliances

Furniture Fit-out

Others

Maximum 200 characters

Contact Information (Optional)

Name

Email

Phone

Whatsapp

Wechat

12

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.

13

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.

ed photos must be real and valid, the Users cannot upload irrelevant to current flat status, indecent photos, photos of flats or houses, and fraudulent use of stolen photos is prohibited. The Users are also responsible for ensuring the photos do not violate copyright, trademark or other personal or intellectual property right of any third party. Neither Housing Society nor this Housing Society is responsible to any third parties for any direct or indirect loss or damages (whether in tort, contract or otherwise) whatsoever arising from the use of the Online Platform.


I have read and agreed the above Terms and Conditions.


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.

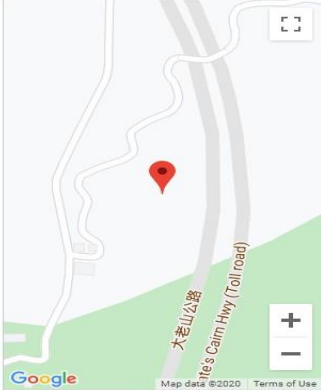
Owner Post Details Page (Published)

Owner Post Information

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



Without Caption



Map data ©2020 | Terms of Use

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

Disclaimer : The above photo(s) and/or information and content provided by this Website are for the Users' reference only, and their authenticity have not been verified by Housing Society and/or this Website. The Users should rely on themselves to verify their accuracy or may seek independent professional advice before making any decision. Housing Society and/or this Website does not hold obligation or liability for any inconvenience, loss or damage in connection to the inaccuracy of information.

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

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.

The screenshot shows the user interface of the Hong Kong Housing Society's online platform. At the top, there is a navigation bar with the logo and name of the Hong Kong Housing Society, along with links for Home, User Manual, and Contact Us. A user is logged in as 'Welcome Owner 業主 1'. Below the navigation bar, there are tabs for 'Owner Post', 'Tenant P', 'Post Management', and 'Notice Submission'. A blue arrow points from the 'Tenant P' tab to the 'Post Management' tab. Under 'Post Management', a dropdown menu is open, showing options: 'Post Status' (circled in blue), 'Edit Post', 'Owner Posts Saved', and 'Tenant Posts Saved'. The main content area displays the 'Post Status' page, which includes a breadcrumb trail: Home > Owner > Post Management > Post Status. The page title is 'Post Status'. Below this, there is a section for 'Post Status' with a status of 'Approved' and a 'Published Post Posted Date' of '16 Dec 2025 17:18:45'. At the bottom of this section, there are two buttons: 'Withdraw' (circled in blue) and 'View'. Below this is a 'Post History' section with a table showing the history of the post.

Action	Date and Time	Remark
Approved	16 Dec 2025 17:20:34	

4. Message Management

Message Management

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

Owner Post Tenant Post Post M ent Notice Submission

Home > Owner > Message Man

Message Manage

Back

Message Management

Sender	Date and Time	Browse	Block
Tenant 租客 88	26 MAR 2026 17:14:16	Browse	Block
Tenant 租客 99	12 DEC 2025 23:11:26	Browse	Block

14 Owner will be notified of new message(s) via email. After logging 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 & 6). 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"

Owner(s) can fill in online forms and submit tenancy notices to HS by clicking "Notice Submission" and selecting the corresponding notices.

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. 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

The screenshot displays the online form for submitting a "Notice of Execution of the Tenancy Agreement". The form is titled "Notice of Execution of the Tenancy Agreement" and is part of the "Notice Submission" section. The form includes various fields for input, such as "Version no. of the prescribed tenancy agreement", "Date of signing tenancy agreement", "Address of subsidised sale flat", "Name of Owner(s)", "Correspondence address and contact telephone number", "Certificate of Participation - Owner No.", "Tenant", "Hong Kong Housing Authority 'Nomination Certificate' No.", "Leased Area", "New tenancy agreement/Renewal", "Tenancy Commencement Date", "Expiry Date", "Monthly Rent (HK\$)", "Tenant pays the owner a fee for the following utility charges", "The utility charges included in the above fee", and "Terms and Conditions". A "Submit" button is located at the bottom right of the form, and a "Reset" button is also present. A blue arrow points to the "Submit" button.

Notice of Execution of the Tenancy Agreement

Home > Owner > Notice Submission > Notice of Execution of the Tenancy Agreement

Owner Post | Tenant Post | Post Management | Notice Submission

Notice of Execution of the Tenancy Agreement

Notice of Early Termination of the Tenancy Agreement

Notice of Soon-To-Expire Tenancy Agreement

Submission History

Particulars of the tenancy agreement

Version no. of the prescribed tenancy agreement

Date of signing tenancy agreement

Address of subsidised sale flat

Lee Sheung Garden, Sha Tin, New Territories

Block/Tower

Floor

Flat/Room

Name of Owner(s)

1. Ownerone

2. Ownertwo

Correspondence address and contact telephone number

Select ...

Correspondence Address Line 1

Correspondence Address Line 2

Contact Telephone Number

"Certificate of Participation - Owner" No.

S-W-000000-000

Tenant

Person holding "Certificate of Participation -Tenant"

"Certificate of Participation - Tenant" No.

Name of Certificate Holder

Hong Kong Housing Authority "Nomination Certificate" No.

e.g. NC202XXXXX

(only applicable to Hong Kong Housing Authority subsidised sale flat)

Leased Area

Select ...

New tenancy agreement/Renewal

Select ...

Renewal means owner(s) renews the tenancy agreement with the same holder of "Certificate of Participation - Tenant", and the commencement date of new tenancy agreement follows the expiry date of original tenancy agreement.

Tenancy Commencement Date

Expiry Date

Monthly Rent (HK\$)

Tenant pays the owner a fee for the following utility charges

Select ...

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)

Select ...

Terms and Conditions

1. I/We confirm I/we have signed a tenancy agreement with person holding a valid "Certificate of Participation—Tenant" to let the property stated hereabove. The tenancy agreement adopts the prescribed tenancy agreement under "Letting Scheme for Subsidised Sale Developments with Premium Unpaid".

2. I/We hereby confirm the information stated hereabove matches the information in the said executed tenancy agreement.

3. I/We acknowledge and agree that I/We will provide the following information to the Tenant:

I have read and agreed the above Terms and Conditions

Submit | Reset

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

Owner(s) can inform HS of early termination of the Tenancy Agreement with the Tenant 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

The screenshot displays the user interface for submitting a notice of early termination. At the top, the Hong Kong Housing Society logo and navigation links are visible. The main menu includes 'Owner Post', 'Tenant Post', 'Post Management', and 'Notice Submission'. A dropdown menu is open under 'Notice Submission', with 'Notice of Early Termination of the Tenancy Agreement' highlighted. The form itself is titled 'Notice of Early Termination of the Tenancy Agreement' and contains several sections:


- Relevant Particulars**: Includes fields for 'Address of Subsidised Sale Flat' (Lee Shenug Garden, S...), 'Block/Tower', 'Floor', and 'Flat/Room'.
- Name of Owner(s)**: A list with 'Ownerone' and 'Ownertwo'.
- Correspondence Address and Contact Telephone Number [One of the Owner(s)]**: Includes a dropdown for selection, and input fields for 'Correspondence Address Line 1', 'Correspondence Address Line 2', and 'Contact Telephone Number'.
- "Certificate of Participation - Owner" No.**: A text field containing 'S-W-000000-000'.
- Tenant**: Includes a dropdown for 'Person holding "Certificate of Participation -Tenant"', and input fields for '"Certificate of Participation - Tenant" No.' and 'Name of Certificate Holder'.
- Tenancy Commencement Date**, **The Original Expiry Date**, and **The Date of Termination of the Tenancy Agreement**: Each has a calendar icon and an input field.
- Reason(s) of Early Termination**: A dropdown menu.
- Terms and Conditions**: A scrollable text area containing three numbered points and a checkbox for 'I have read and agreed the above Terms and Conditions'.

At the bottom right, there are two buttons: 'Submit' (highlighted with a blue circle and arrow) and 'Reset'.

iii) "Notice of Soon-To-Expire Tenancy Agreement"


Owner(s) can inform HS of impending expiry of Tenancy Agreement with the Tenant 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



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 ▾

Owner PostTenant PostPost ManagementNotice Submission 

Home > Owner > Notice Submission > Notice of Soon-To-Expire Tenancy Agreement

Notice of Soon-To-Expire Tenancy Agreement

Relevant Particulars

Address of Subsidised Sale Flat	Lee Sheung Garde, S
	<input type="text" value="Block/Tower"/>
	<input type="text" value="Floor"/>
	<input type="text" value="Flat/Room"/>
Name of Owner(s)	<ol style="list-style-type: none">OwneroneOwnertwo
Correspondence Address and Contact Telephone Number [One of the Owner(s)]	<input type="text" value="Select ..."/> <input type="text" value="Correspondence Address Line 1"/> <input type="text" value="Correspondence Address Line 2"/> <input type="text" value="Contact Telephone Number"/>
"Certificate of Participation - Owner" No.	<input type="text" value="S-W-000000-000"/>
After the original tenancy agreement expires, I/We	<input type="text" value="Select ..."/> <small>*Renew means the commencement date of such new tenancy agreement follows the expiry date of original tenancy agreement</small>
Terms and Conditions	<div style="border: 1px solid #ccc; padding: 5px;"><p>Notes on Collection of Personal Data</p><p>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).</p><p>2. HS 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</p></div> <p><input type="checkbox"/> I have read and agreed the above Terms and Conditions</p>

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

[Home](#) > [Owner](#) > [Login](#)

Login

[Back](#) ↩

Certificate No.

Password

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.

[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...

I have read and agreed the above Terms and Conditions



Play Captcha Code 🔊
Refresh Captcha 🔄

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

HONG KONG HOUSING SOCIETY
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Owner Tenant

Certificate number

- - -

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