



Hong Kong Housing Society T-Home "Certificate of Participation - Tenant" "Owner and Tenant Information Sharing Platform" (User Manual - Applicable to Holder of "Tenant 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 - Tenant" (hereinafter referred to as "Tenant 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 Tenant Certificate Number [HS will send you an email (sender: noreply@lettingscheme.hkhs.com) or a 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, Tenant Certificate Holders can use the following services of the Online Platform:

1. Post Search :

There are two separate Post Search pages for i) Owner Post and ii) Tenant Post. Holders of "Certificate of Participation - Owner" (hereinafter referred to as "Owner Certificate") and Tenant Certificate Holders 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) **Owner Post:** Submitted and published by Owner Certificate Holders, with information provided by the flat owners, including district, rent, flat/bedroom size, etc..
- ii) **Tenant Post:** Submitted and published by Tenant Certificate Holders, with expectations or requests on the desirable flat/bedroom from the prospective tenants, including district, rent range, etc..

2. Edit Profile :

- Prospective Tenant can change the display name, login password, and correspondence email.

3. Compose/Edit and Publish a Tenant Post:

- Prospective Tenant can compose a post by inputting the expected criteria of the flat-to-lease including leasing mode and district on the "Edit Post" page. 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 Owners and Tenant Certificate Holders.

4. Message Management:

- Prospective Tenant can keep track of the history of private message(s) with Owners.

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":** Tenant 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 Owner Certificate Holder, through postal or the Online Platform.
- ii) **"Notice of Early Termination of the Tenancy Agreement":** Tenant 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 the owner, through postal or the Online Platform.
- iii) **"Notice of Soon-To-Expire Tenancy Agreement":** Whether tenant intends to or does not intend to renew tenancy agreement with the same owner, tenant 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 :

- Prospective Tenant 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 - Owner" is still valid

1. Post Search

i) Owner Post

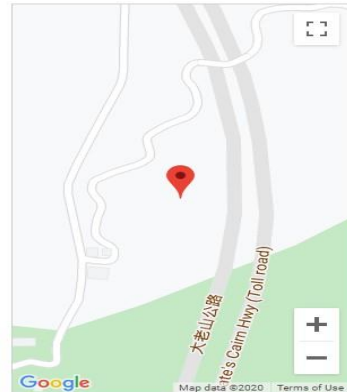
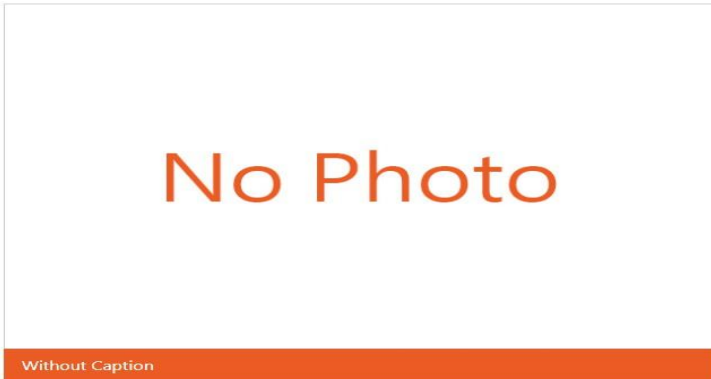
After login, Users will be directed to the Post Search page of "Owner Post" first. On this page, simply select or input the desired criteria (e.g. location, leasing mode, rent range, etc.). Then, click "Search" button, results are shown underneath.

The screenshot shows the 'Owner Post Search' interface. At the top right, a yellow box contains the text 'Owner Post Search'. The navigation bar includes 'Home', 'User Manual', 'Contact Us', 'Text Size', 'EN 繁', and 'Welcome Tenant 租客 1'. The main menu has 'Owner Post' circled in blue with an arrow pointing to it, 'Tenant Post' with a '1' in a circle, 'Post Management', and 'Notice Submission'. A breadcrumb trail reads 'Home > Owner Post > Criteria Search'. The 'Criteria Search' section has a blue circle around it with a callout box: 'Input the desired criteria here to search for the posts.' Below this are search filters for Area, District, Estate Name, Leasing Mode, and Rent. A '2' in a circle points to the 'Search' button with a callout: 'Search results are then shown underneath.' Below the filters, it says 'Have 8 posts' and 'Sort Posted Date (Newest to Oldest)'. A search result card is shown with a blue circle around it and a callout: 'Click "View Details" button, you will be directed to the Post Details page (refer to next page).' The card details include: Middle Level, Block B, Lee Sheung Garden, Sha Tin, New Territories; 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. A 'View Details' button is at the bottom right of the card.

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
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

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

Contact Owner

Name: 陳先生
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 the messages posted on message board.

ii) Tenant Post

If Users wish to browse the posts published by other Tenant Certificate Holders, simply click "Tenant Post" on the upper side. Users will then be directed to the search page of "Tenant 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 'Tenant Post Search' page of the Hong Kong Housing Society website. The page is titled 'Criteria Search' and features several search filters: Area, District, Estate Name, Household Size, Leasing Mode (Entire Flat or Individual Bedroom), and Rent ranges. A blue arrow points to the 'Tenant Post' menu item in the top navigation bar. A yellow box at the top right contains the text 'Tenant Post Search'. Three numbered callouts provide instructions: 5 points to the search input fields with the text 'Input the desired criteria here to search for the posts.'; 6 points to the 'Search' button with the text 'Search results are then shown underneath.'; and 7 points to the 'View Details' button on a search result with the text 'Click "View Details" button, you will be directed to the Post Details page (refer to next page).' The search results show two listings for 'Sha Tin' in the 'Lee Sheung Garden' estate, both posted on 20 Mar 2020. The first listing is for an 'Individual Bedroom' with a rent of HK\$ 4,000 to 6,000 per month and an area of 100 Square Feet. The second listing is for an 'Entire Flat / Individual Bedroom' with a rent of HK\$ 3,000 to 3,000 / 3,000 to 4,000 per month and an area of 350 / 100 Square Feet.

Tenant Post Search

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Owner Post **Tenant Post** Post Management Notice Submission

Home > Tenant Post > Criteria Search

Criteria Search

Area: All District: All

Estate Name: All Household Size: All

Estate Name: Please input Estate Name

Leasing Mode

Entire Flat Rent: All to All

Individual Bedroom Rent: All to All

Search Reset

Have 2 posts

Posted Date (Newest to Oldest)

Sha Tin 2 Person(s) Individual Bedroom Save

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 Posted Date: 20 Mar 2020 Last Update: 20 Mar 2020 View Details

Sha Tin 3 Person(s) Entire Flat / Individual Bedroom Save

Area: New Territories District: Sha Tin Estate: Lee Sheung Garden Leasing Mode: Entire Flat / Individual Bedroom Rent: HK\$ 3,000 to 3,000 / 3,000 to 4,000 per month Area: 350 / 100 Square Feet Posted Date: 20 Mar 2020 Last Update: 20 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).

Tenant Post also allows Owners to leave private messages, so that they can directly communicate with prospective tenant(s). For details about how to compose and edit a post, please refer to page 8.

Tenant Post Details (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 photos are for reference only, and their authenticity have not been verified by Housing Society and/or this Website. Please refer to the actual site for details. Independent professional advice should be sought before making any decision. Housing Society and/or this Website shall not be liable for any loss or damage in connection to the inaccuracy of information.

Contact Tenant

Name: Mr Chan
Phone: 912345678

 [Message](#)

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Owner can directly leave message(s) to prospective tenant via message board on Post Details page. Prospective Tenant can also reply directly.

2. Edit Profile

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

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

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Owner Post Tenant Post Post Management

Home > Tenant > Edit Profile

Edit Profile

Logout

Back ↩

- **Edit Account Information**
- **Edit Login Information**


Tenant 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 "Tenant Post" search page.

Tenant Post Details (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

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Contact Tenant

Name: Mr Chan

Phone: 91234567

 [Message](#)

Withdraw a Tenant Post

If Prospective Tenant desires to remove the published post (e.g. a flat has been rented and Prospective Tenant is no longer seeking a place to rent), Prospective Tenant can click "Withdraw" button on "Post Status" page under "Post Management". The post will be taken down from the Online Platform immediately. Prospective Tenant may edit or resubmit post submission later if needed.

The screenshot shows the Hong Kong Housing Society website interface. At the top, there is a navigation bar with the logo and name 'HONG KONG HOUSING SOCIETY 香港房屋協會', and links for 'Home', 'User Manual', 'Contact Us', 'Text Size', 'EN 繁', and a welcome message 'Welcome Tenant 租客 1'. Below the navigation bar, there are four main menu items: 'Owner Post', 'Tenant Post', 'Post Management', and 'Notice Submission'. A blue arrow points to the 'Post Management' menu item. A dropdown menu is open under 'Post Management', showing options: 'Post Status', 'Edit Post', 'Owner Posts Saved', and 'Tenant Posts Saved'. The 'Post Status' option is circled in blue. The main content area shows the 'Post Status' page for a tenant post. The post status is 'Approved', and the 'Published Post Posted Date' is '1 Apr 2026 14:24:01'. Below this information, there are two buttons: 'Withdraw' (highlighted with a blue circle) and 'View'. At the bottom, there is a 'Post History' section with a table showing the post's history.

Action	Date and Time	Remark
Approved	1 Apr 2026 14:24:49	

4. Message Management

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Prospective Tenant 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.

Message Management

Owner Post Tenant Post Post Management Notice Submission

Home > Tenant > Message Management

Message Management

Back

Sender	Date and Time	Browse	Block
Owner 業主 88	4 Apr 2026 16:56:23	Browse	Block
Owner 業主 99	1 Apr 2026 11:00:27	Browse	Block

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"Message Management" page will display the message history between the prospective tenant and Owner(s), with the latest atop. Clicking "Browse" button will direct you to the "Post Details" page (refer to page 4 & 6). Prospective Tenant can view and reply each message there.

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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"

Tenant 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 Tenant Certificate Holder in the form. Tenant should fill in the rest of the form according to the terms in the co-signed Tenancy Agreement ("TA") with the Owner 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

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

Notice of Execution of the Tenancy Agreement

Particulars of the tenancy agreement

Version no. of the prescribed tenancy agreement

Date of signing tenancy agreement

Address of subsidised sale flat

Name of Tenant

Correspondence address and contact telephone number

"Certificate of Participation -Tenant" No.

Hong Kong Housing Authority "Nomination Certificate" No.

Owner

Rented Area

New agreement/Renewal

Tenancy Agreement Commencement Date

Expiry Date

Monthly Rent (HKS)

Tenant pays the owner a fee for the following utility charges

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)

Terms and Conditions

1. I confirm I have signed a tenancy agreement with owner(s) holding a valid "Certificate of Participation—Owner" to rent and occupy the property stated hereabove. The tenancy agreement adopts the prescribed tenancy agreement under "Letting Scheme for Subsidised Sale Development—Premium Unpaid".

2. I hereby confirm the information stated hereabove is the information in the said executed tenancy agreement.

3. I acknowledge and agree that HS will provide the information of the relevant

I have read and agreed the above Terms and Conditions.

Submit Reset

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

Tenant can inform HS of early termination of the Tenancy Agreement with the Owner through the Online Platform. The Online Platform will pre-fill the name and Certificate Number of the Tenant Certificate Holder in the form. Tenant 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

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Owner Post Tenant Post Post Management Notice Submission

Home > Tenant > Notice Submission > Notice of Early Termination

Notice of Early Termination of the Agreement

Relevant Particulars

Address of Subsidised Sale Flat

Name of Estate

Block/Tower

Floor

Flat/Room

Name of Tenant

1. Tenant 1

Correspondence address and contact telephone number

Correspondence Address Line 1

Correspondence Address Line 2

Contact Telephone Number

"Certificate of Participation -Tenant" No.

GA-W000000-00000-0

Owner

Property owner

"Certificate of Participation - Owner" No.

Tenancy Agreement Commencement Date

The Original Expiry Date of the Tenancy Agreement

The Date of Termination of the Tenancy Agreement

(Must be earlier than Original Expiry Date of the Tenancy)

Reason(s) of Early Termination

Select ...

Terms and Conditions

1. I confirm I have early terminated the tenancy agreement with owner(s) holding a valid "Certificate of Participation – Owner". Please refer to the relevant particulars hereabove.

2. I hereby confirm the information stated hereabove is true and correct.

3. I acknowledge and agree that HS will provide the information of the relevant tenancy agreement to the public for reference. For instance:

- The commencement date of the tenancy agreement.

I have read and agreed the above Terms and Conditions.

Submit Reset

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

Tenant can inform HS of impending expiry of Tenancy Agreement with the Owner through the Online Platform. The Online Platform will pre-fill the name and Certificate Number of the Tenant Certificate Holder in the form. Tenant 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

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Owner Post Tenant Post Post Management Notice Submission

Home > Tenant > Notice Submission > Notice of Soon-To-Expire Te

Notice of Soon-To-Expire Tenancy Agreement

Relevant Particulars

Address of Subsidised Sale Flat

Name of Estate

Block/Tower

Floor

Flat/Room

Name of Tenant

1. Tenant 1

Correspondence address and contact telephone number

Correspondence Address Line 1

Correspondence Address Line 2

Contact Telephone Number

"Certificate of Participation -Tenant" No.

GA-W000000-00000-B

After the original tenancy agreement expires, I

Select ...

*Renew means the commencement date of such new agreement follows the expiry date of original 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 tenant.

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

I have read and agreed the above Terms and Condi

Submit Reset

6. Forgot Password or Forgot Certificate Number

Login Page

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

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

Home > Tenant > Login

Login

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

I have read and agreed the above Terms and Conditions

YVO4 X

Play Captcha Code

Refresh Captcha

Captcha Code

Please input the Captcha Code

Confirm Reset

7. How to verify whether "Certificate of Participation - Owner" is still valid?

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

Checking Owner Certificate

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Related Links Contact Us Sitemap Text Size | EN 繁 |

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T-HOME 暫租住屋
Letting Scheme for Subsidised Sale Developments with Premium Unpaid

Home > Archive and Resources > Search Issued Certificates

Search Issued Certificates Back ↶

Owner Tenant

Certificate number
[] - [] - [] - []

Wardk Play captcha code 🔊 Refresh captcha code ↻

Captcha code
Please input captcha code

Search 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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