

HONG KONG HOUSING AUTHORITY

HOME OWNERSHIP SCHEME

PRIVATE SECTOR PARTICIPATION SCHEME

TENANTS PURCHASE SCHEME

**INFORMATION FOR APPLICANTS ON
APPLICATION FOR TRANSFER OF OWNERSHIP**

Prepared by
Housing Subsidies Sub-division
Housing Department

**Transfer of Ownership in Home Ownership Scheme /
Private Sector Participation Scheme /
Tenants Purchase Scheme Flats
Information for Applicants**

Introduction

1. Pursuant to the Housing Ordinance, change of ownership is restricted except for disposal (i) in the Secondary Market after two years has elapsed since the first assignment, or (ii) in the open market upon payment of premium. However, the Hong Kong Housing Authority (HA) may at its discretion and on the merit of each case give consent to a request for change of ownership under special circumstances.

Pre-requisite for the application

- (A) The change of ownership must be by way of a Deed of Assignment at nil monetary consideration (except in bankruptcy cases); and
- (B) The proposed assignee must be an authorized occupant (except in deceased cases) of the property concerned.

The usual grounds for change of ownership

2. Generally, grounds for applying for consent to a change of ownership are as follows -
 - (A) Inclusion of spouse as joint owner;
 - (B) Transfer to spouse owing to divorce or separation;
 - (C) Transfer to other family member(s) owing to marriage and moving out of owner to join his/her spouse;
 - (D) Transfer to other family member(s) owing to owner's emigration or long-term working abroad;
 - (E) Owner or spouse or authorized occupant eligible for civil service housing benefits or housing package provided by the employer;
 - (F) Change of ownership reflecting financial contribution towards downpayment/mortgage repayment by authorized occupant;
 - (G) Transfer of ownership owing to death of owner;
 - (H) Old age of owner (i.e. 65 years old or above);
 - (I) Owner suffering from terminal disease e.g. cancer;
 - (J) Bankruptcy of owner; or
 - (K) Reasons other than (A) - (J) will be considered only in exceptional circumstances.

Points to note when completing application form

3. (A) If the application form has not been properly completed, the HA may reject the application.
- (B) The signature of owner(s) should be the same as the one on the Sale and Purchase Document/Deed of Assignment and no correction fluid is allowed.
- (C) The proposed assignee(s) shall live in the property as stated in this application (except in inheritance by non authorized occupant(s) cases).
- (D) You should submit application form with ground(s) together with copies of relevant supporting documents. For example -
- (i) Photocopies of Decree Nisi Absolute (Divorce) and Court Order/Deed of Separation in divorce/separation cases;
 - (ii) Photocopies of Marriage Certificate and new address proof for owner who has married and moved out from the property to join his/her spouse;
 - (iii) Photocopies of approval-in-principle for landing or residence in foreign country excluding China/employer's certification and BRC in emigration/long term working aboard cases;
 - (iv) Photocopies of approval letter issued by the Treasury/Departmental Secretary/the employer if owner or spouse or authorized occupant is eligible for civil service housing benefits or housing package provided by the employer;
 - (v) Photocopies of proof of substantial contribution to the downpayment/mortgage loan repayment schedule and repayment record in financial contribution cases;
 - (vi) Photocopies of Letters of Administration (with Affirmation by Administrator)/Probate, Death Certificate and Certificate of Exemption from Estate Duty/Schedule of Assets and Liabilities in deceased cases;
 - (vii) Photocopies of proof from medical practitioner in cases supported on medical grounds; or
 - (viii) Photocopies of Bankruptcy Order, Summary Procedure Order and the Official Receiver's Office written confirmation specifying the agreed consideration (if any) for the proposed transfer in bankruptcy cases.

Please contact the relevant District Tenancy Management Offices for details of documents required. Address of offices is shown in Appendix I (for HOS/PSPS flats) or Appendix II (for TPS flats).

- (E) The personal data collected shall be used for the purpose of processing the application for transfer of ownership and, upon completion of the transfer, to be transferred to the Rating and Valuation Department and be used for issuing demand notes for rates/Government rent. HA and the Housing Department (HD) may provide all necessary information and the personal data contained in this application to other sections/offices of the HD for carrying out tenancy management matters.

- (F) The provision of personal data is voluntary. However, if you do not provide sufficient information, HA may not be able to process your application.
- (G) You are entitled to request access to or correction of the personal data stated in this application form. Where necessary, such requests should be made in writing and directed by post or fax (No. 2761 6363) to the Departmental Data Controlling Officer of Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon. A fee may be charged for the request for access to personal data.

Administrative Fee

- 4. You are required to pay an administrative fee (currently at HK\$2,710) at the time of submitting the application. The administrative fee is not refundable in any event, even if your application is not successful or you wish to withdraw the application.

Where to submit the completed application form?

- 5. The duly completed application form should be delivered to the relevant District Tenancy Management Offices, the addresses of which are shown in the Appendix I (for HOS/PSPS flats) or Appendix II (for TPS flats).

Time required for processing the application

- 6. In general, you will be informed of the result of your application within six weeks from the date on which all the required documents have been received by the Housing Subsidies Sub-division.

Steps need to be followed after the approval of the application

- 7. (A) You are required to appoint a solicitor to complete the required procedures for transfer of ownership after consent for the application is granted. Under the prevailing policy of HA, transfer of ownership must be by way of a Deed of Assignment at nil monetary consideration (except in bankruptcy cases). A draft Deed of Assignment prepared by your solicitor is required to be submitted to the Legal Service Sub-division of HA for approval. An administrative charge will need to be paid (currently at \$2,310 and will be reviewed from time to time).
- (B) If your property is subject to a mortgage, please confirm with your bank whether amendment to the existing mortgage is required. If so, you are required to submit a duly completed re-mortgage application form (available from the respective District Tenancy Management Office) to HA for approval of the proposed mortgage arrangements. Administrative fee will be charged on application for such mortgage consent.
- (C) Other than the administrative fee for transfer of ownership, you will be responsible for all expenses in connection with the transfer of ownership such as the fee charged by HA for approval of draft Deed of Assignment, charges relating to any amendment to mortgage arrangement (if required), stamp duty and execution of assignment etc.
- (D) The consent letter is valid for a period of one year and you are advised to arrange for the execution of the assignment as soon as possible. If the proposed transfer is not completed within the validity period, you are required to submit a fresh application and pay the relevant fees.
- (E) You must inform the respective District Tenancy Management Office immediately after the Deed of Assignment is executed.

居者有其屋／私人機構參建居屋計劃屋苑所屬的分區租約事務管理處

District Tenancy Management Offices for HOS/PSPS Courts

Kowloon West & Hong Kong 九龍西及港島

Name of Court	屋苑名稱	Office Address / 辦事處地址	Tel.電話 / Fax 傳真
Charming Garden Hoi Fu Court	富榮花園 海富苑	G/F, Hoi Tai House, Hoi Fu Court, Mongkok West, Kowloon 九龍旺角西海富苑海泰閣地下	2625 4370 2625 5071
Hang Chun Court Yee Ching Court Yee Kok Court Po Hei Court Po Lai Court	幸俊苑 怡靖苑 怡閣苑 寶熙苑 寶麗苑	G/F, Lai Mei House, Lai Kok Estate, Sham Shui Po, Kowloon 九龍深水埗麗閣邨麗薇樓地下	2361 0070 2148 2463
Kwun Fai Court Kwun Hei Court	冠暉苑 冠熹苑	Unit 407-415, Kar Man House, Oi Man Estate, Homantin, Kowloon 九龍何文田愛民邨嘉民樓 407-415 室	2713 0121 2768 7653
Harmony Garden Hiu Tsui Court King Tsui Court	富欣花園 曉翠苑 景翠苑	Room 701-710, On Hing House, Hing Wah (II) Estate, Chai Wan, Hong Kong 香港柴灣興華(二)邨安興樓 701-710 室	2557 0115 2515 1975
Cheerful Garden Fullview Garden Kai Tsui Court Lok Hin Terrace Yan Tsui Court Yuet Chui Court	富怡花園 富景花園 佳翠苑 樂軒臺 茵翠苑 悅翠苑	G/F, Wai Tsui House, Wan Tsui Estate, 3 Tsui King Street, Chai Wan, Hong Kong 香港柴灣翠景街 3 號環翠邨蕙翠樓地下	2558 0180 2505 2147
Hang Tsui Court Tung Tao Court	杏翠苑 東濤苑	No. 9-20, G/F, Yue Tai House, Yue Wan Estate, Chai Wan 柴灣漁灣邨漁泰樓地下 9-20 號	2897 7479 2515 1985
Greenwood Terrace Neptune Terrace	康翠臺 樂翠臺	Level 2, Community Building, Hing Man Estate, Chai Wan 柴灣興民邨社區大樓第二層	2558 6311 2505 2053
Tung Chun Court Tung Shing Court	東駿苑 東盛苑	Unit 8, G/F, Yiu Fung House, Yiu Tung Estate, Hong Kong 香港筲箕灣耀東邨耀豐樓地下 8 號	2539 8336 2539 0040
Kornhill Tung Hei Court Tung Lam Court Tung Yan Court	康山花園 東熹苑 東霖苑 東欣苑	G/F, Block C, Model Housing Estate, 770 King's Road, North Point, Hong Kong 香港北角英皇道 770 號模範邨 C 座地下	2562 4255 2562 9409
Broadview Court South Wave Court Yue On Court Ocean Court	雅濤閣 南濤閣 漁安苑 逸港居	No. 27, G/F, Lei Moon House (High Block), Ap Lei Chau Estate, Hong Kong 香港鴨脷洲邨利滿樓(高座) 地下 27 號	2554 4941 3695 0353
Aldrich Garden Tung Yuk Court	愛蝶灣 東旭苑	6/F, Oi Sin House, Oi Tung Estate, Shau Kei Wan, Hong Kong 筲箕灣愛東邨愛善樓 6 樓	3160 4291 3160 4290
Hung Fuk court Ka Lung Court Lung Tak Court Lung Yan Court	鴻福苑 嘉隆苑 龍德苑 龍欣苑	G/F, No. 21-34, Wah Hing House, Wah Fu (II) Estate, Hong Kong 華富(二)邨華興樓地下 21-34 號	2551 0660 2875 5153

Kowloon East 九龍東

Name of Court	屋苑名稱	Office Address / 辦事處地址	Tel.電話 / Fax 傳真
Kai Tai Court	啓泰苑	G/F, Kai Yin House, Kai Yip Estate 啟業邨啟賢樓地下	2757 3710 2757 2471
Cheung Wo Court	祥和苑	G/F., Wing B, Kai Yan House, Kai Tin Estate, Lam Tin, Kowloon. 九龍藍田啟田邨啟仁樓 B 翼 地下	3749 9440 3749 9439
Ko Chun Court	高俊苑	G/F, Ko Yuet House, Ko Yee Estate, 28 Ko Chiu Road, Kowloon 九龍高超道 28 號高怡邨高悅樓地下	2772 0462 2952 9120
Hong Nga Court Hong Ying Court	康雅苑 康盈苑	G/F, On Chung House, Shun On Estate, Kwun Tong 觀塘順安邨安頌樓地下	2342 8259 2763 6041
Hiu Lai Court Lei On Court On Kay Court	曉麗苑 鯉安苑 安基苑	G/F, Wun Wah House, Lok Wah (South) Estate, Kwun Tong 觀塘樂華(南)邨奕華樓地下	2755 6613 2757 2551
Chun Wah Court Lok Nga Court Po Pui Court	振華苑 樂雅苑 寶珮苑	G/F, Ping Wah House, Lok Wah (North) Estate, Kwun Tong 觀塘樂華(北)邨秉華樓地下	2755 5551 2750 8597
Hong Wah Court	康華苑	G/F, Lee Foo House, Shun Lee Estate, Kwun Tong 觀塘順利邨利富樓地下	2341 8286 2763 6066
Hong Pak Court Hong Shui Court Hong Yat Court	康柏苑 康瑞苑 康逸苑	G/F, Sau Yat House, Sau Mau Ping Estate 秀茂坪邨秀逸樓地下	2349 1361 2389 7462
Richland Gardens Yau Chui Court	麗晶花園 油翠苑	G/F, 101-119 Chui King House, Choi Hung Estate. 彩虹邨翠瓊樓地下 101 至 119 室	2320 3066 2351 9340

居者有其屋／私人機構參建居屋計劃屋苑所屬的分區租約事務管理處
District Tenancy Management Offices for HOS/PSPS Courts

Wong Tai Sin, Tsing Yi, Tsuen Wan & Island 黃大仙、青衣、荃灣及離島

Name of Court	屋苑名稱	Office Address / 辦事處地址	Tel.電話 / Fax 傳真
Choi Fung Court	彩峰苑	Units 108-115, G/F, Boon Yuet House, Choi Wan (I) Estate 九龍彩雲(一)邨伴月樓地下 108-115 室	2750 7211 2750 8477
Rhythm Garden Tsz Oi Court Tsz On Court	采頤花園 慈愛苑 慈安苑	G/F, Ching Hong House, Tsz Ching Estate, Tsz Wan Shan 九龍慈雲山慈正邨正康樓地下	2325 0104 2351 4358
Fung Lai Court Fung Chuen Court Kingsford Terrace King Hin Court Lung Poon Court King Shan Court Grandview Garden King Lai Court Sun Lai Garden	鳳禮苑 鳳鑽苑 嘉峰臺 瓊軒苑 龍蟠苑 瓊山苑 宏景花園 瓊麗苑 新麗花園	Units 211-224, Ban Fung House, Fung Tak Estate, Tsz Wan Shan 九龍慈雲山鳳德邨斑鳳樓 211-224 號	2324 0096 2752 8665
Fu Keung Court Hong Keung Court Ka Keung Court Pang Ching Court Ying Fuk Court Tin Ma Court Tin Wang Court Tsui Chuk Garden	富強苑 康強苑 嘉強苑 鵬程苑 盈福苑 天馬苑 天宏苑 翠竹花園	Podium, Lung Cheung Plaza, 136 Lung Cheung Road, Wong Tai Sin 九龍黃大仙龍翔道 136 號龍翔廣場平台	3572 0040 3572 0044
Tak Keung Court	德強苑	Podium Level 1, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon. 九龍橫頭磡南道 3 號香港房屋委員會客務中心第一層平台	2336 5144 2337 6523
Lung Hin Court Yu Tung Court	龍軒苑 裕東苑	Podium, Wing A, Kwai Shue House, Lei Muk Shue Estate, Kwai Chung 葵涌梨木樹邨葵樹樓 A 翼平台	2423 7458 2494 8207
Ching Shing Court Ching Wah Court Peng Lai Court	青盛苑 青華苑 坪麗苑	Podium, Wing C, Kwai Shue House, Lei Muk Shue Estate, Kwai Chung 葵涌梨木樹邨葵樹樓 C 翼平台	2423 7680 2423 6854
Serene Garden Ching Nga Court Ching Tai Court Ching Wang Court	海悅花園 青雅苑 青泰苑 青宏苑	Wings A & B, G/F, Yee Yip House, Tsing Yi Estate, Tsing Yi 青衣青衣邨宜業樓地下 A 翼及 B 翼	2431 0305 2435 5137
Tin Lee Court	天利苑	G/F, Hong Yat House, Yat Tung Estate, Tung Chung 東涌逸東邨康逸樓地下	3140 6400 3140 6420

Kwai Chung 葵涌

Name of Court	屋苑名稱	Office Address / 辦事處地址	Tel.電話 / Fax 傳真
Kwai Chun Court Kwai Hong Court	葵俊苑 葵康苑	Podium level 4, Luk Kwai House, Kwai Chung Estate 葵涌邨綠葵樓第 4 層平台	2427 9006 2423 6841
Kwai Yin Court	葵賢苑	G/F, Fu Kwai House, Tai Wo Hau Estate, Kwai Chung 葵涌大窩口邨富貴樓地下	2429 9446 2423 6835
Yin Lai Court	賢麗苑	Unit 6, G/F, Fung King House, Lai King Estate, Kwai Chung 葵涌荔景邨風景樓地下六號	2743 3814 2310 2406
Lai Yan Court	荔欣苑	Wing C, G/F, Shek Cheung House, Shek Lei (II) Estate, Kwai Chung 葵涌石籬(二)邨石祥樓地下 C 翼	2420 6987 2429 9431
Ning Fung Court Yi Fung Court	寧峰苑 怡峰苑	Wing C, G/F, Shek Cheung House, Shek Lei (II) Estate, Kwai Chung 葵涌石籬(二)邨石祥樓地下 C 翼	2420 6987 2429 9431

居者有其屋／私人機構參建居屋計劃屋苑所屬的分區租約事務管理處

District Tenancy Management Offices for HOS/PSPS Courts

Tai Po, North, Shatin & Sai Kung 大埔、北區、沙田及西貢

Name of Court	屋苑名稱	Office Address / 辦事處地址	Tel.電話 / Fax 傳真
Elegance Garden King Nga Court Po Nga Court Tai Po Plaza Tak Nga Court Wang Fuk Court Yat Nga Court	富雅花園 景雅苑 寶雅苑 大埔廣場 德雅苑 宏福苑 逸雅苑	2/F, On Wo House, Tai Wo Estate, Tai Po 大埔太和邨安和樓 2 樓	2657 2808 2657 8660
Choi Po Court On Shing Court Sunningdale Garden Tsui Lai Garden Yuk Po Court	彩蒲苑 安盛苑 順欣花園 翠麗花園 旭埔苑	No. 107, G/F, Tin Yee House, Tin Ping Estate, Sheung Shui 上水天平邨天怡樓地下 107 號	2677 2002 2677 9009
Yung Shing Court	雍盛苑	No. 8, G/F, Tin Long House, Tin Ping Estate, Sheung Shui 上水天平邨天朗樓地下 8 號	3698 0061 3698 0060
Chung Nga Court Ming Nga Court Sun Hing Garden Yee Nga Court Cheong Shing Court Ka Shing Court King Shing Court Wing Fai Centre Wing Fok Centre Yan Shing Court	頌雅苑 明雅苑 新興花園 怡雅苑 昌盛苑 嘉盛苑 景盛苑 榮輝中心 榮福中心 欣盛苑	No.1, Po Nga Road, Tai Wo Estate, Tai Po 大埔太和邨寶雅路 1 號	2638 2469 2638 1025
Fok On Garden Fu Fai Garden Kam Fung Court Kam Hay Court Kam Lung Court Kam On Court Kam Tai Court Kam Ying Court	福安花園 富輝花園 錦豐苑 錦禧苑 錦龍苑 錦鞍苑 錦泰苑 錦英苑	Units 221-240, 2/F, Shek Yuk House, Chun Shek Estate, Shatin 沙田秦石邨石玉樓 2 樓 221-240 室	2694 4408 2647 1930
Hong Lam Court Kwong Lam Court Yu Chui Court Yue Tin Court Chevalier Garden Saddle Ridge Garden	康林苑 廣林苑 愉翠苑 愉田苑 富安花園 富寶花園	G/F, Skylark House, Sha Kok Estate, Shatin 沙田沙角邨雲雀樓地下	2697 7208 2797 0908
Fung Shing Court Ka Keng Court Ka Tin Court King Tin Court Carado Garden Grandway Garden Holford Garden	豐盛苑 嘉徑苑 嘉田苑 景田苑 雲疊花園 富嘉花園 海福花園	Market Podium, Pok Hong Estate, Shatin 沙田博康邨街市平台	2648 1312 2649 1648
May Shing Court Mei Chung Court	美城苑 美松苑	Units 241-260, 2/F, Shek Yuk House, Chun Shek Estate, Shatin 沙田秦石邨石玉樓 2 樓 241-260 室	2699 3082 2699 9418
Bauhinia Garden Beverly Garden Choi Ming Court Chung Ming Court Fu Ning Garden Hin Ming Court Ho Ming Court Hong Sing Garden King Ming Court Kwong Ming Court On Ning Garden Po Ming Court Tong Ming Court Wo Ming Court Yan Ming Court Ying Ming Court Yu Ming Court Yuk Ming Court	寶盈花園 富康花園 彩明苑 頌明苑 富寧花園 顯明苑 浩明苑 康盛花園 景明苑 廣明苑 安寧花園 寶明苑 唐明苑 和明苑 欣明苑 英明苑 裕明苑 煜明苑	G/F, Shin Lai House, Shin Ming Estate, Tseung Kwan O, N.T. 將軍澳善明邨善禮樓地下	2445 3811 2445 3677

居者有其屋／私人機構參建居屋計劃屋苑所屬的分區租約事務管理處
District Tenancy Management Offices for HOS/PSPS Courts

Tuen Mun & Yuen Long 屯門及元朗

Name of Court	屋苑名稱	Office Address / 辦事處地址	Tel.電話 / Fax 傳真
San Wai Court Siu Hei Court Siu Hin Court Siu Kwai Court Siu Lun Court Siu Lung Court Siu Pong Court Siu Shan Court	新圍苑 兆禧苑 兆軒苑 兆畦苑 兆麟苑 兆隆苑 兆邦苑 兆山苑	Units 403-412, 4/F, Ting Cheung House, On Ting Estate, Tuen Mun 屯門安定邨定祥樓 4 樓 403-412 室	2451 0321 2450 9740
Affluence Garden Glorious Garden Lung Mun Oasis Melody Garden Prime View Garden Tsui Ning Garden Yuet Wu Villa	澤豐花園 富健花園 龍門居 美樂花園 景峰花園 翠寧花園 悅湖山莊	5/F, Ancillary Facilities Block, Fu Tai Estate, Tuen Mun 屯門富泰邨服務設施大樓 5 樓	2644 0201 2465 0561
Siu Hong Court Fung Ting Court Tin Chung Court Tin Fu Court Tin Lai Court Tin Oi Court Tin Yau Court	兆康苑 鳳庭苑 天鎮苑 天富苑 天麗苑 天愛苑 天祐苑	G/F, Chuen Shui House, Shui Pin Wai Estate, Yuen Long 元朗水邊圍邨泉水樓地下	2442 2461 2477 3284
Tin Shing Court	天盛苑	G/F, Yan Lok House, Tin Yan Estate, Tin Shui Wai 天水圍天恩邨恩樂樓地下	3152 2672 3152 3780

租者置其屋計劃屋邨所屬的分區租約事務管理處
District Tenancy Management Offices for TPS Estates

Kowloon West & Hong Kong 九龍西及港島

TPS Estate / 屋邨名稱	Office Address / 辦事處地址	Tel.電話 / Fax 傳真
Nam Cheong Estate 南昌邨	G/F, Lai Mei House, Lai Kok Estate, Sham Shui Po 深水埗麗閣邨麗薇樓地下	2361 0070 2148 2463
Lei Cheng Uk Estate 李鄭屋邨	G/F, Lai Mei House, Lai Kok Estate, Sham Shui Po 深水埗麗閣邨麗薇樓地下	2361 0070 2148 2463
Fung Wah Estate 峰華邨	Room 701-710, On Hing House, Hing Wah (II) Estate, Chai Wan 柴灣興華(二)邨安興樓701-710室	2557 0115 2515 1975
Tsui Wan Estate 翠灣邨	No. 9-20, G/F, Yue Tai House, Yue Wan Estate, Chai Wan 柴灣漁灣邨漁泰樓地下9-20號	2897 7479 2515 1985
Lei Tung Estate 利東邨	No. 108-116, G/F., Tung Cheong House, Lei Tung Estate, Apleichau 香港鴨脷洲利東邨東昌樓地下108-116號	2814 8105 2580 9892
Wah Kwai Estate 華貴邨	G/F, No. 21-34, Wah Hing House, Wah Fu (II) Estate 華富(二)邨華興樓地下21-34號	2551 0660 2875 5153

Kowloon East 九龍東

TPS Estate / 屋邨名稱	Office Address / 辦事處地址	Tel.電話 / Fax 傳真
Tsui Ping North Estate 翠屏北邨	Podium Level, 2/F, Tsui Pak House, Tsui Ping (North) Estate 翠屏(北)邨翠柏樓2樓平台	2793 2303 2763 6540
Choi Ha Estate 彩霞邨	G/F, 101-119 Chui King House, Choi Hung Estate. 彩虹邨翠瓊樓地下101至119室	2320 3066 2351 9340
Tak Tin Estate 德田邨	G/F, Tak King House, Tak Tin Estate, Lam Tin	2772 6840
Hing Tin Estate 興田邨	藍田德田邨德敬樓地下	2347 3847

Wong Tai Sin, Tsing Yi, Tsuen Wan & Island 黃大仙, 青衣, 荃灣及離島

TPS Estate / 屋邨名稱	Office Address / 辦事處地址	Tel.電話 / Fax 傳真
Chuk Yuen (North) Estate 竹園北邨	Units 101-108, G/F, Yung Yuen House, Chuk Yuen (North) Estate 竹園(北)邨榕園樓地下101-108室	2351 1818 2351 9224
Fung Tak Estate 鳳德邨	Units 211-224, Ban Fung House, Fung Tak Estate, Tsz Wan Shan 慈雲山鳳德邨斑鳳樓211-224室	2324 0096 2752 8665
Lower Wong Tai Sin (I) Estate. 黃大仙下邨(一)	G/F, Lung Chi House, Lower Wong Tai Sin (II) Estate 黃大仙下邨(二區)龍智樓地下	2326 8962 2326 6143
Tung Tau (II) Estate 東頭邨(二)		
Tsing Yi Estate 青衣邨	Wings A & B, G/F, Yee Yip House, Tsing Yi Estate 青衣青衣邨宜業樓地下A翼及B翼	2431 0305 2435 5137
Cheung Fat Estate 長發邨	G/F, Hong Ping House, Cheung Hong Estate 青衣長康邨康平樓地下	2495 1202 2436 0360
Cheung On Estate 長安邨	Units 105-109, Chun Fat House, Cheung Fat Estate 青衣長發邨俊發樓地下105-109室	2109 0277 2109 0276

Kwai Chung 葵涌

TPS Estate / 屋邨名稱	Office Address / 辦事處地址	Tel.電話 / Fax 傳真
Kwai Hing Estate 葵興邨	G/F, Ha Kwai House, Kwai Chung Estate 葵涌邨夏葵樓地下	3617 9201 3617 9200

租者置其屋計劃屋邨所屬的分區租約事務管理處
District Tenancy Management Offices for TPS Estates

Tuen Mun & Yuen Long 屯門及元朗

TPS Estate / 屋邨名稱	Office Address / 辦事處地址	Tel.電話 / Fax 傳真
Tin King Estate 田景邨	Units 403-412, 4/F, Ting Cheung House, On Ting Estate, Tuen Mun 屯門安定邨定祥樓4樓403-412室	2451 0321 2450 9740
Leung King Estate 良景邨	Unit 2, Wing A, G/F, King Mei House, Shan King Estate, Tuen Mun 屯門山景邨景美樓地下A翼2號	2465 1212 2469 9785
Shan King Estate 山景邨	Unit 2, Wing A, G/F, King Mei House, Shan King Estate, Tuen Mun 屯門山景邨景美樓地下A翼2號	2465 1212 2469 9785
Kin Sang Estate 建生邨	G/F, Wu Yuet House, Wu King Estate, Tuen Mun 屯門湖景邨湖月樓地下	2465 0621 2464 7559
Long Ping Estate 朗屏邨	G/F, Chuen Shui House, Shui Pin Wai Estate, Yuen Long 元朗水邊圍邨泉水樓地下	2442 2461 2477 3284

Tai Po, North, Shatin & Sai Kung 大埔、北區、沙田及西貢

TPS Estate / 屋邨名稱	Office Address / 辦事處地址	Tel.電話 / Fax 傳真
Tai Wo Estate 太和邨	2/F, On Wo House, Tai Wo Estate, Tai Po	2657 2808
Wan Tau Tong Estate 運頭塘邨	大埔太和邨安和樓二樓	2657 8660
Fu Heng Estate 富亨邨	No. 1, Po Nga Road, Tai Wo Estate, Tai Po	2638 2469
Fu Shin Estate 富善邨	大埔太和邨寶雅路1號	2638 1025
Tai Ping Estate 太平邨	No. 107, G/F, Tin Yee House, Tin Ping Estate, Sheung Shui	2677 2002
Tin Ping Estate 天平邨	上水天平邨天怡樓地下107號	2677 9009
Cheung Wah Estate 祥華邨	No. 8, G/F, Tin Long House, Tin Ping Estate, Sheung Shui	3698 0061
Wah Ming Estate 華明邨	上水天平邨天朗樓地下8號	3698 0060
Heng On Estate 恆安邨	Units 221-240, 2/F, Shek Yuk House, Chun Shek Estate	2694 4408
Yiu On Estate 耀安邨	沙田秦石邨石玉樓2樓221-240室	2647 1930
Kwong Yuen Estate 廣源邨	G/F, Skylark House, Sha Kok Estate, Shatin 沙田沙角邨雲雀樓地下	2697 7208 2797 0908
Pok Hong Estate 博康邨	Market Podium, Pok Hong Estate, Shatin	2648 1312
Hin Keng Estate 顯徑邨	沙田博康邨街市平台	2649 1648
King Lam Estate 景林邨	G/F, Po Chi House, Po Lam Estate, Tseung Kwan O	2701 3320
Po Lam Estate 寶林邨	將軍澳寶林邨寶智樓地下	2703 6344
Tsui Lam Estate 翠林邨		

Home Ownership Scheme/Private Sector Participation Scheme/Tenants Purchase Scheme
Application for Transfer of Ownership

To : The Director of Housing
Via respective District Tenancy Management Office
(See Appendix I/II)

For Office Use:

Ref. : _____

Code Address : _____

Property Address : _____

I/We apply for transfer of ownership in respect of the captioned property on the following reasons:

To facilitate the process of application, I/we attach (i) copies of HKIC cards of owner(s) and proposed assignee(s); (ii) copies of relevant supporting documents and (iii) a crossed cheque payable to the "Hong Kong Housing Authority" for the \$2,710 administrative fee (The address of the captioned property has been put down on the back of the cheque).

I/We understand that the administrative fee is not refundable in any event, even if my/our application is not successful or I/we wish to withdraw the application.

I/We understand that the application will not be entertained if I/we fail to provide sufficient documentary proof to substantiate the application for the proposed transfer.

I/We understand and agree that HA and the HD may provide all necessary information and my/our personal data contained in this application to other sections/offices of the HD for carrying out tenancy management matters.

I/We understand and agree that upon approval of the proposed transfer and the execution of the assignment effecting such transfer, HA and the HD may provide all necessary information and my/our personal data contained in this application and the assignment to the Rating and Valuation Department for updating the record of owner(s) and for issuing demand notes for rates/Government rent.

I/We understand that the proposed assignee(s) shall live in the property as stated in this application (except in inheritance by non-authorized occupant(s) cases).

I/We have read and understood the contents of the "Information for Applicants".

(Signature of Owner/Agent for Owner*)

(Signature of Owner/Agent for Owner*)

Name : _____

Name : _____

I.C. No. : _____

I.C. No. : _____

Correspondence Address: _____

(if different from the above)

(Signature of Proposed Assignee)

(Signature of Proposed Assignee)

Name : _____

Name : _____

I.C. No. : _____

I.C. No. : _____

Tel. No. : _____

Date : _____

(day-time contact)

*Please attach copies of Letters of Administration and Affirmation by Administrator/Probate if the Agent for Owner is an administrator/executor.