

THE UNIVERSITY OF HONG KONG
Formal Application for Home Financing Allowance

Please read the Rules on the Home Financing Scheme and the Prevention of Double Housing Benefits in the Staff Manual for Terms of Service I/II before completing this form. Completed forms should be returned to the Personnel Unit, Human Resource Section, Registry.

To: Personnel Unit, Human Resource Section, Registry

I hereby apply for the Home Financing Allowance of \$ _____ per month with effect from _____.

SECTION I (To be completed by the applicant)

For application for purchase of property, please complete (A), (B) & (D) below.

For application for renting of accommodation, please complete (A), (C) & (D) below.

(A) PERSONAL PARTICULARS

Name : (Professor/Dr./Mr./Mrs./Miss) _____ Staff No.: _____

Post : _____ Department : _____

(B) DETAILS OF APPLICATION (for purchase of property only)

1. I have purchased the following residential property at the cost of \$ _____ on _____ (as shown in the Assignment Deed/Sale and Purchase Agreement). Details of the purchase are as follows:

(a) Address of the property : _____

(b) Address of the carpark(s) : _____

(c) Ownership : wholly owned by myself
 co-owned with my spouse and my share is _____ %
 co-owned with _____ and my share is _____ %.
(Name)

(d) Assignment was completed with vacant possession delivered on _____ (Date).
 Legal Charge/Mortgage was executed on _____ (Date).

(e) Sales and Purchase Agreement (for a property under construction) was completed on _____ (Date) and the property will be ready for possession on or before _____ (Date).
 Equitable Legal Charge/Mortgage was executed on _____ (Date).

2. I have obtained a mortgage loan with _____ (Name of the Lending Institution) on the following repayment terms:

(a) Amount of mortgage loan : \$ _____

(b) Amount of monthly repayment : \$ _____

(c) Date of first repayment : _____

(d) Date of final repayment : _____

Please tick as appropriate

3. I attach the following documents relating to the purchase of the above property:

- a copy of the mortgage loan confirmation letter and up-to-date mortgage repayment schedule from the lending institution; and
- for a newly purchased property or a property under construction, a copy of the Sale and Purchase Agreement, to be followed by a certified true copy of the Record of Owners issued by the Land Registry; or
- for a property already acquired, a certified true copy of the Record of Owners.
- Others : (please specify) _____

4. I understand that if my application is approved, the allowance will be paid to me through the payroll system and that it will be my responsibility to maintain the mortgage repayment to the lending institution. I shall produce documentary proof that I have done so.

(C) DETAILS OF APPLICATION (for renting of accommodation only)

1. I have rented a residential accommodation with details provided below:

(a) Address of the accommodation : _____

(b) Address of the carpark(s) : _____

(c) The lease is for a period of _____ months from _____ to _____

(d) Amount payable (per month) :

Rent	\$ _____
Rates (*inclusive / exclusive)	\$ _____
Management Fees (*inclusive / exclusive)	\$ _____
Carpark Fees (*inclusive / exclusive)	\$ _____
TOTAL :	\$ _____

(e) Particulars of the landlord:

Name : _____ Tel. No.: _____

I.D. No./Business Registration No. (for company only) _____

Address : _____

2. I attach a copy of the stamped tenancy agreement on the above leased accommodation and the self-certified original rental receipts.

(D) DECLARATION

1. I declare that :

(a) the property/accommodation specified above will only be used as the full-time residence of myself and my dependants (if any). It will not be let or sublet or used for any other purpose involving financial gain or advantage.

(b) (for application of HFA for renting of accommodation only) the leased accommodation is not owned by myself, my spouse and/or a relation of either myself or my spouse; and that neither I, my spouse, nor any of our relations has a financial interest in it. ("Relations" here include parents; brothers, sisters and their spouses; and children and their spouses).

- (c) *(for married appointees only)* my spouse ** is / is not* in employment and is not receiving any housing benefits from his/her employer; and that he/she will not do whilst I am in receipt of Home Financing Allowance from the University.
 - (d) **I / I and my *spouse / ex-spouse during our marriage* have not been provided assistance for acquiring a property while in the employment of the Government or a public-funded organisation in Hong Kong. *(Details of previous participation in any housing benefit scheme should be provided in a separate memorandum to be attached to this application.)*
 - (e) **I / I and my spouse *am / are not* in receipt of any public housing benefit. *(Details of any public housing benefits that you are currently receiving should be provided in a separate memorandum to be attached to this application.)*
 - (f) the above information is correct and I undertake to notify the University immediately if there is any change to such information which may result in a change in my eligibility and permissible limit for the allowance.
 - (g) I understand that if I give any false or incorrect information, I shall render myself liable to disciplinary/legal proceedings and/or disqualification from all forms of housing benefits provided by the University.
 - (h) **I / We* have read and will abide by the Rules on Home Financing Scheme. **I / We* agree to opt to join the Home Financing Scheme and forfeit all other forms of housing benefits in accordance with the Rules.
 - (i) **I / We* agree that the personal data provided by **me / us* in this application can be used by the University in activities relating to the administration of housing benefits and may be disclosed to other connected bodies for such purpose. It will not be possible to process my application if I fail to provide all the information requested.
2. **I / We* hereby give consent for the bank/lending institution with which I have arranged for a mortgage loan to supply information on **my / our* mortgage loan to the University as and when required.

Signature of Applicant

Signature of Applicant's Spouse

Date

Date

SECTION II *(To be completed by Human Resource Section)*

To : Director of Finance

The applicant's eligibility for Home Financing Scheme is verified.

Date

for Head of Human Resource Section

** Please delete as appropriate*

Notes about Personal Data

1. The personal data provided by means of this form will be used by the Personnel Unit for the purpose of processing your application.
2. It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.
3. The personal data provided in this form may be disclosed to other University offices authorised to process this application.
4. You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.
5. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the University Data Protection Officer, Registry, The University of Hong Kong.