

**HONG KONG BAPTIST UNIVERSITY**  
**ESTATES OFFICE**

Ref No: \_\_\_\_\_

**Request for Leasing a Flat in Staff Quarters, Fotan, Shatin, N.T.**

*General Enquiries: 3411 5660 / 3411 5688*

**Notes:**

1. The University provides staff quarters in the district of Fotan, Shatin, New Territories, Hong Kong for eligible new joined staff members. Please contact the Human Resources Office for more information about the eligibility of staff quarters.
2. Information of the staff quarters is available at <https://eo.hkbu.edu.hk/eo-services/services-facilities/Staff-Quarters.html>.
3. Subject to availability, the University has also provided limited number of flats for lease in the staff quarters.
4. Staff members who are interested to lease a flat in the staff quarters, are invited to fill and return this form to the Estates Office by email ([eo@hkbu.edu.hk](mailto:eo@hkbu.edu.hk)).
5. The University reserves the right to consider or not to consider any request according to the internal demand of the staff quarters.

☐ **New Lease**

☐ **Renewal of Lease**

**Section I: Staff Information**

Name: \*Prof/Dr/Mr/Mrs/Ms/Miss \_\_\_\_\_

Unit: \_\_\_\_\_ Post: \_\_\_\_\_

Ext: \_\_\_\_\_ E-mail: \_\_\_\_\_@hkbu.edu.hk

**Section II: Request for Leasing a Flat**

Preferred lease period (maximum 2 years): \_\_\_\_\_

Preferred flat size: ☐ 3-bedroom flat (~150 sq.m.)

☐ 3-bedroom flat (~135 sq.m.)

☐ 2-bedroom flat (~100 sq.m.)

Parking Space ☐ Not required ☐ Required. No. of parking space(s) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section III: Recommendation for approval (*For Estates Office Use only*)**

☐ No suitable flat is available for the request

☐ Suitable flat is available. The proposed basic terms of lease are:

Flat: \_\_\_\_\_ Carpark: \_\_\_\_\_

Lease term: \_\_\_\_\_

Monthly rent (all-inclusive): HK\$ \_\_\_\_\_

Other (please specified): \_\_\_\_\_

Handled by: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Name:

Post Title:

Endorsed by: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Name:

Post Title:

☐ Please tick whichever is appropriate.