



HONG KONG BAPTIST UNIVERSITY

Human Resources Office

HRO/HSG/F15B

Home Financing Scheme Formal Application for Home Financing Allowance

Notes

1. Applicants should read the "Rules on the Home Financing Scheme" carefully before completing this form.
2. Please ensure that Parts I to IV have been completed in full and that required documents are attached. The information provided will be used by the Human Resources Office and related office(s) for the purpose of considering the grant of Home Financing Allowance.

I. Particulars of Applicant

1. Name: *Prof./Dr./Mr./Mrs./Ms./Miss _____
2. Staff ID Card No.: _____
3. Post: _____
4. Department/Office: _____
5. Contact Phone No.: _____

II. Details of Application

1. I hereby apply for Home Financing Allowance with effect from _____ (DD/MM/YY).
2. This application is for:
 - ☐ renting an accommodation *and carpark (please go to 3 below)
 - ☐ purchasing a residential property *and carpark (please go to 4 below)
 - ☐ purchasing a residential property *and carpark **upon change of property** (please go to 4 below)
 - (i) Address of Premises: _____
 - (ii) Address of Carpark: _____
3. Terms of **Rented Accommodation**: (Please attach a copy of stamped lease agreement.)
 - (i) Leased Period: From _____ to _____ (DD/MM/YY) for _____ months
 - (ii) Monthly Rental: HK\$ _____ /month

<u>Inclusive of</u>	<u>Exclusive of</u>	<u>Items</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Rates	HK\$ _____ /month
<input type="checkbox"/>	<input type="checkbox"/>	Management Fees	HK\$ _____ /month
<input type="checkbox"/>	<input type="checkbox"/>	* One/two Car Park(s)	HK\$ _____ /month

Total Amount Paid: HK\$ _____ /month
 - (iii) Size of property: _____ * sq.m./sq.ft. (* Gross/Net)
 - (iv) The rented flat is * unfurnished / partially furnished / fully furnished.
 - (v) Name and Address of Landlord of flat & Carpark _____
 - (vi) Vehicle Owner: ☐ Self ☐ Spouse Vehicle Owner Registration No.: _____

* Delete as appropriate

☐ Tick as appropriate

4. Particulars of **Purchased Property**:

(i) Ownership:

- ☐ wholly owned by myself
- ☐ co-owned with my spouse and my share is _____ %
- ☐ co-owned with _____ (Name) and my share is _____ %

(ii) (a) Assignment *was/will be completed with vacant possession delivered on _____ (DD/MM/YY)

(b) **(For a property under construction)**

Sale and Purchase Agreement was completed on _____ (DD/MM/YY)

Property will be ready for possession on or before _____ (DD/MM/YY)

(iii) Details of mortgage loan:

(a) Amount of mortgage loan: HK\$ _____

(b) Monthly repayment:

- ☐ Fixed amount of HK\$ _____ /month (Total # of installments may vary)
- ☐ Fixed period of _____ installments (Amount may vary) and amount to be paid in the next installment is HK\$ _____

(c) Due date of 1st repayment (for new mortgage): _____ (DD/MM/YY)

(d) Expected date of final payment _____ (DD/MM/YY)

(e) No. of outstanding installments: _____

5. Documents to be submitted:

- ☐ Undertaking or documents showing that the applicant's spouse will relinquish/has relinquished his/her housing benefits provided by his/her present employer (if applicant's spouse is receiving housing benefits from his/her employer prior to this application).
- ☐ Undertaking or documents showing that the applicant and/or his/her spouse will surrender/has surrendered public housing benefits (if the applicant and/or his/her spouse has received public housing benefits prior to this application).
- ☐ A copy of stamped tenancy agreement for renting of accommodation.

For purchase of property:-

- ☐ Certified true copy of Sale & Purchase Agreement
- ☐ Certified true copy of Record of Owner (The applicant should be shown as Owner of the Property in the document.)
- ☐ Certified true copy of loan confirmation letter from the lending institution
- ☐ Up-to-date repayment schedule from the lending institution

III. Updating of Personal Data

In case there is a change in your residential address, your personal data in the Human Resources Office will accordingly be updated. Please indicate if you would also like to update your correspondence address in the Human Resources Office record:

- ☐ Yes ☐ No

IV. Declaration and Undertaking

1. I declare that

- (i) I have read the "Rules on the Home Financing Scheme" and the "Prevention of Double Housing Benefits Rules" and will accept and observe the terms and conditions contained therein.
- (ii) the information given by me in the "Initial Application for Home Financing Allowance (HFA)" and in the "Statement in Respect of Housing Benefits" relating to my/and my spouse's claim histories for housing benefits remains correct;
- (iii) the leased property stated in this application (if applicable) is not owned directly or indirectly by myself and/or my spouse and/or any immediate relatives of either myself or my spouse. [Immediate relatives include (a) parents, (b) brothers, sisters and their spouses and (c) children and their spouses.] I do not have direct or indirect financial interest of any form in the property.

2. I understand that

- (i) if my application is approved, the allowance payable to me under the Scheme will be credited to me through the payroll system, and I shall be responsible for maintaining the monthly mortgage repayments to the lending body or payment of rent to the landlord, and shall produce documentary proof to the satisfaction of the University that I have done so;

- (ii) if my application is approved, I shall irrevocably forfeit other kinds of housing benefits that I and my spouse may otherwise be eligible for now or in future in accordance with the stipulations in the Rules on the Home Financing Scheme;
- (iii) I shall live in the property rented/acquired under the Home Financing Scheme;
- (iv) if I give false or incorrect information in this application or withhold any material information, I shall be liable to refund all or part of the benefits received, and/or to disqualification from all forms of housing benefits provided by the University, and/or to disciplinary proceedings/legal action; and
- (v) the personal data provided in this form can be used by the University in activities relating to the administration of housing benefits and housing related benefits and may be disclosed to other connected bodies for such purpose.
3. I undertake to notify the Human Resources Office within 14 days should there be any change in the foregoing particulars that may affect my eligibility for the University housing benefits or this Housing Scheme. I also authorize the University to deduct from my payroll any overpayment made by the University in respect of my Home Financing Allowance.

Signature of Applicant

Date

- End of Application -

V. Certification of Entitlement/Resolution (to be completed by Human Resources Office)

1. This is to certify that the information given by the applicant in Parts I to III has been verified against human resources records and the applicant *** is/is not** eligible to join the Home Financing Scheme.
2. Housing benefits the applicant currently enjoys:
- ☐ University quarters
- ☐ Private Tenancy Allowance
- ☐ Home Purchase/Financing Scheme:
(No. of outstanding entitlements: _____ as at _____)
(History of Claim: from _____ to _____ at _____)
(Date) (Date) (Organization)
- ☐ Housing Allowance
- ☐ Others
- ☐ Nil
3. The application is approved with the following details:
- (i) Current Salary of Applicant: HK\$ _____/month
- (ii) Corresponding HFA Rate: HK\$ _____ (Scale Year _____)
- (iii) Effective Date of Entitlement: _____ (DD/MM/YY), or from the date the applicant and/or his/her spouse relinquishes other housing and/or housing related benefits, whichever is later.
- (iv) No. of Months of Entitlement for HFA: up to _____
- (v) (For purchase of property)
Amount of HFA Payable: HK\$ _____/month or twice the amount of the actual mortgage repayment, whichever is the lesser.
- (vi) (For renting of accommodation)
Rental approved: HK\$ _____/month
- | <u>Inclusive</u> | <u>Exclusive</u> | |
|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Rates |
| <input type="checkbox"/> | <input type="checkbox"/> | Management Fee |
| <input type="checkbox"/> | <input type="checkbox"/> | Hire of * One/two Car Park(s) |
- Commencing Amount of HFA Payable: HK\$ _____/month

Signature: _____
for Director of Human Resources

Date: _____

VI. Record of Finance Office

1. Effective Date of Entitlement: _____
2. No. of Months of Entitlement for HFA: _____
3. ☐ Amount of monthly mortgage payment: HK\$ _____
☐ Amount of mortgage loan: HK\$ _____
 (For renting of accommodation)
☐ Amount of rental: HK\$ _____
4. Commencing Amount of HFA Payable: HK\$ _____ (lower of maximum entitlement or
 a. 100% actual rental or
 b. 2 x actual mortgage payment)

Account charged: _____

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

Input by: _____

Date: _____

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VII. Notification to Staff (to be completed by Human Resources Office)

To: _____ Department/Office: _____

1. This is to inform you that approval is given for your formal application for Home Financing Allowance.
2. In connection with the approval, you are advised to note the following:
 - ☐ You are required personally to live in the * purchased property/rented accommodation in respect of which you are receiving the Home Financing Allowance except in the case where approval has been given by the University to waive the live-in requirement (for completed property or rented accommodation).
 - ☐ Since you have purchased an uncompleted property, the live-in requirement is waived until your purchased property is ready for occupation (the property is deemed to be ready for occupation one month from the date on which a mortgage/first legal charge on the property is executed). Please notify the Human Resources Office by completing the attached "Change/Update of Personal Data" when you move in the purchased property so as to update our human resources records.
 - ☐ Please submit a Record of Owners issued by the Land Registry within 3 months after the purchase is completed.

Signature: _____
for Director of Human Resources

Date: _____

* Delete as appropriate

☐ Tick as appropriate