



HONG KONG BAPTIST UNIVERSITY

Human Resources Office

HRO/HSG/F16

Home Financing Scheme Application for Change of Property

Notes

1. To apply for change of property under the Home Financing Scheme, please complete this form and pass it to the Human Resources Office for processing.
2. Applicant should obtain approval-in-principle to change property before he/she sells or completes the mortgage repayment of his/her existing property.

I. Particulars of Applicant

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

II. Application and Undertaking

1. I wish to apply for approval-in-principle from the University to change my existing property acquired under the Home Financing Scheme.
2. I understand that
 - (i) before I obtain the approval-in-principle from the University to change property, I should not sell or complete the mortgage repayment of my existing property;
 - (ii) I should submit a Formal Application for the Home Financing Scheme to the Human Resources Office within 6 months from the date of approval-in-principle granted by the University;
 - (iii) I should inform the Human Resources Office, within 14 days, from the date of cessation of ownership or mortgage repayment of my existing property;
 - (iv) 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.

Signature of Applicant

Date

* Delete as appropriate

- End of Application -

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

1. Please be informed that approval-in-principle is given for your request to change property under the Home Financing Scheme. This approval-in-principle is valid for six months as from _____.
2. Please inform the Human Resources Office, within 14 days, from the date of cessation of ownership or mortgage repayment of your property and submit a Formal Application for the Home Financing Scheme to the Human Resources Office within 6 months from the date of approval-in-principle granted by the University.
3. If you wish to rent accommodation during the period of approval-in-principle to change property, please also complete the "Application for Home Financing Allowance (Mortgage to Rent)" (HRO/HSG/F17).

Signature: _____
for Director of Human Resources

Date: _____