



Application for Private Tenancy Allowance

Notes

1. Applicants should read the "Human Resources Policies & Procedures/Housing-Private Tenancy Allowance" attached to this application form carefully before completing this form.
2. The University will **NOT** accept any responsibilities for any commitments to the landlord(s) or agent(s) which are agreed between the applicant and the landlord(s) or agent(s) but are in conflict with the University's policy. In case of doubt, applicants should seek advice from the Human Resources Office before entering into a formal lease agreement.
3. A copy of the stamped tenancy agreement should be attached to this application form and its original should also be submitted to the Human Resources Office for verification purpose.
4. The University reserves the right to seek advice from the Commissioner of Rating and Valuation Department as to the reasonable rental amount and the University may only approve a rental amount based on the advice received.
5. Additional information as supporting evidence may be sought from the applicant as and when deemed necessary by the University.
6. The University reserves the right to conduct "surprise house visit" to ensure that the live-in requirement is fulfilled.
7. Except those who are provided with heavy furniture and appliances for their leased premises by the University under special circumstances and those who live in fully furnished apartments, applicants in receipt of Private Tenancy Allowance will be paid Furniture and Domestic Appliances Allowance at a rate as determined by the Council.
8. Upon approval of your application, the allowance will be credited into your bank account together with your payroll at the end of each month. All relevant original receipts should be properly kept and presented to the Finance Office on a bi-annual basis.
9. The information provided in this application will be used by the Human Resources Office and related office(s) for the purpose of considering the grant of Private Tenancy Allowance. Please ensure that Parts I to IV are completed in full.

I. Particulars of Applicant:

1. Name: * Prof./Dr./Mr./Mrs./Ms./Miss _____

2. Staff ID Card No.: _____ 3. Contact Phone No.: _____

4. Post: _____ 5. Department/Office: _____

6. Marital Status:

☐ * Single/Separated/Divorced/Widowed☐ Married, accompanied by spouse in Hong Kong☐ # Married, unaccompanied by spouse in Hong Kong

If your family members will reside with you in Hong Kong in due course, please give details:

7. Dependent child(ren) residing with Applicant in Hong Kong:

Name	Sex	Date of Birth	Name of attending School/Institution

II. Particulars of the Lease:

1. Nature of Lease:

- ☐ new
- ☐ renewed (expiry date of existing/last tenancy: _____)
- ☐ pre-existing

2. Address of property: _____
Tel. No.: _____

3. Period of Lease: From _____ to _____ (_____ years)

4. Breakdown of Monthly Payment:

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"/>	Car Park	HK\$ _____/month

Total Amount Paid: HK\$ _____/month

5. Size of property: _____ * sq.m./sq.ft. (* Gross/Net)

6. The rented flat is *unfurnished/partially furnished/fully furnished and the following are provided:

- Domestic appliances (e.g. fridge, water heater, air conditioner, etc.) ☐ Yes ☐ No
- Built-in furniture (e.g. shelves, wardrobes, etc.) ☐ Yes ☐ No
- Furniture (e.g. settee, tables, beds, etc.) ☐ Yes ☐ No
- Furnishing (e.g. curtains, carpets, etc.) ☐ Yes ☐ No

Others (Please specify): _____

7. Name and Address of Landlord: _____
Tel. No.: _____8. Particulars of Car park and Vehicle, if any:
Location of Car park: _____
_____Name and Address of Landlord of the Car park (if different from that of residential property): _____
Tel. No.: _____Vehicle Owner: ☐ Self ☐ SpouseVehicle Registration No.: _____
(Please provide a copy of the vehicle registration document.)

Remarks: _____

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:

- a) I have read and fully understood the policies and procedures governing the grant of Private Tenancy Allowance and the "Rules on Prevention of Double Housing Benefits";
- b) the information given by me in the "Statement in Respect of Housing Benefits" relating to my (and my spouse's/ex-spouse's) claim histories for housing benefits is correct; and
- c) the leased property stated in this application 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 undertake:

- a) to abide by the policies and procedures governing the grant of Private Tenancy Allowance (including those for the prevention of double housing benefits); and
- b) to notify the Human Resources Office immediately should there be any change in the foregoing particulars (other than salary increase) which may affect my eligibility for the University housing benefits or this Housing Scheme.

3. I understand that the provision of false or incorrect information or the withholding of any material information may render me 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.

Signature of Applicant

Date

- End of Application -

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

The application is *approved/not approved. Relevant details of the applicant are confirmed as follows:

Salary: HK\$ _____/month

Applicable Rate: * Single / Married / Family

Corresponding PTA Rate: _____/month (Scale Year: _____)

Rental Approved: _____/month

<input type="checkbox"/> Inclusive of	}	<input type="checkbox"/> Rates
<input type="checkbox"/> Exclusive of		<input type="checkbox"/> Management Fee
		<input type="checkbox"/> Car Park

Effective Date: _____
(DD/MM/YY)

Lease Status: ☐ New Application

☐ New Letting

☐ Renewal of Existing Lease which will end/has ended on _____ (DD/MM/YY)

☐ Early Termination of Existing Lease which should end on _____ (DD/MM/YY)

Remarks, if any: _____

for Director of Human Resources

Date

VI. Record for Finance Office

Monthly Payments (By the Applicant)

Rent HK\$ _____

Rates HK\$ _____

Management Fees HK\$ _____

Car Park Charges HK\$ _____

Total Payments HK\$ _____
=====Housing Code 06 PTA
08 PTA Staff in SSQTenancy Period _____
Start Date _____

Prepared By _____

Approved By _____

Input By _____

Approved Allowance (By the University)

Maximum PTA Allowed HK\$ _____/month

Furniture Allowance HK\$ _____/month

Family Status Family/Married/Single

PTA Approved Start Date _____

PTA Approved End Date _____

A/D Type 006

End Date _____

Date _____

Date _____

Date _____