

1063 King's Road & World Trade Centre

Office Leasing Procedures

1.1 Leasing Procedures

Interested parties please call ☎2839 7646 to obtain the latest information of premises for lease at the office building and make prior appointment for inspection. All leasing offers can be submitted by email (1063.contact@hkhs.com), by fax (2882 2432) or by post to Commercial Leasing Team of “Hong Kong Housing Society” at 8/F, 1063 King's Road, Quarry Bay, Hong Kong.

In general, our main selection principles are based on the considerations of the proposed rent, company background, financial situation, tenancy terms, rent-free period and other commercial conditions. The selected offer(s) will be recommended to our Commercial Letting Panel for final review.

1.2 Main Clauses of Tenancy Agreement

In general, the term of fixed tenancy is either 3 or 6 years. Management and air-conditioning charges, rates and other outgoings are exclusive from the rent. All expenses should be paid on the first day of each calendar month in advance. Upon signing of the Confirmation of Lease, the Tenant is required to pay rent, management fee and rates for three months as deposit and half share of stamp duty.

Successful tenant should sign and return the Confirmation of Lease within 7 days from the date of receipt. Applicant should also execute the prescribed formal tenancy agreement of the Housing Society within 14 days. Before commencement of the fitting out works, tenant should submit drawings to the management office for approval.

1.3 Estate Agency Fee

Any licensed real estate agent (“agent” thereafter) is welcome to introduce new tenant to Housing Society (HS), save and except the existing tenants of HS. Estate agent should provide the appointment letter from the new tenant and declare that their client has full knowledge of their collection of agency fee from Housing Society. Agency fee is negotiable. It will be paid to the agent upon successful execution of formal Lease with the new tenant referred to HS and takeover the Premises by the tenant. In case of dispute, HS reserves the absolute right of decision.

1.4 Important Notes

The interested parties, his employees, agents and consultants who are in any way involved in the office leasing shall observe and strictly comply with all laws of HKSAR, including the Prevention of Bribery Ordinance (Cap. 201).

鰂魚涌英皇道 1063 號及世貿中心辦公室招租程序

1.1 租用程序

有意租用商業大廈的人士，請致電☎2839 7646 查詢最新招租單位及預約參觀，在參觀單位後可將租用建議書電郵、傳真或郵寄至「香港房屋協會租務組」：

地址：香港鰂魚涌英皇道 1063 號 8 樓

電郵：1063.contact@hkhs.com

傳真號碼：2882 2432

一般而言，我們主要的甄選準則是考慮租用人士的建議租金、公司背景、財務狀況、租約年期、免租裝修期和其他商業條款等。所有獲推薦的租用建議書會交由房協轄下的租務委員會作最後審批。

1.2 租約主要條款

一般租約以三年或六年固定年期為主。租金並不包括管理冷氣費、差餉及其他雜費，所有費用由每曆月第一日上期繳交。在簽訂承租確定書時，申請人需繳交相等於三個月租金、管理冷氣費及差餉的按金和租約正副本一半的釐印費。申請人必須在收到房協發出承租確認書後的七天內簽妥及交回，並在十四天內簽署由房協擬訂的正式租約。

租戶在進行裝修前，必須事先遞交詳細室內設計及裝修圖給大廈管理處批准方可動工。

1.3 地產代理佣金

歡迎任何持牌地產代理公司（下稱「代理」）介紹新客戶（即非房協現租戶）給香港房屋協會（房協），而代理佣金由雙方議定。代理需提交新客戶的委任書及聲明客戶得知代理向房協收取佣金。若地產代理介紹的新客戶最終與房協簽署正式租約，在交收物業後，房協才會安排發放代理佣金。如有任何爭議，房協保留最終的決定權。

1.4 重要事項

有意租用房協辦公室人士及其僱員、代理人、顧問及其他以任何方式參與租用房協辦公室的人員，必須嚴格遵守香港現行法律，包括《防止賄賂條例》（第 201 章）的法例。