# 房協商舖招租須知 Notes for Shop Application

1. 申請手續

有意申請舖位的人士，可於網上遞交電子表格；或將填妥的申請表格或自行草擬的租務建議書，用空白信封**密封後**，在**截止申請日期當天下午 5 時前**郵寄 (以郵戳日期為準) 到**香港鰂魚涌英皇道 1063 號 8 樓香港房屋協會商舖申請表投遞箱**或親身把申請表放進上述投遞箱，信封面必須註明申請租用舖位的地址。每名申請者就同一間商舖只可遞交一份申請表；如重複遞交，本會將以最後一份遞交之申請作準，先前的申請將不會處理或另作任何通知。任何逾期的申請或遞交到房協其他辦事處的申請將不予處理。

申請人須確保申請表格內所需的資料全部正確。香港房屋協會(房協)如發現所報資料有任何失實或資料不全，有權取消申請人的申請資格或已簽訂的租約。

Application Procedures

Any individual or company who intends to apply for our shops may complete, the application e-form online; or submit the completed application form or self-draft leasing offer in a **sealed blank envelope** to **Hong Kong Housing Society's Shop Application Form Drop-in Box at 8/F, 1063 King's Road, Quarry Bay, Hong Kong** by post or put them into the above Drop-in Box in person **before 5:00pm on the application closing date** or by post (the postmark date shall prevail). Please specify the shop address you want to apply on the envelope. Each applicant shall only submit ONE application form for the same shop. If applicant submit multiple applications, the last submission would supersede all previous applications which would not be processed or given any further notice. Late applications and applications submitted to other offices of HS will not be processed.

Applicant shall make sure all the required information in the application form is accurate. If any information is found inaccurate or incomplete, Hong Kong Housing Society (HS) reserves the right to refuse the application or rescind the signed tenancy agreement.

2. 甄選程序

房協一貫以審慎的商業原則營運其商用物業，按市值租金出租，包括商舖及寫字樓物業。惟所有招租的物業均不設底租，申請人須建議租金給本會考慮。所有申請都會經過公平甄選，除申請人的建議租金外，房協還會考慮其他的甄選準則包括但不限於申請人擬經營的行業、建議的租約年期、免租裝修期、申請人的裝修改善方案、需要房協提供的設施、申請人的財務狀況、經驗等。

房協會甄選合適的申請人安排會面，以便核實申請書內的資料，同時讓申請人可查詢有關的租務事宜。獲推薦的申請將會交由房協轄下的小組作最後審批。一般情況，房協會在截止申請日期後約四個星期內約見甄選的申請人或通知落選者。

Selection Process

In general, HS would operate its commercial premises on prudent commercial principle and let the premises including shops and offices etc. at open market rent. There is no base rent set for the premises under letting, the applicant shall offer the rent for our consideration. All applications will be considered on a fair basis. Apart from the rent offered by the applicant, HS would consider other selection criteria including but not limited to the proposed trade and services for the residents, the tenancy term, the rent-free period, the fitting-out or improvement proposal, the Landlord provisions required by the applicant, the financial condition and experiences in the relevant trade of the applicant etc.

HS will shortlist suitable applicants for interview in order to verify the information on the applications, and to provide an opportunity for both parties to make inquiries about the

tenancy matters. The selected applications will be submitted to the HS's panels for final approval. Under normal circumstance, HS will invite the selected applicants for an interview or notify the unsuccessful applicants within 4 weeks after the application closing date.

3. 租約主要條款

一般商舖的固定租期以兩年或三年為主。租金並不包括管理費(如有)、冷氣費 (如有)、差餉及其他雜費，所有費用由每曆月第一日上期繳交。

在簽訂租約時，申請人需繳交相等於三個月租金、管理費(如有)、冷氣費(如有)及差餉作按金，並須分擔一半租約正副本的釐印費。

申請人必須在收到房協接受通知後的七(7)天內簽妥承租確認書，並在十四(14)天內簽訂房協擬定的正式租約。

若租客屬有限公司，該公司在簽署正式租約時須由最少一名主要股東簽署個人擔保書，以保證該公司準時交租及充分履行合約內的一切責任。

免租裝修期(如有)一般由租約生效後租户開始裝修起計，免租裝修期內，租戶仍須繳交管理費(如有)、冷氣費(如有) 及差餉。

租戶在進行舖位裝修前，必須事先遞交包括機電、消防、來去水等詳細室內設計圖給房協審批，並得到房協辦事處書面批准方可動工。

房協並不保證所承租的商舖適用於租户擬經營的行業，租户在簽署承租確認書前須事先查核所需資料及取得相關的專業意見。租客在開始營業日期前，並須自行向各政府部門或有關法定團體申請及取得其業務所需的牌照或同意書。

申請人應注意，根據租約條款，租客不得作出、從事、參與或實施任何相當可能會危害國家安全的行為和活動的犯罪行為或其他不利於國家安全的行為或活動。

Main Tenancy Terms

The tenancy of commercial premises is mainly on a fixed term of 2 years or 3 years. The rent is exclusive of management fees (if any), air-conditioning charges (if any), Government rates and other charges, all of which shall be payable on the first day of each calendar month.

Upon signing a tenancy, the applicant is required to pay a security deposit equivalent to 3 months' rent, management fee (if any), air-conditioning charges (if any), Government rates and bear half share of the stamp duty for tenancy agreement in duplicate.

The applicant must sign the Confirmation of the Tenancy within seven (7) days after receiving the acceptance notice of HS and execute the formal tenancy agreement drawn up by HS within fourteen (14) days.

If a tenant is a limited company, at least one of the major shareholders of the company shall sign a personal guarantee at the time of signing a formal tenancy agreement to ensure that the company is punctual in payment and fully discharging all its obligations under the tenancy agreement.

The rent-free period (if any) would be granted from the commencement date of fitting out works after the tenancy commencement, tenant is still required to pay management fees (if any), air-conditioning charges (if any) and Government rates during the rent-free period.

Before commencing the fitting out work at the premises, Tenant must submit in advance detailed fitting out plans, including mechanical and electrical, fire services and plumbing & drainage etc. to HS for written approval and shall not commence the works before obtaining such approval from management office of HS.

HS does not warrant that the leased premises is suitable for the trades/business proposed by the tenant, the tenant shall obtain the required information and seek necessary professional advices from their own consultants before entering the Confirmation of Tenancy. The tenant is also required to apply to various Government Departments or statutory bodies and obtain relevant licences or consents required for their proposed business before commencement of the business.

Applicant should note that under the terms of the tenancy, tenants are required to not act, engage participate in or commit any act or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security.

4. 公開招租政策

根據房協現行的公開招租政策，以維持公開且公平的商業競爭，房協可考慮與一般商用物業包括商舖或街市攤檔（下稱「該商店」）的現有租戶，在租約期滿時以協商方式續約，惟租戶在該商店連續租用的總年期不可超過六（6）年。為免生任何疑問，房協保留所有重建、優化、翻新、轉讓、出售或以其他方式處置該商店或不予續租的權利和權力，以及按其絕對酌情決定權可行使該等權利和權力。若現租戶已連續租用該商店達 6 年，該商店必須在市場公開招租。 屆時現有租戶可就該商店提交新的申請，並須與其他申請人公平競爭。

在租約期滿時如總年期尚未達到 6 年，必須符合以下條件，房協才會考慮以協商方式洽談續約:

(a) 租戶在履行租約上要有滿意的表現;
(b) 行業和服務能滿足居民的需要和吸引顧客人流;
(c) 租戶須接受房協所訂的市值租金。

Open Letting Policy

According to the current Open Letting Policy of HS, in order to maintain openness and commercial competition for its lease, HS would consider renewing tenancy of commercial premises including general shops and market stalls ("the premises") with the existing tenants upon expiry of tenancy by direct negotiation provided that the total consecutive terms of tenancies shall not be more than 6 years. For the avoidance of any doubt, HS reserves all its rights and powers to redevelop, improve, refurbish, assign, sell or otherwise dispose of howsoever the premises or not renew the tenancy in any event, at its absolute discretion. If the existing tenant had leased the premises for a total term of 6 years, the premises must be subject to open letting in the market. Existing tenant shall submit fresh application for the premises and subject to fair competition with other applicants.

Upon expiry of tenancy but the total terms of tenancy does not exceed 6 years, HS will consider renewing the tenancy with the existing tenant by direct negotiation subject to the following conditions:

(a) satisfactory performance of the tenancy by the existing tenant,
(b) suitability of the trades and services for satisfying the daily needs of residents and attracting customer flow,
(c) open market rent is accepted by the tenants.

5. 地產代理服務

歡迎任何香港持牌地產代理公司（下稱「地產代理」）介紹客戶申請房協商舖。在公開招租時，所有由地產代理轉介租客或由租客經地產代理遞交的申請，均以相同的甄選標準和程序處理。

經紀佣金

若地產代理介紹新客戶(房協現有商戶或其直屬公司或由地產代理自行租用除外)申請房協商舖而最終與房協達成承租協議、簽署正式租約及交收商舖後，房協可給予相等於一個月租金的佣金。

在客戶首次遞交商舖申請時，有關地產代理必須夾附一份向房協收取佣金的書面要求及客戶委托書，並需得到其客戶在書面上簽署確認。

所有逾時遞交的的佣金申請或客戶委托書，將被視為無效，房協一概恕不受理。如有爭議，房協保留接受佣金申請與否的最終決定權。

Estate Agency Services

All Licensed Estate Agents of Hong Kong (hereinafter referred to as "estate agents") are welcome to introduce their clients to lease the shops of HS. Applications submitted by estate agents for the applicant or submitted by the applicant via estate agents in the open application will be processed under the same selection criteria and procedures.

Agency Fee

If an estate agent introduced a new client (save and except for the existing shop tenants of HS or its subsidiary companies or apply by the estate agent itself), applying for a shop and eventually reached a tenancy agreement with HS, a commission equivalent to one month's rent will be given to the estate agent after execution of formal tenancy agreement and taken possession of the premises by the tenant.

At the first submission of a shop application by his client, the estate agent must attach a written statement to the HS that the estate agent is acting for the applicant and requesting for a commission. The written statement shall also be confirmed and signed by his client about such appointment and collection of commission from HS by the estate agent.

All subsequent requests for commission or client's confirmation are become void and not acceptable to HS. In case of dispute, HS shall reserve its right to accept or reject the request for commission at its sole discretion.

佣金支付

直至新客戶與房協簽署正式租約及接收商舖後，房協才會支付代理佣金予地產代理。

Commission Payment

HS will only pay the commission to the agent after execution of the formal tenancy agreement and takeover of the premises by the tenant.

6. 重要事項

申請人及其僱員、代理人、顧問及其他以任何方式參與申請房協商舖的人員，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。

Important Notes

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

7. 免責聲明

本網站載列的資料由香港房屋協會（房協）編製，只供一般參考。房協雖已盡力確保該等資料準確，但對於該等資料在任何特定情況下使用時的準確性或恰當性，並沒有作出任何明示或隱含的陳述、申述、保證或擔保。

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HONG KONG HOUSING SOCIETY
香港房屋協會

# 商舖招租

房協現有下列商業店舖出租，有興趣人士可於網上遞交電子表格；或將填妥的申請表格或自行草擬的租務建議書，用空白信封密封後，**在截止申請日期當天下午 5 時前遞交或郵寄（以郵戳日期為準）**到香港鰂魚涌英皇道 1063 號 8 樓香港房屋協會商舖申請表投遞箱或親身把申請表放進上述投遞箱，**信封面必須註明申請租用舖位的地址**。有關商舖資料及申請表格可向房協屋邨辦事處索取或網頁(www.hkhs.com)下載。

| 地址 | 查詢電話 | 大約面積 | | *可考慮行業 | 截止申請日期 |
|---|---|---|---|---|---|
| | | (平方米) | (平方呎) | | |
| **香港區** | | | | | |
| **北角　　雋悅 (丹拿道 8 號)** | | | | | |
| 3 樓 5 號舖 | 2972 8855 | 48 | 517 | 各類行業 | **2026 年 11 月 27 日** |
| **大坑　　勵德邨 (勵德邨道 26 號)** | | | | | |
| 邨榮樓第六座地下 26A 號舖 | 2839 7643 | 8.23 | 89 | 各類行業 | **2026 年 11 月 27 日** |
| **九龍區** | | | | | |
| **觀塘　　^觀塘花園大廈 (牛頭角道 255, 259 及 297 號)** | | | | | |
| 孔雀樓地下 259 號舖 | 2839 7928 | 69 | 743 | 各類行業 | **2026 年 11 月 27 日** |
| 玉蓮臺第三座地下 14 號舖 | | 28.14 | 303 | 各類行業 (飲食業除外) | |
| 孔雀樓地下 255 號舖 | | 69 | 743 | 各類行業 | **2026 年 12 月 24 日** |
| **深水埗　　^樂年花園 (東沙島街 186-188 及 190 號)** | | | | | |
| 地下 A 號舖 | 2839 8028 | 262 | 2,820 | 各類行業 | **2026 年 11 月 27 日** |
| 地下 B2 號舖 | | 225.9 | 2,432 | | |
| **大角咀　　^頌賢花園 (通州街 28 號)** | | | | | |
| 地下 1 號舖 | 2839 8028 | 171.13 | 1,842 | 各類行業 | **2026 年 11 月 27 日** |
| 地下 5 號舖 | | 67.35 | 725 | | |
| **土瓜灣　　樂民新村 (高山道 111 號)** | | | | | |
| H 座地下 109 號舖 | 2839 7133 | 221 | 2,379 | 各類行業 | **2026 年 11 月 27 日** |

| 地址 | 查詢電話 | 大約面積 | | *可考慮行業 | 截止申請日期 |
|---|---|---|---|---|---|
| | | (平方米) | (平方呎) | | |
| **九龍區(續)** | | | | | |
| **紅磡　　家維邨 (差館里 8 號 / 馬頭圍道 44, 46 號)** | | | | | |
| 家維商場地下低層 LG5 號舖 | 2839 2068 | 190.06 | 2,046 | 各類行業 | **2026 年 11 月 27 日** |
| 家維商場地下低層 LG9 號舖 | | 290.2 | 3,124 | | |
| 家禮樓地下 3 號舖 | | 43.04 | 463 | 各類行業 (飲食業除外) | |
| **新界區** | | | | | |
| **青衣　　偉景花園 (青綠街 1 號)** | | | | | |
| 地下 8-11 號舖 | 2839 2706 | 170 | 1,830 | 各類行業 | **2026 年 12 月 24 日** |
| **荃灣　　滿樂大廈 (沙咀道 153 號福至樓)** | | | | | |
| 地下 145 號舖 | 2839 2508 | 70.2 | 756 | 各類行業 (飲食業除外) | **2026 年 11 月 27 日** |
| 地下 147 號舖 | | 70.39 | 758 | | |
| 地下 149 號舖 | | 70.39 | 758 | | |
| 地下 151 號舖 | | 77.95 | 839 | | |
| 地下 147-149 號舖 | | 142.54 | 1,534 | | |
| 地下 149-151 號舖 | | 150.1 | 1,616 | | |
| 地下 147, 149 及 151 號舖 | | 222.25 | 2,392 | | |
| 地下 145-151 舖 | | 288.93 | 3,110 | | |
| 地下 167 號舖 | | 71.26 | 767 | 各類行業 | |
| 地下 169 號舖 | | 70.83 | 762 | | |
| 地下 167 及 169 號舖 | | 140.4 | 1,511 | | |
| **葵涌　　祖堯邨 (麗祖路 5 號, 念祖街 1 號及敬祖路 6 號)** | | | | | |
| 祖堯坊 E 座地下 11-12 號舖 | 2839 2033 | 71 | 764 | 各類行業 | **2026 年 11 月 27 日** |
| 祖堯坊 E 座地下 13-15 號舖 | | 112.04 | 1,206 | | |
| 松齡舍地下 1 號舖 | | 35.4 | 381 | 各類行業 (飲食業除外) | |

| 地址 | 查詢電話 | 大約面積 | | *可考慮行業 | 截止申請日期 |
|---|---|---|---|---|---|
| | | (平方米) | (平方呎) | | |
| **新界區(續)** | | | | | |
| **沙田　　乙明邨 (乙明邨街 1, 9 及 11 號)** | | | | | |
| 明耀樓 1 樓 101 及 103 號舖 | 2839 7997 | 59 | 635 | 各類行業 | **2026 年 11 月 27 日** |
| 明耀樓地下 5 號舖 | | 65 | 700 | | |
| 明信樓地下 37 號舖 | | 55 | 592 | | |
| 街市攤檔 1A 號 | | 9.8 | 105 | | |
| 街市攤檔 10 號 | | 20.8 | 224 | | |
| 街市攤檔 16 號 | | 20.3 | 219 | | |
| 街市攤檔 20B 號 | | 10 | 108 | | |
| 明信樓地下 65 號舖 | | 55 | 592 | | **2026 年 12 月 24 日** |
| 街市攤檔 6 號 | | 19.8 | 213 | | |
| **粉嶺　　嶺 • 樂活 (百和路 72 號)** | | | | | |
| 地下 10 號舖 | 2839 7618 | 179.21 | 1,929 | 各類行業 | **2026 年 11 月 27 日** |
| 地下 48 號舖 | | 85.54 | 921 | | |
| 地下 1 號舖 | | 44.63 | 480 | 各類行業 (飲食業除外) | |
| 地下 25 號舖 | | 54.28 | 584 | | |
| 地下 27 號舖 | | 74.76 | 805 | | |
| 地下 57 號舖 | | 43.23 | 465 | | |
| **沙頭角　　沙頭角邨 (順興街 23, 51, 57 號)** | | | | | |
| 第 6 區地下 (幼稚園物業) | 2839 8239 | 620 | 6,674 | 租戶可自行申請更改用途 | **2026 年 11 月 27 日** |
| 迎海樓地下 4 號舖 | | 183.51 | 1,975 | 各類行業 (住宿用途除外) | |
| 第 16 座地下 1 號舖 | | 96.7 | 1,041 | 各類行業 | |

^ 在承租期間，業主議決出售或重建或重新改裝上述物業，業主有權給予承租人不少於 6 個月的書面通知，取消餘下的租期及提前終止租約。

我們會於每月的第一個星期五在 HK01/on.cc 網刊登舖位招租廣告及更新房協網頁，歡迎親臨房協屋邨辦事處或瀏覽網頁(www.hkhs.com) 索取招租資料及申請表。歡迎地產代理轉介客戶，詳情可瀏覽網頁資料。

HONG KONG
HOUSING SOCIETY
香港房屋協會

# APPLICATION FORM FOR SHOPS / MARKET STALLS

Name of Estate _____ Shop/Market Stall No. _____ Area ($m^2$)(1) _____

Name of Applicant/Company _____

Name of Contact Person _____ Email Address _____

HK Contact Phone No. _____ (Company) _____ (Mobile Phone)

Correspondence Address _____

Proposed Trade _____ Trade Name _____

Proposed Monthly Rent(2) HK$ _____ per month Proposed Rent-free period _____ (M)/(D)#

Proposed Tenancy Term (2 or 3 years) _____ Year(s) Expected Tenancy Commencement Date _____ (D) _____ (M) _____ (Y)

Other Tenancy Terms(3) (if any) _____

Remarks (if any) _____

How did you learn about HKHS Shops

☐ Online Media ☐ HKHS Website ☐ HKHS Estate Office

☐ Referral / Property Agent ☐ Others _____

## Statement of Consent

I/We confirm that I/we consent to provide my/our personal data on this application form and I/we have read, understood and accepted the "Personal Information Collection Statement" of Hong Kong Housing Society (HS) on the Appendix.

☐ I/We do not wish to receive the latest leasing and marketing information of shops provided by the Hong Kong Housing Society.

Signature of Applicant / Authorized Signature with Company Chop (For Limited Company) _____

Date _____ / _____ / _____

Before completing this form, please refer to the "Notes for Shop Application" (which can be downloaded from the HS website or obtained from the Estate Offices of the HS). All applications must be submitted in an envelope without personal or company information to **Hong Kong Housing Society's Shop Application Form Drop-in Box at 8/F, 1063 King's Road, Quarry Bay, Hong Kong** by post or put them into the above Drop-in Box in person. **Applications submitted to other offices of HS will not be processed.** Applications which are not submitted in person or by post (the postmark date shall prevail) before 5:00pm on the closing date will not be processed or considered. Applicants shall mark clearly the Address of the Shop that they would like to apply on the envelope for identification purpose.

Note (1) 1 $m_2$ = 10.764 $ft_2$

(2) Tenant shall pay monthly management fee (if any), air-conditioning charges (if any) and Government rates in addition to monthly rent. Applications for Supermarkets or Chinese restaurants must fill in the "basic rent to be paid per month" and "percentage to be paid per month based on turnover", otherwise HS will not be processed.

(3) Other Tenancy Terms e.g. optional term.

# Please delete if inappropriate.

☐ Please tick if appropriate.

(Appendix)

**Personal Information Collection Statement**

1. The personal data provided by the Shop Applicant (the Applicant) by means of the Application Form or on request by the Hong Kong Housing Society (HS) will be used for processing the application, shop marketing and future lease management of commercial premises under HS.

2. All personal data provided by the Applicant are on a voluntary basis. The Applicant shall ensure the accuracy of the data provided. If there is any change in the data provided, the HS must be notified immediately.

3. The HS may not be able to process the application further if the required personal data are not duly provided by the Applicant.

4. If the personal data and information are found to be untrue or misleading, the HS has the right to reject this application or revoke the Tenancy Agreement signed subsequently whereas the Applicant may have other legal consequences.

5. Enquiries concerning the personal data collected by the HS, including the request for access and correction and any other matters mentioned above, may be addressed to:

Hong Kong Housing Society, Property Management Division Office,
Administration & Training Section
8/F, 1063 King's Road, Quarry Bay, Hong Kong

Tel. : 2839 7888 Fax : 2882 2432

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