

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，請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）到香港房屋協會（房協）區域辦事處（地址：香港大坑浣紗街 23 號龍濤苑 2 樓），信封面必須註明申請租用舖位的地址。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。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, shall submit the completed application form or self-draft leasing offer in a **sealed blank envelope** to Hong Kong Housing Society (HS)'s Regional Office (Address: 2/F, Dragon Centre, 23 Wun Sha Street, Tai Hang, Hong Kong) 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. 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, HS reserves the right to refuse the application or rescind the signed tenancy agreement.

2. 甄選程序

所有申請都會經過公平考慮，一般而言，房協除考慮申請人的建議租金外，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、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申請人或通知落選者。

Selection Process

All applications will be considered on a fair basis. In general, 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 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 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 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戶開始裝修起計，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戶擬經營的行業，租戶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。

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.

4. 公開招租政策

根據公開招租政策，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 6 年。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 Open Letting Policy, HS would consider to renew tenancy of commercial premises including general shops and market stalls (“the premises”) with the existing tenants upon expiry of tenancy by direct negotiation for renewal of new tenancy provided that the total consecutive terms of tenancies shall not be more than 6 years. 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，房協可給予相等於半個月租金的佣金。

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 half a 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.

5. 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).



商舖招租

房協現有下列商業店舖出租，有興趣人士請將填妥的申請表格於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）到香港房屋協會區域辦事處（地址：香港大坑浣紗街 23 號龍濤苑 2 樓），信封面必須註明申請舖位的地址。有關商舖資料及申請表格可向房協屋邨辦事處索取、網頁（www.hkhs.com）下載或二十四小時電話熱線 **2882 1717** 以傳真索取。

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

<u>土瓜灣</u> <u>欣榮花園</u> 馬頭角道 33 號欣榮商場地下 35-36 號舖	2219 8908	142	1,528	各類行業	2021 年 12 月 24 日
<u>觀塘</u> <u>觀塘花園大廈</u> 牛頭角道 297 號玉蓮臺第三座地下 15 號舖	2839 7928 /2839 7651	66.65	717	各類行業 (飲食業除外)	2021 年 12 月 24 日
牛頭角道 297 號玉蓮臺第三座地下 16 號舖		33.93	365		
牛頭角道 297 號玉蓮臺第三座地下 17 號舖		37.62	405		
牛頭角道 297 號玉蓮臺第三座地下 18a 號舖		75.53	813	各類行業	
牛頭角道 297 號玉蓮臺第三座地下 18b 號舖		244.79	2,635		
牛頭角道 297 號玉蓮臺第三座地下 15-18 號舖		501.24	5395		
牛頭角道 233 號喜鵲樓地下 233 號舖			69(商舖) 8.2(後巷)	743(商舖) 88(後巷)	

新界區

<u>葵涌</u> <u>祖堯邨</u> 念祖街 1 號祖堯坊 AB 座 1 樓 106 號舖	2839 2033	24.87	268	各類行業	2021 年 12 月 24 日
念祖街 1 號祖堯坊 AB 座 1 樓 137-138 號舖		24	258	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)

<u>荃灣</u> <u>寶石大廈</u> 沙咀道 328 號 328 廣場地下 G17 號舖	2839 8038	72	775	各類行業	2021 年 12 月 24 日
<u>沙頭角</u> <u>沙頭角邨</u> 順興街 57 號第 6 區地下 (幼稚園物業)	2674 6416	620	6,674	--	2021 年 12 月 24 日
順興街 23 號迎海樓地下 4 號舖		183.51	1,975	各類行業	

我們會於每月的第一個星期五在東方日報刊登舖位招租廣告，歡迎親臨房協各屋邨辦事處、致電熱線 **2882 1717** 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。



APPLICATION FORM FOR SHOPS / MARKET STALLS

Name of Estate _____ Shop/Market Stall No. _____ Area (m²)⁽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
Oriental Daily News 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 Regional Office (Address: 2/F, Dragon Centre, 23 Wun Sha Street, Tai Hang, Hong Kong). 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 m² = 10.764 ft²

(2) Tenant shall pay monthly management fee (if any), air-conditioning charges (if any) and Government rates in addition to monthly rent.

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

Please delete if inappropriate.

Please tick if appropriate.



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 for commercial premises and the future lease management.
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
2/F Dragon Centre, 23 Wun Sha Street, Tai Hang, Hong Kong

Tel. : 2839 7888

Fax : 2882 2432