



Common Area Repair Works Hardship Grant Application Notes for Individual Flat Owners

AP-HG2

This application notes is only applicable for the owners with their buildings having already been applied for Common Area Repair Works Subsidy / Common Area Repair Works Interest-free Loan from the Hong Kong Housing Society on or before 30 June 2015, with a valid Approval-in-Principle (AIP) granted.

Hong Kong Housing Society (HKHS) will consider assisting property owners with genuine financial difficulties for carrying out common area repair works. The maximum amount of hardship grant for common area repair works is **HK\$10,000**.

Eligibility Criteria

1. Before the applicant applying for hardship grant for his/her domestic unit, the Owners Corporations (OC) of the related building or Owners' representatives appointed in Owners General Meeting (applicable to building without OC) must have been granted with AIP notification for either "Common Area Repair Works Subsidy" or "Common Area Repair Works Interest-free Loan".
2. Applicant should submit the completed "Integrated Building Maintenance Assistance Scheme" (IBMAS) application form (For Individual Flat Owner) together with supporting documents to the HKHS via the OC/Owners' representatives. Application should be submitted before the payment deadline specified in the first demand note issued by the OC/Owner's representatives or within 2 months from the issue date of the said first demand note, whichever date is the later.
3. Applicant should hold a valid Hong Kong Identity Card and be the registered owner of the applied property(**residential unit**). The property should be **owned by individuals** (not owned by company); and the applicant should comply with **one of the following criteria**:
 - Recipient of Comprehensive Social Security Assistance(CSSA); or
 - Recipient of Old Age Living Allowance(OALA); or

- Aged 60 or above or disabled, and holder of Medical Fee Waiver Certificate; or
- Aged 60 or above or disabled, and meeting the income and asset limits as listed below*:

	Monthly income limit# (HK\$)	Asset limit ## (HK\$)
Singleton	\$9,655	\$334,000
Couple	\$16,465	\$506,000

* HKHS would request the applicant to declare their income and asset with supporting documents in accordance with their individual circumstance.

Calculation of income: monthly contribution to Mandatory Provident Fund, Disability Allowance, Old Age Allowance and Mortgage repayment of the applied property are excluded.

Calculation of asset: the value of the applied property and to which the grant relates is excluded.

Documents to be submitted

1. Applicant (individual flat owner) should submit the “IBMAS” application form (For Individual Flat Owner) with the following supporting documents to the HKHS Property Management Advisory Centre via OC/Owners’ representatives:
 - (i) Copy of valid Hong Kong Identity Card of the applicant (all registered owners of the property)
 - (ii) Copy of bank account number in the name of the applicant
 - (iii) Copy of contribution notice and receipts for the repair cost
 - (iv) Copy of proof of receiving CSSA or OALA or Disability Allowance
 - (v) Copy of Medical Fee Waiver Certificate

2. Applicant will be invited to come to the HKHS Applications Section to sign a Grant Agreement; other than those receiving CSSA or OALA will be invited to make statutory declaration according to Law of Hong Kong.

Release of Hardship Grant

1. Release of Hardship Grant for “Common Area Repair Works Subsidy”

Upon receipt of the supporting documents certified by Qualified Professional (QP) or Authorized Person (AP) on the completion of approved works in the building common area from OC or Owners’ representatives and after the verification by the HKHS, the approved hardship grant will be released in accordance with following circumstances:

- If the applicant had paid all respective repair works contribution to OC, the HKHS Applications Section will deposit the approved hardship grant into applicant’s bank account; or
- If the applicant had not paid the respective contribution, the HKHS Applications Section will issue a cheque (made payable to OC/ Owners’ representatives) to the applicant for the settlement of the respective outstanding contribution

2. Release of Hardship Grant for “Common Area Repair Works Interest-free Loan”

Upon receipt of the supporting documents certified by QP or AP on the completion of approved works in the building common area from OC or Owners’ representatives and the verification by the HKHS, the approved hardship grant will be released together with the last installment of approved loan (if any) in accordance with following circumstances:

- If the applicant had paid all respective repair works contribution, the HKHS Applications Section will deposit the approved hardship grant into applicant's bank account; or
- If the applicant had not paid the respective contribution, the HKHS Applications Section will issue a cheque (made payable to OC/ Owners' representatives) to the applicant for the settlement of the respective outstanding contribution.

Others

1. Each eligible applicant will be granted with a maximum of HK\$10,000 hardship grant under "Common Area Repair Works Subsidy" and "Common Area Repair Works Interest-free Loan" respectively within a period of 5 years.
2. Subsidy granted to the applicant under the HKHS's "Building Maintenance Incentive Scheme" of "Building Management and Maintenance Scheme" and Urban Renewal Authority's (URA's) "Building Rehabilitation Material Incentive Scheme" within a period of 5 years are also counted as part of hardship grant under "Common Area Repair Works Subsidy".
3. Subsidy granted to the applicant under URA's "Building Rehabilitation Loan Scheme" within a period of 5 years is also counted as part of hardship grant under "Common Area Repair Works Interest-free Loan".
4. Subsidy granted to each residential unit under the HKHS's "Building Maintenance Incentive Scheme" under "Building Management and Maintenance Scheme" and URA's "Building Rehabilitation Material Incentive Scheme" within a period of 5 years are also counted as part of hardship grant HK\$10,000 under "Common Area Repair Works Subsidy".

Subsidy granted to each residential unit under URA's "Building Rehabilitation Loan Scheme" is also counted as part of hardship grant of HK\$10,000 under "Common Area Repair Works Interest-free Loan" within a period of 5 years.

5. The maximum hardship grant under "Common Area Repair Works Subsidy" and "Common Area Repair Works Interest-free Loan" for each residential unit with shared ownership is capped at HK\$10,000 for each application per scheme. The maximum hardship grant for each eligible applicant within a period of 5 years will be calculated according to his/her ownership percentage vested in the unit.
6. The maximum approved "Common Area Repair Works Interest-free Loan" and "Common Area Repair Works Subsidy Hardship Grant" is capped at HK\$100,000.