

# Sample - Notification Letter issued by the Housing Department



Our Ref.: ( ) in  
Your Ref.:

Mr. CHAN TAI MAN  
XXXX  
XXXX

Applications Sub-section  
Housing Department  
Podium Level 2,  
Hong Kong Housing Authority  
Customer Service Centre,  
3 Wang Tau Hom South Road,  
Kowloon, Hong Kong

Tel. No. : 2712 2712  
Date : 27-MAY-2021

Dear Sir,

## Notes for Applicants

### **Public Rental Housing Application No. : U-9999999-9**

As regards the above application number, we would like to inform you of the following:

1. Addition of CHAN LUK MAN to your application has been approved.
2. There are now 2 persons on your application form. If your household's total monthly income or total net asset value exceeds the income and total net asset value limits laid down by HA, we have the right to cancel your application. For prevailing total household income limit and total net asset limit, please refer to the latest Application Guide For Public Rental Housing or visit Housing Department's website (<http://www.housingauthority.gov.hk>).
3. Your Application No. U-9999999-9 has been adjusted and is now equivalent to Application No. G-1422505 to G-1423543 with the equivalent date of registration falling in JUN-2018. This registration date will serve as reference for the subsequent housing allocation and enforcement of relevant public rental housing application policies. (Please quote the original U-9999999-9 application in your correspondence and enquiries.)

G-number Equivalent date

Yours faithfully,

( [REDACTED] )

for Housing Manager/ Registration & Civil Service  
Applications Sub-Section, Housing Department

(This is a computer generated letter which requires no signature.)

Note: Where necessary, applications will be reviewed from time to time in order to ensure that applicants still satisfy all the eligibility criteria. If the captioned application is later found unable to meet the eligibility criteria for public housing application, the Housing Department has the right to cancel the application.

For details, please refer to Appendix A (ii) – Supplementary Notes on Processing of Applications in “Application Guide for Public Rental Housing”.

For a Non-elderly One-person Applicant applying for addition of household members and switch to family application, half of the waiting time accumulated as a non-elderly one-person applicant will be credited to the family application, up to a maximum of 18 months. For a single elderly applicant applying for addition of household members, half of the waiting time accumulated in the “Single Elderly Persons Priority Scheme” application, up to a maximum of 36 months, will be credited to the family application.