



## Summary of Application Procedures

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**The Tanner Hill is for lease only, not for sale.**



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**Note:** The Residential Properties (First-hand Sales) Ordinance does not apply to this development.

# 1. About The Tanner Hill

## 1.1 General Information

### (1) What type of housing project is The Tanner Hill?

- Located at North Point, The Tanner Hill is a pioneering quality living initiative for seniors aged 60 or above.
- Non-subsidized housing project – there is no cap on applicants' asset value and a means test does not apply.
- 588 independent living residential units on top of a podium deck with a residents' club, Joyous Hub and skilled care facilities.

### (2) Who should apply for tenancy at The Tanner Hill?

- The Tanner Hill is designed for those who aspire for a relaxed ambience, thoughtful lifestyle facilities, a great array of social activities and a continuum of professional health care and skilled care services to cater one's every physical and psychosocial needs at different stages of life.
- The Tanner Hill is the embodiment of tenants' aspired lifestyle, where they are afforded the independence, dignity, respect and privacy that are the celebrated values of the perfect golden year.

### (3) What are the skilled care facilities?

- Skilled care facilities include a residential care home for the elderly, a day care and training centre and a rehabilitation centre.

### (4) What are the unit types available at The Tanner Hill?

- Studio (including open kitchen)
- 1-bedroom (including 1 bedroom, 1 storeroom and open kitchen)
- 1-bedroom (including 1 bedroom, 1 storeroom and enclosed kitchen)
- 2-bedroom (including 1 ensuite, 1 bedroom and open kitchen)
- 2-bedroom (including 1 ensuite, 1 bedroom, 1 storeroom and open kitchen)
- 2-bedroom (including 1 ensuite, 1 bedroom, 1 or 2 storeroom(s) and enclosed kitchen)
- Combined Unit

Unit type	Saleable area (sq. ft.)	No. of units (with open kitchen)	No. of units (with enclosed kitchen)	Total no. of units
Studio	344 – 351#	72	–	72
1-bedroom (including 1 bedroom and 1 storeroom)	474 – 541#	124	105	229
2-bedroom (including 1 ensuite and 1 bedroom)	593 – 598	104	–	104
2-bedroom (including 1 ensuite and 1 bedroom and 1 storeroom)	658 – 821#	76	103	179
Combined	1,123 – 1,231	–	4	4
<b>Total no. of unit</b>		<b>376</b>	<b>212</b>	<b>588</b>

# saleable area excluding the balcony

Note: The saleable area is calculated in accordance with section 8 of the Residential Properties (First-hand Sales) Ordinance (Cap.621). Please refer to the lease brochure to be issued by the Hong Kong Housing Society from time to time for details.

## 2. Arrangement of Waiting List

### (1) How many types of Wait-listing Person (WP) are there under long lease waiting list?

There are two types of long lease WP: (I) non-tenant long lease WP; and (II) existing tenant, which includes (a) existing long lease tenant who requests for change of unit, and (b) existing short lease tenant who requests for conversion to long lease with change of unit. Among (II), priority will be given to (b) over (a) for flat selection and application.

### (2) When there is/are unit(s) available for let, how will the WP be notified for flat selection?

- (a) All long lease WP will receive a Flat Selection Invitation Letter (Invitation Letter) together with a Reply Slip on a regular basis.
- (b) All unit(s) available for let will be listed in the Invitation Letter for WP's consideration.

(c) WP who is interested in any unit(s) available for let shall complete and return the Reply Slip to The Tanner Hill (TTH) Leasing Office on or before the submission deadline for the arrangement of sequence and date for formal flat selection.

For details on the flat selection arrangement for WP, please refer to the Important Notes on Flat Selection Arrangement for Wait-listing Person.

**(3) If the WP fails to select and confirm a flat, will he/she be removed from the waiting list?**

Both long lease and short lease\* WP will be given a maximum of 3 chances of flat selection. If WP or his/her attorney fails to attend The Tanner Hill Leasing Office at the designated date and time for flat selection and/or unable to select any unit after having utilized the said 3 chances of flat selection, the WP will be automatically removed from the waiting list without notice.

\* Short lease wait-listing application has been suspended since 26 October 2018. Management has the absolute discretion to determine when to activate the wait-listing application and the flat selection invitation for non-tenant short lease WP.

**(4) If the WP fails to execute the legal document after successfully selected and confirmed a flat, will he/she be removed from the waiting list?**

When a WP successfully selected and confirmed a flat, he/she will be removed from the waiting list no matter whether he/she has proceeded to execute the legal document.

**(5) Should the WP meet the eligibility criteria when submitting the Wait-listing Request Form?**

WP is required to be aged 60 or above as on the date of submitting the Wait-Listing Request Form. The WP shall also ensure that he/she meets the eligibility criteria as stipulated in the Summary of Application Procedure upon selection of unit and submission of application for such unit. (please refer to section 3.1 (1) for eligibility).

**(6) Is the waiting list sequence number transferable?**

No, the waiting list sequence number is not transferable. Moreover, the

WP enlisted on the Wait-Listing Request Form must be the intended tenant or one of the intended tenants for the lease of any unit when the WP successfully selected and applied for the unit.

**(7) Will the WP be guaranteed a unit of The Tanner Hill by queuing up in the waiting list?**

No. Hong Kong Housing Society will not guarantee nor be under any obligation to grant any lease (in the form of a long lease/short lease or otherwise) to the WP, even if Hong Kong Housing Society has accepted the submission of the completed Wait-Listing Request Form from the WP and placed his/her name in the waiting list. Any notification to the WP that there are units available for let will be given by Hong Kong Housing Society at such time as Hong Kong Housing Society shall in its absolute discretion think fit.

**(8) Does the WP need to submit the completed Wait-Listing Request Form by himself/herself? Can the form be submitted by the WP's relative or friend?**

The completed Wait-Listing Request Form is allowed to be submitted by the WP's relative or friend. However the WP should take note that:

- (a) the completed Form must be submitted **by hand ONLY** to The Tanner Hill Leasing Office. Submission via other channels will not be accepted by Hong Kong Housing Society.
- (b) the WP listed on this Form must be the **intended tenant** or **one of the intended tenants** for the lease of any unit when the WP successfully selected and applied for the unit.

**(9) How can I know my updated wait-listing position?**

You are welcome to call our hotline 8208 8862 to make enquiry on the wait-listing position.

## 3. About Flat Application

### 3.1 Eligibility

#### (1) Application is open to members of the public:

- (a) who is aged 60 or above on or before the date of application submission; and
- (b) (i) who is a permanent resident of the HKSAR; or  
(ii) whose HKID card bears the symbol ‘\*\*\*’, ‘A’ or ‘R’; or  
(iii) whose residency status in Hong Kong is equivalent to a person holding a HKID card bearing the symbol ‘\*\*\*’, ‘A’ or ‘R’ as evidenced by a written confirmation issued by the Immigration Department of Hong Kong.

In the case of a joint application, both the principal applicant and the sub-applicant must satisfy the eligibility criteria.

Note: To know more about your status of residency, you are recommended to contact the Immigration Department of the HKSAR.

#### (2) What if my spouse is aged less than 60?

An applicant may apply, subject to Hong Kong Housing Society’s approval, for his/her spouse who is aged 50 or above to become a Permitted Occupier (for details, please refer to section 3.5) at the lease application stage by submitting a duly completed Permitted Occupier Application Form together with the supporting documents to Hong Kong Housing Society. When Hong Kong Housing Society has approved the application, a one-off administrative fee for each successful application is payable upon signing of the Lease Agreement.

For long lease, when the spouse of an existing tenant reaches the age of 60, such tenant may apply for his/her spouse to become a joint tenant, subject to the approval of Hong Kong Housing Society, the payment of additional Entry Contribution, the maximum capacity of the relevant residential unit and the satisfaction and completion of other procedures and conditions prescribed by Hong Kong Housing Society.

### 3.2 Number of applicants per flat application

Single applicant	Joint applicants
<ul style="list-style-type: none"> <li>• ONE applicant only</li> </ul>	<ul style="list-style-type: none"> <li>• Number of applicants cannot be more than TWO individuals</li> <li>• The joint applicants can be of any relationship and of either gender</li> </ul>
<ul style="list-style-type: none"> <li>• Can apply for any unit type</li> </ul>	<ul style="list-style-type: none"> <li>• Can apply for any unit type <u>except</u> studio unit</li> </ul>

Note: In the case of a joint application, the principal applicant is the sole contact person and his/her decision regarding all matters relating to the application shall be regarded as final. The principal applicant has the absolute right to withdraw the application submitted and to stop the application process and the sub-applicant shall raise no objection. Any decision of the principal applicant is binding on the sub-applicant and the Hong Kong Housing Society will not entertain any objection by the sub-applicant on the principal applicant's decision.

### 3.3 Application procedure for long lease and short lease

<p><b>Submission of flat application and flat selection confirmation</b></p>	<ul style="list-style-type: none"> <li>• Wait-listing Person (WP) will be invited to The Tanner Hill Leasing Office (address: 3/F, The Tanner Hill, 8 Tanner Road, North Point, Hong Kong) for formal flat selection in accordance with the procedure listed in the Important Notes on Flat Selection Arrangement for Wait-listing Person.</li> <li>• WP should submit flat application and confirm flat selection in person or appoint an attorney to act for him/her/them (Please refer to Section 3.4(4)).</li> </ul>
<p><b>Nomination of Solicitor</b></p>	<ul style="list-style-type: none"> <li>• To nominate a firm of solicitor to act for him/her in relation to the transaction within <u>4</u> working days from the date of flat selection and confirmation.</li> </ul>

<p><b>Signing of Lease Agreement and Service Agreement</b></p>	<ul style="list-style-type: none"> <li>To sign the Lease Agreement and the Service Agreement <b>in person</b> and to make all payments required thereunder within <u>8</u> working days after confirmation of flat selection.</li> </ul>
<p><b>Lease Commencement Date</b></p>	<ul style="list-style-type: none"> <li>No later than 2 months (for Long Lease) / 1 month (for Short Lease) from the day of flat application cum flat selection confirmation;</li> <li>No earlier than 15 working days from the day of flat application cum flat selection confirmation subject to the execution of all the required documents and full settlement of the required payments.</li> </ul>

### 3.4 Submission of flat application

**(1) Am I allowed to submit more than one flat application?**

No. Each person can only (i) submit or be included in one flat application and (ii) apply for the lease of one residential unit at The Tanner Hill, regardless of whether it is a single application or a joint application. Duplicated application(s) will be disqualified without notice.

**(2) Shall my spouse/friend and I submit two separate flat application forms if we want to live together in the same unit?**

Persons who intend to live together in the same unit should apply under joint application and fill in the same flat application form only. Duplicated flat application(s) will be disqualified without notice.

**(3) Is company application acceptable?**

No. Flat application by corporate or other form of entities (other than an individual) will not be accepted by Hong Kong Housing Society.

**(4) Do I need to undergo flat selection and submit flat application in person?**

Yes, preferably in person. But if in case when the WP cannot undergo flat selection and submit flat application in person, he/she (in the case

of a joint application, the principal applicant) may appoint an attorney in advance to undergo the flat selection and submit flat application on his/her behalf. The Hong Kong Housing Society will accept Letter of Attorney duly signed by WP(s) (in the case of a joint application, the principal applicant) and the attorney with their HKID card number or travel document number clearly stated.

**(5) What documents should I present upon application submission, flat selection and confirmation?**

<p><b>(a) HKID(s) or other travel documents</b></p>	<ul style="list-style-type: none"> <li>• Original and photocopy of a valid HKID card or travel document of the applicant (in the case of a joint application, both the principal applicant and the sub-applicant) as proof of the identity of the applicant(s).</li> <li>• If the applicant is applying as a Hong Kong permanent resident, original and photocopy of his/her valid :             <ul style="list-style-type: none"> <li>(i) HKID card bearing the word “permanent”;</li> <li>(ii) Travel document with a valid certificate of entitlement affixed thereto; or</li> <li>(iii) HKSAR passport</li> </ul> </li> <li>• If the applicant is not applying as a Hong Kong permanent resident, original and photocopy of :             <ul style="list-style-type: none"> <li>(i) His/her valid HKID card bearing the symbol ‘***’, ‘A’ or ‘R’ ; or</li> <li>(ii) (If he/she does not have a HKID card or his/her HKID card does not show such symbols) a written confirmation issued by the Immigration Department of Hong Kong to prove that his/her residency status in Hong Kong is the equivalent of a person holding a HKID card bearing the symbol ‘***’, ‘A’ or ‘R’.</li> </ul> </li> </ul>
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<p><b>(b) Completed Permitted Occupier Application Form and other required documents (if applicable)</b></p> <p>[Please refer to section 3.5 regarding Permitted Occupiers]</p>	<ul style="list-style-type: none"> <li>• If the applicant wishes to apply for his/her spouse who is aged 50 or above to become a Permitted Occupier:             <ul style="list-style-type: none"> <li>(i) completed Permitted Occupier Application Form;</li> <li>(ii) photocopy of a valid HKID card or travel document of the proposed spouse occupier; and</li> <li>(iii) original and photocopy of a valid marriage certificate confirming that the proposed spouse occupier is legally married to the applicant.</li> </ul> </li> <li>• If the applicant wishes to apply for a live-in full-time domestic helper to become a Permitted Occupier:             <ul style="list-style-type: none"> <li>(i) completed Permitted Occupier Application Form;</li> <li>(ii) photocopy of a valid HKID card or travel document of the domestic helper; and</li> <li>(iii) original and photocopy of the employment contract made between the applicant and the domestic helper.</li> </ul> </li> </ul>
<p><b>(c) Administrative fee</b></p>	<ul style="list-style-type: none"> <li>• By way of cashier's order payable to "Hong Kong Housing Society", Visa, MasterCard or UnionPay.</li> </ul>
<p><b>(d) Additional documents if the applicant is represented by his/her attorney</b></p>	<ul style="list-style-type: none"> <li>• Original Letter of Attorney duly signed by the applicant (in the case of a joint application, the principal applicant) and the attorney with their HKID card number or travel document number clearly stated [Please refer to section 3.4(4) for details].</li> <li>• Original of the attorney's HKID card and/or other valid travel document(s).</li> <li>• A copy of the applicant's HKID card and/ or other valid travel document and/or (where applicable) the documents proving the applicant's residency status as referred to in section 3.4(5)(a).</li> </ul>

## **(6) What is the next step after I have confirmed my flat selection?**

After WP (in the case of a joint application, the principal applicant) has confirmed his/her flat selection by signing the flat selection confirmation form, if he/she wishes to proceed with leasing the subject unit, he/she (in the case of a joint application, both the principal applicant and the sub-applicant) will have to sign both the Lease Agreement and the Service Agreement **in person** within 8 working days after the flat selection and confirmation day.

## **3.5 Permitted Occupier**

### **(1) What is Permitted Occupier?**

Permitted Occupier means a person permitted by the Hong Kong Housing Society as landlord to use, occupy and enjoy a residential unit at The Tanner Hill together with the tenant(s) of such residential unit. A Permitted Occupier does not have any interest or right under the lease whatsoever in the lot or in the subject residential unit. The Permitted Occupier is required to leave the subject residential unit when the relevant lease is terminated (for example, when the relevant tenant(s) terminated the lease or passed away) and will not be entitled to any monetary refund or compensation whatsoever.

### **(2) Who can apply as Permitted Occupier during the application stage and does the applicant need to pay any fee?**

The Hong Kong Housing Society will only process the application of the following persons as Permitted Occupiers at the lease application stage:

- (a) The spouse of the applicant who is aged 50 or above at the time of application. A one-off administrative fee per application for each of principal applicant and sub-applicant is payable upon signing of the Lease Agreement.
- (b) A live-in full-time domestic helper. An administrative fee per employment contract is payable upon signing of the Lease Agreement.

**Note:** Application for all types of Permitted Occupier can be made anytime after the lease commenced.

## 4. Remarks

- (1) In the event of any discrepancy between the English and Chinese versions of this Summary, the English version shall prevail.
- (2) This Summary is for reference only and shall not be legally binding on Hong Kong Housing Society. Hong Kong Housing Society reserves the right to amend the information referred to in this Summary at any time without prior notice. Please refer to the lease brochure, list of entry contribution/list of rental and such other materials to be released by Hong Kong Housing Society from time to time for details. Upon the release of such materials, in the event of any discrepancy between this Summary and such materials, the contents of such materials shall prevail over this Summary.
- (3) Hong Kong Housing Society shall not be regarded as having made any warranties or representations about the accuracy and completeness of this Summary, and shall not bear any responsibility for any loss or damages suffered by any person arising from his/her reliance on all or part of the contents herein.