

Building Management Professional Service Scheme

Application Form

(Category 2: Applications by Owners)



香港房屋經理學會
The Hong Kong Institute of Housing



房屋經理註冊管理局
HOUSING MANAGERS REGISTRATION BOARD



民政事務總署
Home Affairs Department



HONG KONG
HOUSING SOCIETY
香港房屋協會



Chartered Institute of Housing
Asian Pacific Branch
英國特許房屋經理學會亞太分會



THE HONG KONG ASSOCIATION OF
PROPERTY MANAGEMENT COMPANIES
香港物業管理公司協會

Guidance Notes

Introduction

- Management and maintenance of the building is the responsibility of property owners.
- The Building Management Professional Service Scheme (the Scheme) is a pilot scheme which aims to set an example for owners of old buildings to better understand their responsibility for managing their own property in halting building dilapidation so as to improve their living conditions.
- The Scheme targets at 1 000 flats, including Category 1: clusters of buildings jointly selected by the participating organisations (about 900 flats) and Category 2: applications by building owners (about 100 flats).
- The Scheme will assist owners in applying for funding schemes provided by the Government and other organisations. It will also assist owners of target buildings under Category 2 in Operation Building Bright in coordinating the repair works.

Participating Organisations

- Home Affairs Department, Hong Kong Housing Society, the Hong Kong Institute of Housing, Housing Managers Registration Board, Chartered Institute of Housing Asian Pacific Branch and the Hong Kong Association of Property Management Companies.
- Expert teams will be formed to provide owners with a range of free professional advice and follow-up services on building management.

Duration

- 12 months from April 2010

Scope of Service

- Services by the expert teams include visiting households, contacting owners directly, producing building management audit reports, facilitating the formation of owners' corporations (OCs), attending OC meetings to provide professional advice, assisting OCs in applying for various loan and funding schemes, assisting OCs in preparing tender documents on improvement or maintenance works and following up on tender evaluation and works implementation, and providing training on building management to office-bearers of OCs and owners. Membership of the teams has been uploaded to the websites of the participating organisations.

Targets

- Buildings meeting the following criteria:
 1. residential or composite buildings aged 30 years or above;
 2. the average rateable value of the residential units does not exceed \$100,000; and
 3. the common areas of the buildings are in disrepair or dilapidated condition, requiring maintenance or repair.
- No means tests on property owners are required.

Submission of Application

- The duly completed application form (page 6 and page 7) together with a copy of the latest Demand for Rates must be submitted in person/ by mail/ by fax on or before 31 May 2010.

Address: Division IV, Home Affairs Department

21/F, China Overseas Building

139 Hennessy Road, Wan Chai

(Please mark “Building Management Professional Service Scheme” on the envelope for submission by mail.)

Fax No.: 2147 0984

- Complete and accurate information will facilitate processing of application.

Notification of Result

- As at the closing day of application, if the number of residential units covered under the eligible applications received exceeds 100, the quotas will be allocated by lot. Applicants will be notified of the result before 30 June 2010.

(Please note that applications under Category 2 are based on “building”. If there are more than one applicant from the same building, their applications will be considered as one application when lots are drawn.)

- After the closing day, if there are remaining quotas, they will be allocated on a first come, first served basis.

Enquiries / Application Forms available

Home Affairs Department

Tel: 2835 2500

Website: www.buildingmgt.gov.hk

Public Enquiry Service Centres of District Offices

Hong Kong Housing Society

Tel: 2839 7188

Website: bmms.hkhs.com

Applications Section (G/F, Dragon Centre, 23 Wun Sha Street, Tai Hang)

Property Management Advisory Centres

Central	5A, G/F., The Center, 99 Queen's Road Central, Central
Western	Shop C, G/F., Elegance Court, 8 Upper Station Street, Sheung Wan
Eastern	Shop C, G/F., Scenic Horizon, 250 Shau Kei Wan Road, Sai Wan Ho
Sham Shui Po	G/F., Ngun Hoi Mansion, 163D Hai Tan Street, Sham Shui Po
To Kwa Wan	Shop B, G/F., Tin Fu Building, 156-162 Ma Tau Wai Road, Hung Hom
Yau Tsim Mong	5/F., Henry G. Leong Yaumatei Community Centre, 60 Public Square Street, Yau Ma Tei
Tai Kok Tsui	Shop 1, Shopping Arcade, June Garden, 28 Tung Chau Street, Tai Kok Tsui
Tsuen Wan	Shop 169, G/F., Fook Chi Lau, Moon Lok Dai Ha, 141-169 Sha Tsui Road, Tsuen Wan
Tai Po	G/F., No. 11-13 Wai Yi Street, Tai Po
Yuen Long	Shop 6, G/F., Kam Long Building, 41-59 Tai Tong Road, Yuen Long

The Hong Kong Institute of Housing

Website: www.housing.org.hk

Housing Managers Registration Board

Website: www.hmregistration.org.hk

Chartered Institute of Housing Asian Pacific Branch

Website: www.cih.org.hk

The Hong Kong Association of Property Management Companies

Website: www.hkapmc.org.hk

Joint Office

Address: Room 2709-2711, Shui On Centre, 6-8 Harbour Road, Wan Chai

Tel: 3760 7755

**Building Management
Professional Service Scheme**
(Category 2 : Applications by Owners)

Application Form

(Please read the attached guidance notes before completing the form)

Part 1: Particulars of Applicant (i.e. registered flat owner of the building)

- | | | |
|---|---|---|
| 1. Name | : | (In Chinese) |
| | | (In English) |
| 2. HKID Card No. | : | |
| 3. Residential Address | : | |
| 4. Correspondence Address | : | |
| 5. Contact Tel. No. | : | |
| 6. Annual Rateable Value of
the Flat | : | \$ |
| | | (Please attach a copy of the latest Demand for Rates) |

Part 2: Particulars of Building

- | | | |
|--|---|-------|
| 7. Name | : | |
| 8. Address | : | |
| 9. Age (according to the
occupation permit) | : | years |
| 10. No. of Residential Units | : | |
| 11. No. of Commercial Units
(if any) | : | |

12. Building Dilapidation (Please tick (✓) the appropriate box. May tick more than one.)

- | | |
|---|---|
| <input type="checkbox"/> concrete cracking and spalling
of the external wall | <input type="checkbox"/> unauthorised structure(s) |
| <input type="checkbox"/> seepage in the external wall and
roof | <input type="checkbox"/> electrical installation in disrepair |

- ☐ water supply/drainage system in disrepair ☐ improper/damaged fire service installation

Others (please specify):

13. Other owners agreed to participate in the Scheme. (Please tick (✓) one only)

- ☐ Majority of the owners agreed
☐ A small number of owners agreed
☐ No idea

Others (please specify):

Part 3: Signature of Applicant

 :
 Signature
 Date : _____

Points to Note

1. Personal Data Collection Statement
 - 1.1 Purpose: For processing application under the Building Management Professional Service Scheme.
 - 1.2 Transferees: The data provided by the applicant may be disclosed to other Government departments or organisations/persons concerned for the purpose of the Scheme.
 - 1.3 Access to personal data: The applicant is entitled to access, correct and obtain a copy of the personal data provided.
 - 1.4 For enquiries on collection, access or correction of personal data, please contact the Home Affairs Department (Tel No.: 2835 2500).
2. The decision of the Home Affairs Department on the application is final.
3. Complete and accurate information will facilitate processing of application.

4/2010