

Eligible applicant will be granted an interest-free loan not exceeding HK\$50,000 or the total costs of approved works (whichever is the lower) for flat interior repairs and maintenance works related to safety and hygiene. The loan is repayable by a maximum of 36 equal monthly installments.

Eligibility Criteria

1. The domestic property in Hong Kong for which the loan relates (according to the occupation permit):
 - 1.1 Building age must be of 30 years or more (according to the occupation permit)*; and
 - 1.2 The annual ratable value for properties in urban areas (including Shatin, Kwai Tsing, and Tsuen Wan) and the New Territories areas shall not exceed the limit stipulated in item 2(a) of the Integrated Building Maintenance Assistance Scheme (IBMAS) “Income & Asset Limits and Ratable Value Limit” table; and
 - 1.3. Must be the only property owned by each applicant in Hong Kong, in any form or manner, directly or indirectly; and
 - 1.4 Must be solely or jointly owned by individuals (not owned by company).

* excluding buildings not exceeding 3 storeys and New Territories Exempted Houses.
2. All registered owners of the property must apply as applicant.
3. The applicant must produce income proof (such as salary slips) to prove his/her repayment ability, failing which the applicant is required to execute a legal charge in favor of the Urban Renewal Authority (URA).

4. Un-discharged bankrupt person is not eligible for the loan.
5. Application must be submitted prior to the commencement of home renovation works.

Vetting Procedures

1. Applicant (i.e. owner of individual unit) should submit the IBMAS application form (For Individual Flat Owner) duly completed, together with the following documents by hand or by post to the designated URA office:-
 - (i) Copy of the proof of identity of the applicant (All registered owners of the property)
 - (ii) Copy of quotation listing out all repair works item and respective costs breakdown
 - (iii) Copy of Business Registration Certificate (Form 2) of the contractor appointed for carrying out the repair works in the residential flat
 - (iv) Copy of the latest Rates Demand Note of the property
 - (v) Copy of the bank account information of the applicant
 - (vi) Copy of income proof of the applicant.
2. Applicant should commence the repair works after receipt of the Approval-in-Principle notification. Staff or representatives of the URA will conduct flat inspection to assess repair works item and related quotation before commencement of works.
3. Eligible applicant should make **Statutory Declaration** for the correctness and accuracy of the information provided and sign relevant documents as required by the URA.
4. Upon completion of approved repair works, applicant has to inform the URA. Staff or representatives of the URA will carry out flat inspection to ensure the completion of works. Applicant has to submit copies of related license of the registered contractor and completion certificate as required by related legislation, such as:

- i) Certificate of completion of works submitted to Buildings Department (BD) from appointed Registered General Building Contractor/Minor Works Contractor/Authorized Person and subsequent confirmation letter from BD
- ii) Plumber's license issued by Water Supplies Department
- iii) Completion Certificate on Electrical (Wiring) Regulation duly endorsed by Electrical & Mechanical Services Department (EMSD) - such as Form WR1 / WR1(A)
- iv) Bamboo Scaffolder's Trade Test license issued by Construction Industry Council
- v) Test Certificate/Test Report/Assessment Report for newly installed Fire-rated door
- vi) Invoice, completion certificate or transportation log sheet issued by Registered Asbestos contractor
- vii) Invoice or completion certificate issued by Registered Gas Contractor

The application for loan release will not be approved if the applicant fails to submit the required documents.

- 5. The URA will deposit the approved loan amount into applicant's bank account after confirmation of the completion of works.
- 6. The processing time of the loan application will be delayed if the information submitted by the applicant is incomplete or the staff or representatives of the URA cannot gain access for flat inspection.

Loan

- 1. The maximum loan amount of each application is HK\$50,000 or the approved cost of works, whichever is the lower.
- 2. Applicant will not be granted another new Home Renovation Interest-free Loan before full repayment of an existing Home Renovation Interest-free Loan.

3. In order for the Home Renovation Interest-free Loan that has been approved by the URA to take effect, all registered owners of the property have to sign a loan agreement with the URA.
4. Terms of the loan:
 - 4.1. Interest-free;
 - 4.2. Repayable by a maximum of 36 equal monthly installments.
5. Legal Charge
 - 5.1 If the applicant cannot provide proof of repayment ability; or if the total repayable loan exceeds HK\$25,000, the applicant is required to execute a legal charge, in escrow, in favor of the URA;
 - 5.2 If the total aggregate repayable loans applied under “Home Renovation Interest-free Loan” and “Common Areas Repair Works Interest-free Loan” exceed HK\$25,000, the applicant is also required to execute a legal charge, in escrow, in favor of the URA;
 - 5.3 The applicant is required to attend to URA respective appointed solicitor’s office in person to execute relevant legal charge;
 - 5.4 If the applicant is unable to execute a legal charge against his/her property’s title, in escrow, in favor of the URA, the maximum total repayable loan amount is \$25,000; and
 - 5.5 If the total aggregate repayable loans applied under “Home Renovation Interest-free Loan” and “Common Areas Repair Works Interest-free loan” exceed HK\$50,000, the executed legal charge will be registered in Land Registry.

Release of Loan

Upon completion of works and receiving the contractor’s invoice and certificate of completion, and after verification, the payment of the approved works item or the approved loan amount, whichever is the lower, will be deposited into the **applicant’s bank account**.

Loan Repayment

1. The borrower has to repay the loan by a maximum of 36 equal monthly installments on the specified date each month, in the manner specified by the URA.
2. Early Repayment
 - Borrower may opt for early partial or full repayment of the loan by giving one month's written notice to the URA.
3. Shortening of Loan Tenure
 - Borrower may opt for shortening the loan tenure by giving one month's written notice to the URA.
4. Late Repayment
 - The borrower shall be charged with a late charge as specified in the Loan Agreement.
5. The URA reserves the right at any time to demand the borrower for immediate repayment of the whole outstanding loan (including but not limited to when the information provided by the borrower was found to be false and untrue in connection with the loan application).

Home Renovation Hardship Grant

Applicant of Home Renovation Interest-free Loan with financial hardship can apply for "Home Renovation Hardship Grant". (Please refer to **Application Notes for Home Renovation Hardship Grant** HG2 for details):-

1. Each eligible applicant will be granted with a maximum of HK\$10,000 "Home Renovation Hardship Grant" within a period of 5 years.
2. Subsidy granted to the applicant under HKHS's "Home Renovation Loan Scheme" of "Building Management and Maintenance Scheme" within a period of 5 years is also counted as part of "Home Renovation Hardship Grant".

3. The maximum “Home Renovation Hardship Grant” for each residential unit with shared ownership is capped at HK\$10,000 for each application. 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.
4. Applicant in need of financial assistance may apply for extension of “Home Renovation Interest-free Loan” repayment period up to a maximum of 60 months.

Others

1. During the loan repayment period, borrower has to repay all outstanding loans in full before sale or title transfer of their respective property.
2. This application note does not construe as a commitment by the URA to the applicant. Borrower is bound by the terms and conditions stipulated in the formal Loan Agreement issued by the URA.
3. The URA reserves the right to amend the above contents at any time without prior notification. Please refer to Building Rehab Info Net (www.buildingrehab.org.hk) for the latest version; or contact Integrated Building Maintenance Assistance Schemes Hotline at 31881188; or visit URA offices.
4. The URA reserves the right to reject the application at any time without disclosure of reasons and shall not be liable to anyone.