

Application Notes
(AN-BMGSNO)



Building Maintenance Grant Scheme for Needy Owners

Enquiry
3188 1188



發展局
Development Bureau



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Building Maintenance Grant Scheme for Needy Owners (BMGSNO) provides financial assistance to needy owner-occupiers to repair and maintain their properties and improve building safety. A maximum grant of HK\$80,000 is available to each eligible needy owner-occupier. The grant can also be used to repay the outstanding loan(s) owing to the Buildings Department (BD), the Hong Kong Housing Society (HKHS) or the Urban Renewal Authority (URA) in relation to building maintenance.

1. Purpose of the Scheme

To provide financial assistance to needy owner-occupiers to subsidise the costs of repairs and maintenance of their self-occupied properties in order to alleviate building dilapidation and to enhance building safety.

2. Scope of Works Eligible for the Grant

The scope of works eligible for the grant covers the following repair works related to building safety in a residential flat and/or in building common areas:-

- 2.1. Improvement works on structural aspects of buildings, e.g. repairs of loose, cracked, spalled or defective concrete;
- 2.2. Improvement works on safety of external walls of buildings, e.g. repairs of defective rendering and mosaic tiles;
- 2.3. Inspection, repairs or replacement of defective windows;
- 2.4. Inspection or repair works of buildings;
- 2.5. Improvement works on fire safety of buildings, e.g. improvement on means of escape, means of access for firefighting and rescue and fire-resisting construction;

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- 2.6 Provision, improvement and maintenance of fire service installations and equipment of buildings;
- 2.7 Removal of unauthorized building works and illegal rooftop structures;
- 2.8 Improvement on building services and sanitary facilities, e.g. repairs, maintenance and replacement of lifts, fire services installations and equipment, electrical wiring, gas risers, barrier-free facilities; replacement of soil pipes, defective waste pipes, rainwater pipes, fresh water pipes, vent pipes and underground drainage;
- 2.9 Repairs of waterproof membranes at rooftops and flat roofs, and works to alleviate water seepage problem;
- 2.10 Repair and maintenance or improvement works for slopes and retaining walls;
- 2.11 Improvement on the fire and building safety of partitioned flats;
- 2.12 Repair and maintenance works resulted from the above works, including investigation works and professional services (e.g. removal of asbestos);
- 2.13 Any incidental or consequential works relating to items 2.1 to 2.12 above, e.g. touch-up works arising from repair or remedial works; and
- 2.14 Repayment of applicant's outstanding loan(s) owing to the BD, HKHS or URA in relation to building maintenance, and/or costs arising from de-registration of the concerned legal charge/charging order.

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3. Eligibility Criteria

- 3.1 Applicant should hold valid Hong Kong Identity Card; and
- 3.2 Applicant is the owner * of a residential flat in a private domestic building or composite building^{Note 1}; and

Note 1: For a building owned by a Civil Servants' Co-operative Building Society, members of the society may also apply.

- 3.3 Applicant and his/her spouse (if married) are residing in the applied property**; and
- 3.4 Applicant must fulfil any one of the following criteria:
 - i. Aged 60 or above who complies with the income and asset limits***; or
 - ii. Recipient of Old Age Living Allowance (OALA); or
 - iii. Recipient of Comprehensive Social Security Assistance (CSSA) ****; or
 - iv. Recipient of Disability Allowance (DA) who complies with the income and asset limits***; and

(Please refer to the relevant income and asset limits set out in item 1(b) of Appendix 1 of Integrated Building Rehabilitation Assistance Scheme (IBRAS))

- 3.5 Applicant must not be an undischarged bankrupt.

* If an owner has deceased before the application was submitted, subject to meeting the eligibility criteria of BMGSNO himself, the administrator or executor (i.e. the holder of Letters of Administration (LA) or Probate of estate of the owner) of the property may apply for the subsidy. If an owner has deceased after submitting the application, the administrator or executor

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(i.e. the holder of LA or Probate of estate of the owner) of the property (irrespective of whether he meets the eligibility criteria of BMGSNO himself) may continue the application in the capacity of the owner of the property. In the latter scenario, before the release of grant, the relevant LA or Probate must be registered on the land register. In any event, the applicant must still remain as the registered owner or the administrator or executor of the relevant property before the release of grant.

****** Applicant must not concurrently enjoy public housing benefits, grant or subsidy (e.g. being a tenant of public rental housing or an owner of public housing with restrictions on alienation), save and except the property for which BMGSNO is being applied.

******* URA would request the applicant and his/her spouse (if married) to declare their income and assets and submit supporting documents in accordance with their individual circumstances.

******** Recipient of CSSA must also fulfil one of the following criteria: one of the family members residing with him/her is aged 65 or above; or one of the family members residing with him/her is certified by a doctor from public hospital or clinic as a disabled person or in poor health; or none of the family members residing with him/her is an able-bodied adult aged below 50.

4. Application Procedures

4.1 Applicant (i.e. individual flat owner) must submit the completed Integrated Building Rehabilitation Assistance Scheme Application Form (For Individual Flat Owner) together with the following supporting documents to the URA by any of the following methods:

a) On-line application:

Website: <https://www.brplatform.org.hk/e-application>

b) Submission in person or by post to the URA office:

Address: Flat B, G/F, 777-783 Yu Chau West Street, Kowloon

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4.1.1 Copies of the Hong Kong Identity Cards and Marriage Certificate of the applicant (owner and other registered co-owners of the property (if any and if eligible)) and his/her spouse (if married) must be provided. If the spouse of the applicant does not hold Hong Kong Identity Card, he/she should provide copies of valid identity documents issued by the authority of his/her place of nationality. If divorced, copies of divorce certificate must be provided. If his/her spouse has passed away, a copy of his/her spouse's death certificate is required;

4.1.2 For application for grant for **repair works in a residential flat:**

- i. Copy of a valid Business Registration Certificate (Form 2) of the contractor appointed for carrying out the repair works ;
- ii. Copies of quotation listing out every item of works and their costs breakdown and (if any) contract for the works stipulating the signing date and the amount of costs (with the signing page);

4.1.3 For application for grant for **repair works in building common areas:**

- i. Copies of notice on the amount of costs of the relevant works and documents showing the amount of the applicant's contribution paid or payable for the repair works (e.g. contribution notice and receipts (if applicable));
- ii. Copies of agreement forming part of the contract for the works (showing date of contract, amount of costs and signatures of parties), schedule of rates and summary of works (with costs breakdown for each item of works);

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- 4.1.4 (If applicable) Copy of documentary proof of applicant being a recipient of CSSA OALA or DA;
 - 4.1.5 (If applicable) Copy of documentary proof of outstanding loan(s) owing to the BD / HKHS;
 - 4.1.6 (If applicant is not a recipient of CSSA or OALA) Copy of income and asset documentary proof;
 - 4.1.7 Copy of a bank account number in the name of the applicant; and
 - 4.1.8 Copy of the latest rates demand note of the residential flat self-occupied by the applicant or proof of residential address of the applicant.
- 4.2 For application for grant for **repair works in a residential flat**, the applicant must ensure: -
- 4.2.1 no commencement of the works after the submission of application form and before the inspection of the residential flat conducted by URA's staff and/or representatives and approval of the quotation. Otherwise, the grant for related works might not be approved;
 - 4.2.2 no concurrent applications for building maintenance loan(s) and/or grant(s) under schemes administered by the BD, HKHS or URA in respect of the same item of repair works (save for this application for repayment of loan(s) owing to the BD, HKHS or URA in relation to building maintenance and/or de-registration of the concerned legal charge/charging order).
- 4.3. For application for grant for **repair works in building common areas**, the application form must be submitted by the applicant (i.e. individual flat owner) prior to the issue of Practical Completion Certificate (PCC) for the completion of repair works.

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- 4.4. Applicant must engage relevant qualified and registered contractor for related works. Copies of proof of the contractor's registration and a complete set of completion certification documents as required by the relevant legislation must be submitted to the URA upon completion of works. Grant for related works will not be approved if the required documents are not submitted.

5. Amount of Grant

- 5.1 The maximum amount of grant for each application is HK\$80,000. Each eligible applicant and his/her spouse (if married) will be altogether eligible for a maximum grant of HK\$80,000. The maximum amount of grant for each property is HK\$80,000. The amount of grant will be calculated in proportion to the share of ownership of the flat owned by the applicant and his/her spouse (if married).
- 5.2 Applicant, who has already applied for Building Maintenance Grant Scheme for Elderly Owners (BMGSEO) administered by the HKHS, may also apply for BMGSNO. The total amount of grant receivable by the applicant under both schemes will not exceed the maximum amount of grant under BMGSNO (i.e. HK\$80,000).
- 5.3 Subject to the availability of the Government grant, each applicant is entitled to apply for the maximum of 4 times during the 10 years counted from the date of submission of application form for BMGSNO of his/her first successful application.
- 5.4 The grant may be used to repay the applicant's existing loan(s) unrepaid or owing to the BD, HKHS or URA in relation to building maintenance works (if any). The amount of outstanding loan(s) is determined as at the date of submission of the application form (i.e. the date of receipt of the application form by URA or the postmark date).

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- 5.5 The grant will not be made available to an undischarged bankrupt.
- 5.6 For the calculation of the grant amount, URA will determine the amount of grant that can be approved based on the estimates of its independent professional consultants. If the applicant disputes the approved grant amount, they may submit a written review request to URA regarding the comprehensive evaluation of the repair works' approved grant amount within one month from the issuance of the grant approval letter.
- 5.7 The decision of URA on each application shall be final. URA reserves the right to adjust the amount of grant to be approved or approved or reject the application. At the same time, if any amount of the grant has been released, URA has the right to demand the applicant to return the entirety of such amount.

6. Vetting Procedures

6.1 Repair works in residential flat

- 6.1.1 Flat inspection and assessment of the quotation submitted by the applicant may be conducted by URA's staff and/or representatives after receipt of the application form.
- 6.1.2 After completion of preliminary assessment, URA will notify the applicant of the amount of grant approved in principle.
- 6.1.3 Applicant will be invited to attend the office of the URA Application Team to sign a Grant Agreement; eligible applicant who is not receiving CSSA or OALA will also be required to make a statutory declaration according to the laws of Hong Kong.
- 6.1.4 Applicant must notify the URA Application Team upon completion of the repair works for arrangement of inspection of the completion condition at the flat by URA's staff and/or representatives. Applicant must submit the works completion form together with copies of proof of the contractor's registration

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as required by URA and complete set of completion certification documents as required by the relevant legislation within the period prescribed in the approval-in-principle letter, including but not limited to:-

- i. Complete Certificate of completion of works submitted to the BD by 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. Completed and signed Work Completion Certificate pursuant to the Electricity (Wiring) Regulations duly endorsed by Electrical and 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 or The Hong Kong and China Gas Company Limited;
- viii. Copy of completion of window inspection / repair certificate submitted by the qualified person engaged for the works to BD and records of its submission;

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- ix. Copy of Certificate of completion of building inspection / repair submitted to BD by the qualified persons and records of its submission.

Grant for related works item will not be approved if the above-mentioned documents are not submitted by the applicant or the carrying out of works does not comply with the provisions of this grant scheme.

- 6.1.5 If the applicant applies for grant for repair works in building common areas and in a residential flat at the same time, after the verification of completion of works by the URA, the amount of the approved grant to be released will be apportioned between repair works carried out in a residential flat and in building common areas in accordance with the ratio requested by the applicant.
- 6.1.6 Applicant who fails to provide the required information or documents or fails to arrange for flat inspection by URA's staff and/or representatives will delay the processing of his/her application and may affect the final amount of grant to be approved.

6.2 Repair Works in Building Common Areas

- 6.2.1 URA's staff and/or representatives will inspect the progress of the works during the course of works and/or before completion of works.
- 6.2.2 After completion of preliminary assessment, URA will notify the applicant of the amount of grant approved in principle.
- 6.2.3 The applicant will be invited to attend the office of the URA Application Team to sign a Grant Agreement; eligible applicant

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who is not receiving CSSA or OALA will also be required to make a statutory declaration according to the laws of Hong Kong.

- 6.2.4 Applicant must notify the URA Application Team upon completion of the repair works (certified by Owners' Corporation, Owners' Committee, the responsible Authorized Person or Consultant) for arrangement of inspection of the building by URA's staff and/or representatives. Applicant must submit the works completion form together with copies of completion certification documents as required by the relevant legislation and the final payment slip within the period prescribed in the approval-in-principle letter. Grant for related works item will not be released if the above-mentioned documents are not submitted by the applicant.
- 6.2.5 If the applicant had paid the respective repair works contribution for which he/she is responsible in full, the URA Application Team will deposit the approved grant into the applicant's bank account. If the applicant had not paid the respective contribution, the URA Application Team will deposit the grant into the account designated in the contribution notice submitted by the applicant or the account of the Owners' Corporation for the settlement of the respective outstanding contribution on behalf of the applicant.
- 6.2.6 If the applicant applies for grant for repair works in building common areas and in residential flat at the same time, after the verification of completion of works by the URA, the amount of the approved grant to be released will be apportioned between repair works carried out in a residential flat and in building common areas in accordance with the ratio as requested by the applicant.

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- 6.2.7 If the applicant/building had applied for subsidies under the schemes administered by URA, e.g. “Common Area Repair Works Subsidy”, “Operation Building Bright 2.0”, “Fire Safety Improvement Works Subsidy Scheme”, “Lift Modernisation Subsidy Scheme” etc., the URA Application Team will process the application for the balance of costs of the common area works after confirmation and deduction of the amounts of subsidies granted to individual owners under the other schemes to avoid granting of double subsidies to the applicant for the same items of works in respect of the building common area.
- 6.2.8 Notwithstanding any contrary provision contained in this Application Notes, and whether or not the approval-in-principle letter has been issued, URA has the right to reject the application, to stop payment of grant, to recover any grant released or to adjust the grant amount at any stage on reasonable grounds or in reasonable circumstances and the Applicant shall raise no objection.

6.3 Handling Disputes in Eligibility

- 6.3.1 If there is a dispute regarding the eligibility of the applicant as approved by URA, the applicant may submit a written request for review to URA. In special circumstances, the review will be further examined by an assessment committee composed of representatives from the Development Bureau, partnering organization and the Buildings Department.

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List of Abbreviations

Application Notes for Building (Applicable to Owners' Corporation / Owners' Organisation / Representatives of all owners)

Abbreviation	Application Notes
AN-CAS	Application Notes for Common Area Repair Works Subsidy
AN-LIMSS(2)	Application Notes for Second Round Lift Modernisation Subsidy Scheme
AN-OB2.0(Bldg)2	Application Notes for Second Round Operation Building Bright 2.0 (Applicable to Owners' Organisation of Category 1 Building)
AN-FSWS	Application Notes for New Round Fire Safety Improvement Works Subsidy Scheme
AN-ST	Application Notes for Smart Tender Building Rehabilitation Facilitating Services
AN-MBISS	Application Notes for Mandatory Building Inspection Subsidy Scheme

Application Notes for Individual Flat Owner

Abbreviation	Application Notes
AN- OBB2.0(OO)	Application Notes for Operation Building Bright 2.0 (Applicable to Owner- Occupier)
AN- LIMSS(2)(EOO)	Application Notes for Second Round Lift Modernisation Subsidy Scheme (Applicable to Elderly Owner- Occupier)
AN-HRIL	Application Notes for Home Renovation Interest-free Loan
AN-BSLS	Application Notes for Building Safety Loan Scheme
AN-BMGSNO	Application Notes for Building Maintenance Grant Scheme for Needy Owners