

HKIA 飛悅居 COMMUNITY LODGE

Accommodation Application and Allocation Guideline and Procedure to the Airport Community

Version: 1.1

Effective Date: 10 November 2025

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1. INTRODUCTION

The HKIA Community Lodge (hereafter "the Airport Lodge") is a dedicated residential facility developed and managed by the HKIA Accommodation Limited (HKIAAL).

The vision for the Airport Lodge is to create a vibrant, supportive, and convenient living environment that addresses the pressing accommodation needs of the airport workforce. By offering affordable, high-quality housing, the Airport Lodge aims to foster a strong sense of community among residents, thereby enhancing talent attraction, promoting retention, and contributing to the overall well-being of those who dedicate their careers to the success of HKIA.

2. DESCRIPTION OF THE HKIA COMMUNITY LODGE

2.1. Location and Facilities

The Airport Lodge is situated at **No.1 Tsing Yi Road, New Territories**, strategically located to provide convenient access to the airport.

2.2. Accommodation Types and Rental Rates

The Airport Lodge offers two types of modern, fully furnished rooms designed for comfort and convenience:

- **Single rooms** provide private accommodation for individual residents.
- **Twin rooms** feature shared bunk beds to accommodate two residents of the same gender per unit.

These room types are tailored to meet the diverse needs of the airport workforce.

2.3. Key Amenities and Services

Rental rates are inclusive of:

- Fully furnished rooms (e.g., bedspace, desk, chair, wardrobe, and basic fittings).
- Reasonable consumption of essential utilities (e.g. electricity, gas, and water).
- High-speed wireless internet access.
- Weekly cleaning of bathroom and accessible floor.
- Access to communal pantry and laundry facilities on designated floors.
- Access to common social and recreational areas.

3. DEFINITIONS

In these Guidelines, the following terms shall have the meanings ascribed to them:

"AAHK" / "Airport Authority":	Airport Authority Hong Kong.
"Airport Area":	The area as defined under the Airport Authority Ordinance (Cap. 483).
"Applicant":	An individual who submits an application for accommodation at the Airport Lodge.
"Eligible Employee":	A person who meets all the eligibility criteria set out in Section 4.2.
"Employing Organisation":	A registered business entity operating at Hong Kong International Airport (HKIA).
"Licence Agreement":	The legal agreement executed between HKIAAL and a successful Applicant for the right to reside in a designated unit at the Airport Lodge.
"Resident":	A successful Applicant who has executed a Licence Agreement and is residing at the Airport Lodge.
"Home-Based Carrier":	An airline that has its principal place of business and operational base in Hong Kong. Eligible carriers include Cathay Pacific Airways, HK Express, Hong Kong Airlines and Greater Bay Airlines.

4. ELIGIBILITY CRITERIA

To be considered for admission, both the Employing Organisation and the Applicant must meet the following criteria at the time of application and throughout the duration of residency.

Other guests who are not covered by the eligibility criteria may contact the Airport Lodge to check for availability and pricing.

4.1. Eligible Employing Organisations

The organisation employing the Applicant must be a registered business entity with core operations located in the Airport Area. This includes, but is not limited to:

- Airport Authority Hong Kong (AAHK) and its subsidiaries;
- Franchisees and licensees of AAKH;
- Passenger handling permit holders; and
- Other registered companies with a significant operational presence within the Airport Area.

4.2. Eligible Applicants

An Applicant must satisfy **all** of the following conditions:

- a. Be engaged in full-time employment with an Employing Organisation;
- b. Have a primary place of work located within the Airport Area, or be a crew member of a Home-Based Carrier; and
- c. Be at least 18 years of age at the time of application.

With reference to the “continuous contract” concept under the Employment Ordinance (Cap. 57) and for the purpose of determining eligibility, an Applicant is considered to be in full-time employment if they have worked for the same employer continuously for at least four weeks, with no less than 18 hours per week.

The Applicant is required to submit a copy of his/ her valid staff identification. Acceptable documents include:

- Airport Restricted Area (ARA) permit;
- staff ID card from the Employing Organisation;
- Hong Kong Crew Member Certificate issued by the Civil Aviation Department;
- or other identity proof as approved by HKIAAL.

5. SELECTION AND ASSESSMENT

5.1. Guiding Principles for Allocation

The allocation process is guided by the principles of fairness, transparency, and strategic alignment with HKIA’s development. The principal objective is to offer accommodation to those individuals identified as most in need, whose presence at the Airport Lodge will optimally contribute to the operational stability and sustainable growth of the airport.

5.2. Priority Scoring Mechanism

A points-based scoring system will be used to evaluate and rank all eligible applications. For every criterion met, the applicant will be awarded **one (1) point**, up to a maximum total score of **six (6) points**. Applicants with higher scores will be given priority.

CRITERION	REQUIREMENT FOR EARNING POINTS
a. Programme Affiliation	Enrolled in an AAHK- recognized training, internship, or apprenticeship programme.
b. Age Group	Aged between 18–35 years old at the time of application.

c. Housing Need	No existing accommodation or household in Hong Kong.
d. Job Role Criticality	Employed in a role identified as experiencing a manpower shortage (e.g., those listed under the Labour Importation Scheme for Transport Sector – Aviation Industry).
e. Income Threshold	Monthly income (inclusive of basic salary and fixed allowances) is less than or equal to HK\$30,000.
f. Licence Duration	Applied for licence term of one-year.

5.3. Allocation Process

The allocation process will be conducted as follows:

- i. **Submit Application:** The application timeline will be published on the HKIA Community Lodge website. Applicants must submit their applications within the designated application batch.
- ii. **Scoring and Ranking:** All qualifying applications submitted within a designated batch for a particular move-in date will be evaluated in accordance with the Priority Scoring Mechanism outlined Section 5.2. Applicants will subsequently be ranked in descending order based on their cumulative scores, ranging from 6 to 0.
- iii. **Offer Issuance:** Offers for available rooms will be made to Applicants with the highest scores on the ranked list, based on their stated room preferences. Applicants have seven (7) calendar days to sign the License Agreement from the date of the offer, otherwise their application will become void.
- iv. **Tie-Breaker Case:** If multiple applicants achieve identical total scores and are contending for the remaining available room(s), the tie will be resolved on a **first-come, first-served** basis. This determination will be made according to the date and time of each applicant's finalised application submission, as recorded in the system.

5.4. Discretion of the HKIAAL

Notwithstanding the above, the HKIAAL reserves the sole and absolute discretion to accept or reject any application and to make all final decisions regarding room allocation. All decisions made by HKIAAL are final and binding.

6. APPLICATION AND ADMISSION PROCEDURE

6.1. Application Submission

All applications must be submitted through the designated HKIA Community Lodge website www.hkairportlodge.com.

Applicants must make a declaration that they satisfy any or all of the criteria provided in the Priority Scoring Mechanism, and provide other necessary information such as personal details, employment information, room preference, and intended duration of stay.

6.2. Application Processing and Timeline

Applications will be processed in batches based on a published schedule. Dates will be shared via the Airport Lodge website. HKIAAL may adjust these timelines as needed.

6.3. Notification of Results

- a. **Successful Applicants:** Will receive a formal offer via email, detailing the room type, rental rate, and move-in date.
- b. **Unsuccessful Applicants:** Will be notified via email.

6.4. Offer Acceptance and Payment

Upon receiving an offer, the successful Applicant must complete the following steps within seven (7) calendar days:

- i. **Company's Endorsement:** Upload a **Declaration and Endorsement Form** (Appendix I), signed by an authorised representative (e.g., HR representative) of the Employing Organisation.
- ii. **Provide Supporting Documents:** Upload clear, legible digital copies of the following documents (e.g. proof of participation in a recognized training/internship programme) to the online portal if applicable for scoring purposes.
- iii. **Execute Licence Agreement:** Accept the Licence Agreement.
- iv. **Settle Initial Payment:** Pay the required security deposit (equivalent to two months' rent) plus the first month's rent in advance.

Failure to complete these steps within the specified timeframe will result in the automatic withdrawal of the offer.

7. GENERAL CONDITIONS OF LICENCE

7.1. Licence Agreement

Accommodation at the Airport Lodge is provided under a Licence Agreement, which grants the Resident a personal, non-transferable right to occupy the assigned unit. This agreement does not constitute a tenancy and does not create any interest or estate in the property.

7.2. Licence Term and Re-admission

The Airport Lodge accommodates stays of various durations. Standard rental rates typically apply only to licences with a one-year term.

Re-admission is not automatic. Residents who wish to continue their stay beyond the initial term must submit a new application and will be assessed based on the prevailing admission policy, subject to availability.

HKIAAL may offer returning residents a lease period of less than one year, depending on the announced move-in schedule and operational needs.

7.3. Financial Obligations

Residents must pay their monthly licence fee by the first day of each month using the designated method. A five-day grace period is allowed; after that, late payments incur a penalty of HK\$100 per day for twin rooms and HK\$200 per day for single rooms.

The security deposit will be refunded, subject to deductions for any outstanding fees or damages, within 30 days of the end of the licence term.

7.4. Change of Eligibility Status

Residents have a continuing obligation to meet the criteria of an Eligible Employee. Any change in employment status (e.g., resignation, termination, change from full-time to part-time employment) or other eligibility factors must be reported in writing to the Airport Lodge within seven (7) calendar days.

Residents are required to vacate their accommodation within two months following the end of their status as an Eligible Employee. Appropriate documentation from the Employer may be necessary to confirm the termination of employment.

8. TERMINATION OF LICENCE

8.1. Termination by HKIAAL

HKIAAL reserves the right to terminate the Licence Agreement with immediate effect or with notice if a Resident:

- Ceases to be an Eligible Employee.
- Is found to have provided false, misleading, or inaccurate information during the application process.
- Fails to pay the licence fee 15 days after the due date.
- Fails to pay any other charges by the specified due date.
- Commits a serious breach of the Licence Agreement or House Rules.
- Engages in any conduct that endangers the safety, security, or well-being of the Airport Lodge community.

8.2. Termination by Resident

Termination by the resident is generally not allowed, unless he/she ceased to be an Eligible Employee.

9. GENERAL PROVISIONS

9.1. Right to Amend Policy

HKIAAL reserves the right to review and amend these guidelines, application procedures, scoring mechanisms, and rental rates at any time without prior notice. The latest version of the policy will be available on the Airport Lodge website.

Appendix I: Declaration and Endorsement Form

(To be submitted upon acceptance of offer)

Section A: Applicant's Declaration

I, _____ (Full Name), HKID/Passport No. _____, hereby declare that:

1. I have read, understood, and agree to abide by the HKIA Community Lodge Admission Guideline and Procedure.
2. All information and supporting documents provided in my application are true, accurate, and complete to the best of my knowledge. I understand that providing false or misleading information will result in immediate disqualification and/or termination of my residency.
3. I authorise HKIA Accommodation Limited or the Airport Authority Hong Kong to verify the information provided with my employer and other relevant parties.

Applicant's Signature: _____ **Date:** _____

Section B: Employing Organisation's Endorsement

On behalf of _____ (Company Name), I hereby confirm that the above-named applicant meets the following conditions (select all applicable criteria):

- The applicant is employed on a full-time basis by our organisation, with their primary place of work located within the Airport Area or serving as a crew member of a Home-Based Carrier.
- The applicant's monthly income, inclusive of basic salary and fixed allowances, does not exceed HK\$30,000.
- The applicant is not employed under the Labour Importation Scheme.

Name of Authorised Signatory: _____

Position/Title: _____

Signature: _____

Company Stamp: _____

Date: _____