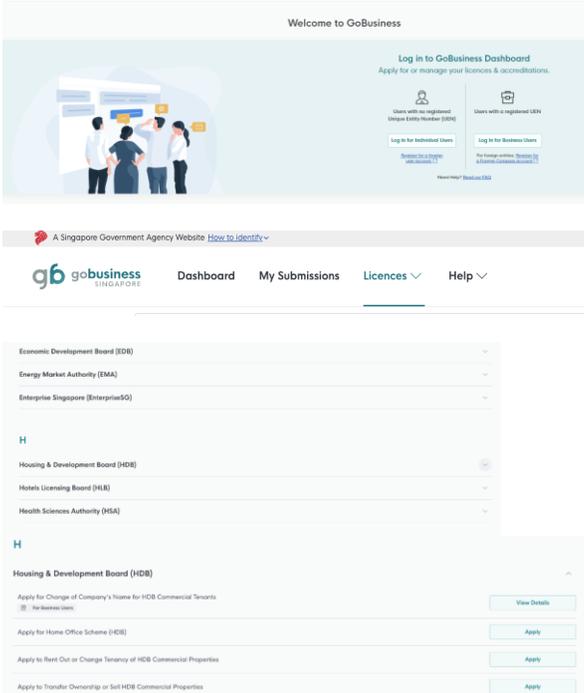
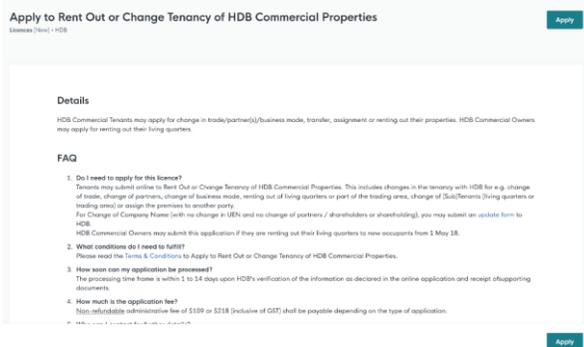
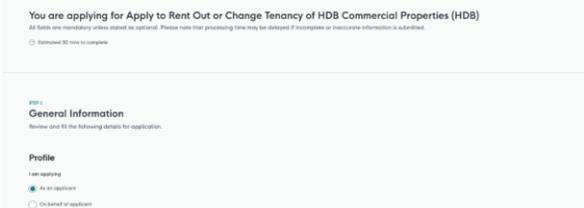
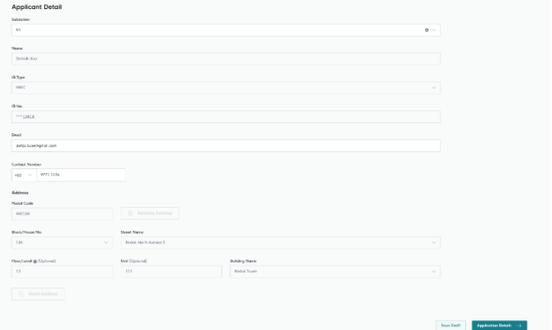


## Guide on Applying to Rent Out or Change Tenancy of HDB Commercial Properties

<ul style="list-style-type: none"> <li>Go to <a href="https://dashboard.gobusiness.gov.sg/task-details/hdbcot">https://dashboard.gobusiness.gov.sg/task-details/hdbcot</a></li> <li>Log in to GoBusiness Dashboard via Singpass (for individuals) or Corppass (for businesses)</li> <li>Select Housing &amp; Development Board (HDB) &gt; Click on Apply to Rent out or Change Tenancy of HDB Commercial Properties</li> </ul>	 <p>Welcome to GoBusiness</p> <p>Log in to GoBusiness Dashboard Apply for or manage your licences &amp; accreditations.</p> <p>Users with an registered Unique Entity Number (UEN) Log In for Individual Users Business Licenses Users with an registered UEN Log In for Business Users For tenancy entries, please go to <a href="#">Individuals/Companies/Partners</a></p> <p>A Singapore Government Agency Website <a href="#">How to identify</a></p> <p>gobusiness SINGAPORE</p> <p>Dashboard My Submissions Licences Help</p> <p>Economic Development Board (EDB) Energy Market Authority (EMA) Enterprise Singapore (EnterpriseSG) H Housing &amp; Development Board (HDB) Hotels Licensing Board (HLB) Health Sciences Authority (HSA) H Housing &amp; Development Board (HDB) Apply for Change of Company's Name for HDB Commercial Tenants Apply for Home Office Scheme (HOS) Apply to Rent Out or Change Tenancy of HDB Commercial Properties Apply to Transfer Ownership or Sell HDB Commercial Properties</p>
<ul style="list-style-type: none"> <li>Read the FAQ and Terms &amp; Conditions. Click on "Apply" to proceed.</li> </ul>	 <p>Apply to Rent Out or Change Tenancy of HDB Commercial Properties</p> <p>Licensees (7)   HDB</p> <p>Details</p> <p>HDB Commercial Tenants may apply for change in trade/partner(s)/business mode, transfer, assignment or renting out their properties. HDB Commercial Owners may apply for renting out their living quarters.</p> <p>FAQ</p> <ol style="list-style-type: none"> <li><b>Do I need to apply for this licence?</b> Tenants may submit online to Rent Out or Change Tenancy of HDB Commercial Properties. This includes changes in the tenancy with HDB for e.g. change of trade, change of partners, change of business mode, renting out of living quarters or part of the trading area, change of Sub-Tenants (living quarters or trading area) or assign the premises to another party. For Change of Company Name (with no change in UEN and no change of partners / shareholders or shareholders), you may submit an update form to HDB. HDB Commercial Owners may submit this application if they are renting out their living quarters to new occupants from 1 May 18.</li> <li><b>What conditions do I need to fulfil?</b> Please read the Terms &amp; Conditions to Apply to Rent Out or Change Tenancy of HDB Commercial Properties.</li> <li><b>How soon can my application be processed?</b> The processing time frame is within 2 to 24 days upon HDB's verification of the information as declared in the online application and receipt of supporting documents.</li> <li><b>How much is the application fee?</b> Non-refundable administrative fee of \$100 or \$218 (inclusive of GST) shall be payable depending on the type of application.</li> </ol>
<ul style="list-style-type: none"> <li>Under Step 1, please complete the General Information section.</li> </ul>	 <p>You are applying for Apply to Rent Out or Change Tenancy of HDB Commercial Properties (HDB)</p> <p>All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.</p> <p><input type="radio"/> Submitted 80 mins to complete</p> <p>STEP 1 General Information</p> <p>Review and fill the following details for application.</p> <p>Profile</p> <p>I am applying</p> <p><input checked="" type="radio"/> As an applicant</p> <p><input type="radio"/> On behalf of applicant</p>

	
<ul style="list-style-type: none"> <li>Under Step 2, please complete the application details</li> </ul>	
<ul style="list-style-type: none"> <li>Please enter the postal code of the HDB commercial property and click on "Retrieve Address".</li> <li>Then, enter the level and unit of the property and click on "Validate Address"</li> </ul>	

## Renting out of Living Quarters and/or Trading Area

- Please select the Nature of Request of your application.

### Nature of Request

#### Renting Out:

Are you applying to rent out or make changes to your sub-tenant?

- Yes  
 No

Are you applying to rent out or make changes to your (sub)tenant in trading area?

Please note that for tenants who are eligible to rent out part of the trading area, you are only allowed to rent out up to 50% of your trading area to 1 subtenant.

- Yes  
 No

Are you applying to rent out or make changes to your (sub)tenant in living quarters?

Where an application to rent out an HDB commercial property is made by an owner (or the owner's authorized representative), the word 'tenant' shall apply. Otherwise, the word 'subtenant' shall apply.

- Yes  
 No

#### Changes to my HDB tenancy:

Are you applying to make changes to the contracting party who signed the tenancy agreement with HDB?

- Yes  
 No

#### Change of Trade:

Will there be any changes to the trade / use of the property?

- Yes  
 No

- Please enter the particulars of existing tenancy/owner.

### Particulars of Existing Tenancy / Owner

Type of Entity

- ACRA  
 Society  
 Others

#### Details of Existing Tenancy

Name of Company/Society/Individual

test 4/100

Mode of Business

Sole Proprietor v

Office No. [Optional]

+65 v E.g. 8123 4567

Mobile No.

+65 v 9000 0000

Home No. [Optional]

+65 v E.g. 8123 4567

Email

test@nackle.com

Mailing Address of Existing Tenant

- Same as Address of Premises  
 Not the same

- To rent out part of your trading area, please complete the particulars of proposed (sub)tenant

**Particulars of Proposed (Sub)Tenant at Trading Area**

Type of Entity

MSB Registered

Solely

Other

Validation Successful

Validation successful. Please confirm the details.

UEN

180507131K

09/18

[Retrieve Business Detail](#)

**Proposed (Sub)Tenant's Partner(s)**

ID Type (Optional)

ID Number (Optional)

UEN (Optional)

Name (Optional)

Position (Optional)

Relationship to Existing Tenant (Optional)

No. of Shares Owned

0/5

[Add](#)

ID Type	ID Number	UEN	Name	Position	Relationship to Existing Tenant	No. of Shares	Actions
No data available in table							

### Proposed (Sub)Tenant's Shareholder(s)

ID Type (Optional)

ID Number (Optional)

VEN (Optional)

Name (Optional)

Share Type (Optional)

Allocation (Optional)

Relationship to Existing Tenant (Optional)

[Add](#)

ID Type	ID Number	VEN	Name	Share Type	Allocation	Relationship to	Actions
---------	-----------	-----	------	------------	------------	-----------------	---------

### Details of Proposed (Sub)Tenant at Trading Area

Please Indicate

- New (Sub)Tenant  
 Existing (Sub)Tenant

Name of Company / Society

6/100

Mode of Business

Email

Contact No.

Sublet Area (per sqm)

5/9

Sublet Rent (\$)

Tender / Usage 1

Tender / Usage 2 (Optional)

Tender / Usage 3 (Optional)

Mailing Address of Subtenant

Same as Address of Premises

- Yes  
 No

- To rent out the living quarters of your commercial property, please complete the particulars of proposed (sub)tenant

### Particulars of Proposed (Sub)Tenant at Living Quarters (for residential use)

- Type of Subtenant
- (Sub)Tenant is a Company
  - (Sub)Tenant is / are Individual(s)
  - (Sub)Tenants are related family members

#### Details of Proposed (Sub)Tenant(Individual) for Living Quarters (for residential use)

Subtenant is an Individual

The occupancy cap for LGs of 1- and 2-room is 4 and for 3-room is 6. For 4-room or larger equivalent, the occupancy cap is 8 (until 31 Dec 2026). Please do not enter the details of (sub)tenants exceeding the occupancy cap.

Name of Subtenant(s)

test 4/100

ID Type

NRIC v

ID Number

G3380149L

Nationality / Region

SINGAPORE v

Citizenship

Singapore Citizen v

Sublet Rent (S\$)

5000

Please click on the "Validate" button to verify the eligibility of subtenant/occupier. After the verification is successful, please click on the "Add" button.

Validate

Nationality / Region

Singapore v

Citizenship

Singapore v

Sublet Rent (S\$)

Please click on the "Validate" button to verify the eligibility of subtenant/occupier. After the verification is successful, please click on the "Add" button.

Validate

Add

Name of Subtenant(s)	ID Type	ID Number	Nationality / Region	Citizenship	Sublet Rent (S\$)	Actions
test	NRIC	G3380149L	SINGAPORE	Singapore Citizen	5000	 

**Validation Successful**  
Validation successful, please continue filling the form.

**Added successfully**  
Your new information has been added.

## Change of Trade

- Please select the nature of request of your application.

### Nature of Request

#### Rentling Out:

Are you applying to rent out or make changes to your sub-tenant?

- Yes  
 No

#### Changes to my HDB tenancy:

Are you applying to make changes to the contracting party who signed the tenancy agreement with HDB?

- Yes  
 No

#### Change of Trade:

Will there be any changes to the trade / use of the property?

- Yes  
 No

Are you making change of trade in the following area?

- Trading Area  
 Living Quarters

- Please enter the particulars of existing tenancy/owner.

### Particulars of Existing Tenancy / Owner

#### Type of Entity

- ACRA  
 Society  
 Others

#### Details of Existing Tenancy

Name of Company/Society/Individual

test 4/100

Mode of Business

Sole Proprietor v

Office No. (Optional)

+65 v E.g. 8123 4567

Mobile No.

+65 v 9000 0000

Home No. (Optional)

+65 v E.g. 8123 4567

Email

test@nucle.com

Mailing Address of Existing Tenant

- Same as Address of Premises  
 Not the same

- To change the trade of your commercial property, please input the details of proposed trade

#### Proposed Use at Trading Area

For change/reduction of trade, please state all trades, including any trade that will continue to be operated in the premises.

Proposed use of the trading area

The number of units are used on one unit address are

BARBIE SHOP v

Proposed use of the trading area

If Others, please specify

Action

No data available in table

#### Proposed Use of the Living Quarters

Proposed use of living quarters

Residential v

#### Proposed Term

The Proposed Term refers to the period of tenancy term which the tenant/proposed tenant will sign with HDB after this application is approved.

Proposed term

Balance term v

## Change of mode of business/ transfer of tenancy to next of kin or related company/change of partners

- Please select the nature of request for your application.

### Nature of Request

#### Renting Out:

Are you applying to rent out or make changes to your sub-tenant?

- Yes  
 No

#### Changes to my HDB tenancy:

Are you applying to make changes to the contracting party who signed the tenancy agreement with HDB?

- Yes  
 No

Please note that assignment of tenancy is not allowed, i.e. where the original sole proprietor/partners/shareholders on all commencement of tenancy of their next-of-kin ceases to retain at least 51% of the shareholding in the tenancy.

#### Change of Trade:

Will there be any changes to the trade / use of the property?

- Yes  
 No

- Please enter the particulars of the proposed tenant.

### Particulars of Proposed Tenancy

#### Type of Entity

- ACRA Registered  
 Society  
 Others

#### UEN

XXXXXXXXXX

9/10

### Details of Proposed Tenancy

#### Name of Company / Society

ABC Pte Ltd

11/100

#### Mode of Business

Private Company

10/100

#### Share Base

Please enter the total no. of shares or 0 if not applicable

100

3/50

#### Office No. (Optional)

+65

8887 7627

#### Mobile No.

+65

9111 1111

#### Home No. (Optional)

+65

8123 4567

#### Email

abc@gmail.com

#### Mailing Address of Proposed Tenant

- Same as Address of Premises  
 Not the same

**Commented [VH1]:** This means particulars of the tenant, right? Tenancy refers to the act of holding of an estate, and it is not grammatical to say 'Particulars of tenancy'.

- Please enter the particulars of the proposed tenant. If the entity is ACRA-registered, please select accordingly and the system will populate the company name and entity type.

**Particulars of Proposed Tenancy**

Type of Entity

ACRA Registered

Society

Others

UEN

XXXXXXXXXX

[Retrieve Business Detail](#)

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**Details of Proposed Tenancy (ACRA Registered)**

Company Name

ABC PTE. LTD.

Entity Type

Local Company

Share Base

Please enter the total no. of shares or 0 if not applicable

100

Office No. (Optional)

+65 9123 4567

Mobile No.

+65 9987 7654

Home No. (Optional)

+65 9123 4567

Email

abc@gmail.com

Posting Address of Proposed Tenant

Same as Address of Promoters

Not the same

- Please enter the tenancy's sole proprietor or partner(s) or shareholder(s)

**For Type of Entity 'Others'**

**Proposed Tenancy's Sole-Proprietor / Partner(s) / Shareholder(s)**

Name of Sole Proprietor / Partner / Shareholder / Office Bearer

ID Type

No. of Shares Owned

Relationship to Existing Tenancy

[Add](#)

Name of Sole Proprietor / Partner / Shareholder / Office Bearer	ID Type	NRIC / FIN	UEN	No. of Shares Owned	Actions
Name 1	NRIC	S1234567	-	50	<a href="#">Edit</a> <a href="#">Delete</a>
Name 2	NRIC	S4567890	-	50	<a href="#">Edit</a> <a href="#">Delete</a>

For Type of Entity 'ACRA Registered'

For Companies, please fill in this segment

Proposed Tenancy's Shareholder(s) (ACRA Registered)

ID Type  
Select

ID Number

Proposed Tenancy's Shareholder(s) (ACRA Registered)

ID Type  
NRIC

ID Number  
SXXXXXXXXM

UEN (Optional)  
0/40

Name  
TAN XXX XXXX  
13/100

Share Type  
Please enter Ordinary, Preference or 0 if not applicable.  
Ordinary  
9/100

Allocation  
Please enter the no. of shares owned or 0 if not applicable.  
100  
3/100

Relationship to Existing Tenant (Optional)  
Others

Add

ID Type	ID Number	UEN	Actions
No data available in table			

For Partnerships, please fill in as above under this segment

Proposed Tenancy's Partner(s) (ACRA Registered)

ID Type  
Select

ID Number

<ul style="list-style-type: none"> <li>Please enter the details of the existing tenant, and how you propose to use the living quarters of your property.</li> </ul>	<div data-bbox="430 331 1042 1066"> <h3>Particulars of Existing Tenancy / Owner</h3> <p>Type of Entity</p> <p> <input type="radio"/> ACSRA  <input type="radio"/> Society  <input checked="" type="radio"/> Others         </p> <hr/> <h3>Details of Existing Tenancy</h3> <p>Name of Company/Society/Individual</p> <input type="text" value="test"/> <p style="text-align: right;">4/100</p> <p>Mode of Business</p> <p>Sole Proprietor <input checked="" type="radio"/></p> <p>Office No. (Optional)</p> <p>+65 <input type="text" value="9123 4567"/> E.g. 9123 4567</p> <p>Mobile No.</p> <p>+65 <input type="text" value="9000 0000"/></p> <p>Home No. (Optional)</p> <p>+65 <input type="text" value="9123 4567"/> E.g. 9123 4567</p> <p>Email</p> <input type="text" value="test@snacks.com"/> <p>Mailing Address of Existing Tenant</p> <p> <input checked="" type="radio"/> Same as Address of Premises  <input type="radio"/> Not the same         </p> <hr/> <h3>Proposed Use of the Living Quarters</h3> <p>Proposed use of living quarters</p> <p>Residential <input checked="" type="radio"/></p> </div>
<ul style="list-style-type: none"> <li>Please indicate the proposed term, if applicable.</li> </ul>	<div data-bbox="430 1087 1042 1207"> <h3>Proposed Term</h3> <p>The Proposed Term refers to the period of tenancy term which the tenant/proposed tenant will sign with HDB after this application is approved.</p> <p>Proposed Term</p> <input type="text" value="Balance Term"/> </div>
<ul style="list-style-type: none"> <li>Please attach supporting documents.</li> </ul>	<p>File size must not exceed 5 mb. File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.</p>
<ul style="list-style-type: none"> <li>Please read the declaration and tick the checkbox. Select 'Make Payment' to proceed with payment of administrative fee (which is strictly non-refundable).</li> </ul>	<div data-bbox="430 1392 1042 1623"> <h3>Step 1 Declaration</h3> <p>Please read and acknowledge the following clauses:</p> <p><b>Applies to Rent On or Change Tenancy of HDB Contract Properties (HDB)</b></p> <ol style="list-style-type: none"> <li>I understand that after I complete and submit my application to the appropriate form on this web portal, with the relevant supporting documents, I will be required to attend a particular meeting to this application.</li> <li>I am aware that my application may be subject to a 14-day cooling-off period.</li> <li>I agree that in my application, I will not disclose the address or accuracy of my documents, certificates, records, and other documents, information received or produced in the application.</li> <li>I understand that my application may be subject to a 14-day cooling-off period and I understand that my application may be subject to a 14-day cooling-off period.</li> <li>I declare that the existing tenant and proposed tenant (if any) are not subject to any court orders, injunctions, or orders of the court.</li> <li>I declare that there are no outstanding judgments against or court orders pending against the existing tenant and the proposed tenant (if any) at the date of the application.</li> <li>I understand that my application will be subject to a 14-day cooling-off period.</li> <li>I declare that the source of my funding for the application is not from any source of income, assets, benefits and expenses being in my name, jointly, or otherwise or any arrangement made by the tenant or existing tenant (or the date that the application is submitted) or any other person.</li> <li>I declare that the source of my funding for the application is not from any source of income, assets, benefits and expenses being in my name, jointly, or otherwise or any arrangement made by the tenant or existing tenant (or the date that the application is submitted) or any other person.</li> <li>I am aware that the administrative fee is strictly non-refundable.</li> </ol> <p><input checked="" type="checkbox"/> I hereby declare that all of the above is true.</p> <p style="text-align: right;"> <input type="button" value="Review Form"/> <input type="button" value="Make Payment"/> </p> </div>

- Please review the fees and proceed with payment.

### Payment

Please review your fees and make payment.

DESCRIPTION	GST	AMOUNT
Apply to Rent Out or Change Tenancy of HDB Commercial Properties		
Application Fee	\$9.00	\$100.00
	Subtotal	\$100.00
	9% GST	\$9.00
	<b>Amount Payable</b> incl. of GST	<b>\$109.00</b>

**i** This application may require additional payments at a later stage  
We will inform you when payment is required. Please contact the licensing agency for more details.

### Payment method

Please choose a payment method.

We Accept



Add Card Details

4242 01 / 27 111

Save with links

What is a CVC?

Save as my new default card

Make Payment →

- You may view the submitted application via the GoBusiness Licensing Dashboard.

The screenshot shows the 'My Submissions' page in the GoBusiness Licensing Dashboard. At the top, there is a navigation bar with 'My Submissions' selected. Below the navigation, there is a section for 'My Submissions' with a status indicator 'Action Required'. A red banner message states: 'Unable to submit your application. Click on the link below to see the steps to fix your application.' Below this, there is a table listing submissions. The table has columns for 'Application ID', 'Application Name', 'Application Status', and 'Action'. Two submissions are listed: 'Apply to Rent Out or Change Tenancy of HDB Commercial Properties' and 'Apply to Transfer Ownership of HDB Commercial Properties'. Both have a status of 'Submitted' and a 'Submit' button.