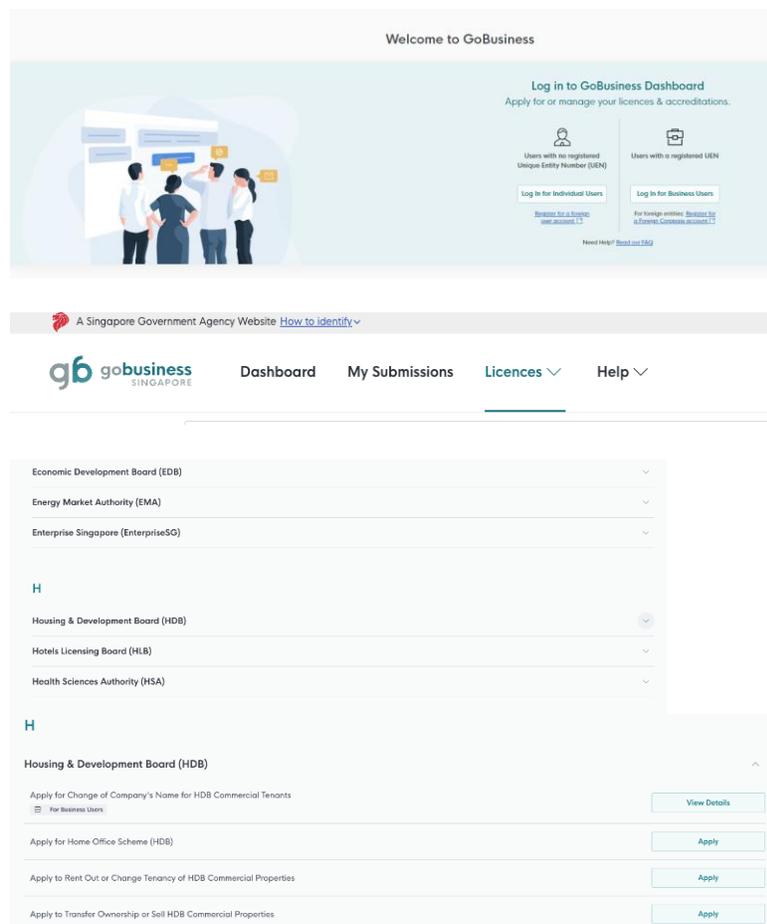
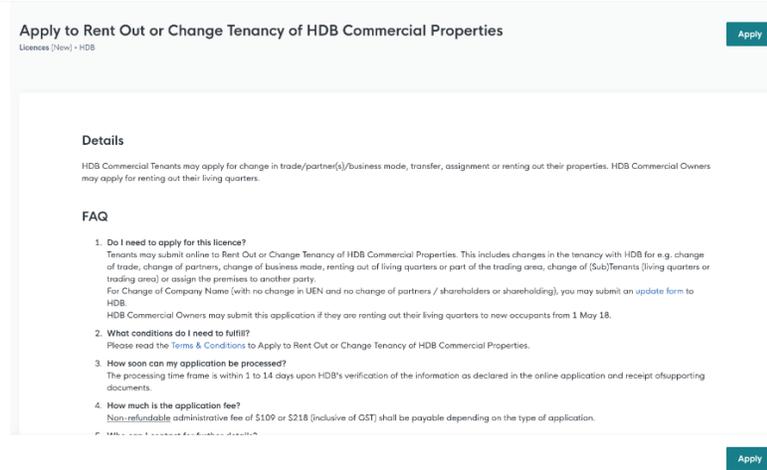


Guide on Applying to Rent Out or Change Tenancy of HDB Commercial Properties

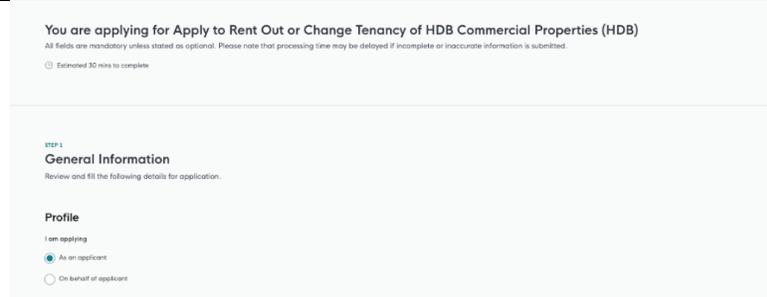
- Go to <https://dashboard.gobusiness.gov.sg/task-details/hdbcot>
- Log in to GoBusiness Dashboard via Singpass (for individuals) or Corppass (for businesses)
- Select Housing & Development Board (HDB) > Click on Apply to Rent out or Change Tenancy of HDB Commercial Properties



- Read the FAQ and Terms & Conditions. Click on “Apply” to proceed.



- Under Step 1, please complete the General Information section.



Applicant Detail

Selection:

Name:

ID Type:

ID No.:

Email:

Contact Number:

Address:

Postal Code: [Retrieve Address](#)

Block/House No.: Street Name:

Floor/Level @ (Optional): Unit (Optional): Building Name:

[Reset Address](#) [Save Draft](#) [Application Details](#)

- Under Step 2, please complete the application details

STEP 2
Application Details for Apply to Rent Out or Change Tenancy of HDB Commercial Properties (HDB)

Fill in the following details.

Application Type

Is the Applicant:

- Please enter the postal code of the HDB commercial property and click on "Retrieve Address".
- Then, enter the level and unit of the property and click on "Validate Address"

Address of HDB Commercial Property

Premise Address

Postal Code: [Retrieve Address](#)

Block/House No.: Street Name:

Floor/Level @: Unit: Building Name:

[Reset Address](#) [Validate Address](#)

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 authorised 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 ⊙ ▾

Office No. (Optional)

+65 ▾ E.g. 8123 4567

Mobile No.

+65 ▾ 9000 0000

Home No. (Optional)

+65 ▾ E.g. 8123 4567

Email

test@anacle.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

Validation Successful
Validation successful, please continue filling the form.

Type of Entity

- ACIA Registered
- Society
- Others

UEN

1800713K 15/15

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)

Select v

No. of Shares Owned

5/5

Add

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

Proposed (Sub)Tenant's Shareholder(s)

ID Type (Optional)

ID Number (Optional)

UEN (Optional)

Name (Optional)

Share Type (Optional)

Allocation (Optional)

Relationship to Existing Tenant (Optional)

 Add

ID Type	ID Number	UEN	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

 4/100

Mode of Business

 ▼

Email

Contact No.

Sublet Area (per sqm)

 3/9

Sublet Rent (\$\$)

Trade / Usage 1

 ▼

Trade / Usage 2 (Optional)

 ▼

Trade / 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 LQs 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)
 4/100

ID Type

ID Number

Nationality / Region

Citizenship

Sublet Rent (\$)

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

Nationality / Region

Citizenship

Sublet Rent (\$)

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

Name of Subtenant(s)	ID Type	ID Number	Nationality / Region	Citizenship	Sublet Rent (\$)	Actions
test	NRIC	G3380169L	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

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

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

Office No. (Optional)

+65

E.g. 8123 4567

Mobile No.

+65

9000 0000

Home No. (Optional)

+65

E.g. 8123 4567

Email

test@anacle.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 changes/inclusion of trade, please state all trades, including any trade that will continue to be operated in the premises.

Proposed use of the trading area

No need to input and each one can only added once

BARBER SHOP

Proposed use of the trading area

If Others, please specify

Actions

No data available in table

Proposed Use of the Living Quarters

Proposed use of living quarters

Residential

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

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 as at commencement of tenancy or 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 ⊗ ↓

Share Base

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

100 3/50

Office No. (Optional)

+65 9887 7667

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

- 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 10/10

[Retrieve Business Detail](#)

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 3/50

Office No. (Optional)

+65 8123 4567

Mobile No.

+65 9887 7667

Home No. (Optional)

+65 8123 4567

Email

abc@gmail.com

Mailing Address of Proposed Tenant

Same as Address of Premises
 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

0/100

ID Type

Select v

No. of Shares Owned

0/5

Relationship to Existing Tenant

Select v

[Add](#)

Name of Sole Proprietor / Partner / Shareholder / Office Bearer	ID Type	NRIC / FIN	UEN	No. of Shares Owned	Actions
Name 1	NRIC	57572109B	-	50	edit delete
Name 2	NRIC	54788908A	-	50	

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

- Please enter the details of the existing tenant, and how you propose to use the living quarters of your property.

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 ⊗ ▾

Office No. (Optional)

+65 ⊗ ▾ E.g. 8123 4567

Mobile No.

+65 ⊗ ▾ 9000 0000

Home No. (Optional)

+65 ⊗ ▾ E.g. 8123 4567

Email

test@anaclo.com

Mailing Address of Existing Tenant

- Same as Address of Premises
 Not the same

Proposed Use of the Living Quarters

Proposed use of living quarters

Residential ⊗ ▾

- Please indicate the proposed term, if applicable.

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

- Please attach supporting documents.

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.

- Please read the declaration and tick the checkbox. Select 'Make Payment' to proceed with payment of administrative fee (which is strictly non-refundable).

STEP 4 Declaration

Please scroll to read and acknowledge the following clauses.

Apply to Rent Out or Change Tenancy of HDB Commercial Properties (HDB)

- I declare that all the information and particulars given in the application form are true and correct, and I have not misrepresented or suppressed any information or particular relating to this application.
- I am aware that legal action may be taken against me if I provide false information.
- I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmation, records, acknowledgements, information recorded in or produced in the application.
- I declare that all parties related to the application have read, understood and fully accept the [terms and conditions](#) applicable to the application, and will observe them accordingly.
- I declare that the existing tenant and proposed tenant (if any) are not undischarged bankrupts, or wound up or dissolved, whichever is applicable.
- I declare that there are no outstanding judgments against or court cases pending against the existing tenant and the proposed tenant (if any) as of the date of the application.
- I declare that there is no outstanding debt owing to HDB as of the date of the application.
- I declare that the owner or existing tenant (as the case may be) agrees to indemnify HDB against all claims, losses, damages and expenses relating to any error, omission, mis-statement or misrepresentation made by the owner or existing tenant (as the case may be) and/or the authorised representative making the application.
- I declare that the owner or existing tenant (as the case may be) acknowledges that any error, omission, mis-statement or misrepresentation made by the owner or existing tenant (as the case may be) and/or the authorised representative making the application shall entitle HDB to reject the application, and if any approval has been given, to revoke such approval.
- I **have** aware that the administrative fee is strictly non-refundable.

I hereby declare that all of the above is true.

[← Review Form](#)
[Make Payment →](#)

- 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
	Amount Payable <small>incl. of GST</small>	\$109.00

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 link](#)

What is a CVC?

Save as my new default card

[Make Payment](#) →

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

g6 **GoBusiness** Dashboard My Submissions Licences Accreditations Levy Help

Search by Government Agency, Licence or Application name/number

My Submissions

Last updated at 05:54pm [Refresh](#)

Unable to retrieve your applications. Click on the Save button above to re-login, or [logout](#) if the issue persists.

All Submissions [Action Required](#) [Draft](#) [Processing](#) [Completed](#)

Hint: To download your payment invoice or licence file for your applications:
1. Click within the "Select Action" menu
2. Select Download Invoice or Download Licence File if they are available

Application Name	Application ID	Updated	Action
Apply to Rent Out or Change Tenancy of HDB Commercial Properties <small>License (HDB) - HDB</small>	APP00004 FC28A07171	Updated 14 Jan 2025, 05:12pm	Select Action
Apply to Transfer Ownership of Self-HDB Commercial Properties <small>License (HDB) - HDB</small>	APP00004 FC28A07167	Updated 14 Jan 2025, 05:03pm	Select Action