

Christian Family Service Centre

Social Housing Project – Cheung Sha Wan “Shun Ting Terraced Home”

Application Guide

A. Introduction

Christian Family Service Centre (CFSC) operates 4 social housing projects under the “Funding Scheme to Support Transitional Housing Projects by Non-government Organisations” offered by the Housing Bureau. “Shun Ting Terraced Home”, is located nearby Lai Chi Kok MTR Station, at Cheung Shun Street, Cheung Sha Wan, Kowloon. The previous site was the Cheung Sha Wan Cooked Food Market. The project offers 132 affordable housing units, which aims to improve the living quality, to people who are living inadequately.

B. Project Information

Unit Types	No. of Units	Internal Floor Area	Monthly Rent for Non-CSSA Recipients (HKD) <small>*Note 1 and Note 2</small>	Management Fee (\$1/sq. ft.)
1-person unit	4	99 sq. ft.	\$2,300	\$99
2-person unit	105	131 sq. ft.	\$3,300	\$131
4-person unit	19	248 sq. ft.	\$4,900	\$248
5-person unit	3	376 sq. ft.	\$5,500	\$376
Accessible unit (2-3-person unit) <small>*Note 3</small>	1	248 sq. ft.	\$3,300	\$248

*Note 1 – Rent level shown within the period of 2023.

*Note 2 - Tenant receiving Comprehensive Social Security Assistance Scheme (CSSA) must pay the maximum rent allowance provided by the Scheme granted from Social Welfare Department.

*Note 3 - Accessible unit: One of the applicants (the applicant or his/her family members) must be non-temporarily indoor wheelchair-bound person. An accessible unit can accommodate two to three persons. Documentary proofs shall be submitted at the vetting interview. If no individual/family with wheelchair-bound person is selected in the first round of application, the unit will accept open application as a 4-person unit.

- 132 units in total;
- Residents have to pay water, electricity, stamp duty, internet access, rate and other expenses besides the rent;
- Residents need to bear the partial cost of the stamp duty.

Tenancy Period: 2 years (subject to the tenancy agreement)

C. Basic Facilities and Fittings

1. Modular integration construction method is adopted in the construction of “Shun Ting Terraced Home”. The building consists of 4 floors with stairs without lifts.
2. Each unit provides individual toilet, cooking area, water heater, ventilating fan, windows with grilles, hanging rail, shower head, drain pipe for washing machine and sockets.
3. Various communal facilities are equipped in the project, such as communal room, mailbox and recycle stations.

D. Application Period

Applications will be open from NOW to 22nd April, 2023 at 12:00nn.

E. Eligibility

Basic criteria:

1. Hong Kong resident aged over 18 years old;
 2. The applicant and his / her family members must meet the Hong Kong Housing Authority (HA)’s prevailing policies and eligibility criteria for applying for public rental housing (PRH) (including but not limited to family size, income and asset value);
 3. Willing to join and contribute of “Shun Ting Terraced Home”’s environment and activities;
 4. Have a concrete and feasible moving-out plan after the living period.
- ◆ **Type A:** Individual or family with genuine need for transitional housing, that waitlisting for Public Rental Housing (PRH) for more than 3 years (household information **must** tally with that contained in the relevant PRH application issued by HA)
- ◆ **Type B:** Individual or family with special housing needs (e.g. living in inadequate housing conditions) or waitlisting for PRH for less than 3 years (including individual or family not applied for PRH) (aside maximum 20% units for Type B applicants)

F. Application Fee

1. Application is free of charge.

G. Application and Vetting Procedures

● **Submission of Application**

1. Interested applicants should read carefully the eligibility criteria and application procedures in this “Application Guide” and notes in the application form.
2. Please fill in the application form and prepare the required supporting documents. Application without ALL necessary supporting documents will not be processed.
3. For the preliminary vetting, please submit altogether
 - a. the completed Application Form; and
 - b. the proof of Identity; and
 - c. the proof of PRH with the application date for registration (Applicable for the allocation of PRH).
4. Applications and the supporting documents must be submitted through one of the following methods:
 - a. By Email to thcs@cfsc.org.hk; or
 - b. Online application at <https://forms.office.com/r/kxLjxHP4jm>; or
 - c. By Post to Room 711, 7/F, 3 Tsui Ping Street, Kwun Tong, Kowloon; “Application for the Social Housing Project at Cheung Shun Street, Cheung Sha Wan, Kowloon”. Delay in the delivery of applications due to insufficient postage or other reasons will not be handled; or
 - d. In-person to Room 711, 7/F, 3 Tsui Ping Street, Kwun Tong, Kowloon (Please make reservation beforehand).
5. Each applicant (including his / her family members) shall submit only ONE application by one of the application methods. CFSC reserves the right to cancel ALL duplicate applications.

● **Acknowledgement of Application**

1. Upon successful submission, an Acknowledgement of Application containing the application number will be sent to the applicant through Whatsapp. Applicant can print or save the acknowledgment for future reference. The Acknowledgement of Application containing the application number will be sent according to the date of submission of the application.
2. If you have not received the Acknowledgement of Application within 10 working days, please contact our hotline 9570 4668.
3. Please ensure that your phone number and Whatsapp provided are correct in order to have smoother communication.

● **Vetting Interview Procedures**

1. Preliminary Vetting: The vetting procedures will be carried out according to the sequence of the application number. All the applications and supporting documents will be vetted. Applicant who fails the preliminary vetting will be notified through Whatsapp individually.
2. Interview: Applicants must pass the preliminary vetting. Eligible applicants will be invited to attend the vetting interviews for verification of documents and vetting of application.

3. Initially eligible applicants will draw lots to list the interview order. The total number of interviews of each unit type is limited. The total number of quota of interviews in the first round is 264. The first 8 of the 1-person households will be drawn, the first 210 people in the 2-person family will be drawn, the first 38 people in the 4-person family will be drawn, the first 6 people in the 5-person family will be drawn, and 2 of the accessible unit will be drawn, who will be arranged for interviews according to the interview sequence number.
4. The results of the draw will be published on our website: <https://www.cfsc.org.hk/TH> . Our staff will also notify the applicant of the interview date and time by phone.
5. Applicants and his / her family members are required to submit the original supporting documents in the list of “Checklist of the supporting documents” on the day of interview. All the family members aged above 18 years or over in the application are required to attend the interview.
6. After passing the interview, home visits will be arranged if needed.
7. Summarizing the scores of all procedures, all applicants will be in a sequence according to the unit types and the scores. The qualified applicants with highest scores will be invited to the next round of unit allocation first.
8. If an applicant cannot complete the vetting interview procedures, such as refuses or unable to submit requested information in a timely manner, fails to attend the vetting interviews or rejects the home visits, such act may render delay or termination of his / her application.
9. Vetting Criteria: Applicant must meet the eligibility criteria, complete and pass the vetting procedures, and comply with the terms and conditions set out in the Tenancy Agreement and the House Rules. Whether an applicant has a chance to be allocated a unit depends on the condition of the unit available for allocation at that moment, family needs, family size and the scores of the vetting interview procedures. In case of any dispute, the decision of CFSC shall be final.

● **Announcement of Result**

1. Successful and qualified applicants will be notified of the application result within three months after the vetting interview.

H. Unit Allocation by Lots-drawing

1. According to the unit type applied, each successful applicant will have one chance of lots drawing to determine the unit to be allocated (Arrangement of lots-drawing will be notified successful applicants individually). If the applicant gives up this opportunity, the application will be deemed cancelled.
2. Successful applicants with unit allocation will receive a formal notification. Please follow the instructions to pay one-month’s deposit within specific period and go to CFSC’s office to sign the Tenancy Agreement in person for completion of move-in procedures. Otherwise, the unit allocation will be forfeited.
3. When there is a turnover of units, the applicant with higher scores in the waiting list will be invited first. Invitations will be made one by one until the quota is full.

4. Upon termination of the Tenancy Agreement or termination of the project or the allocation of PRH, the applicant and his / her family member(s) must return vacant possession of the social housing unit to CFSC. If you request to early terminate the Tenancy Agreement, a written notice period of not less than one month is required for the CFSC's consideration.

I. Important Notes

1. Application criteria and arrangements may be amended by CFSC without prior notice. Please refer to www.cfsc.org.hk for updates and details.
2. Application is free of charge. If you are approached by any staff or any agent of CFSC who offers to assist you in your application in return for remuneration, you should report to the Police or ICAC immediately.
3. Bribery is an offence. CFSC may refer such cases to the relevant authorities for investigation and reserves the right to terminate such application or terminate the Tenancy Agreement granted irrespective of whether the applicant is convicted or not.
4. If any false, misrepresenting or misleading information is provided in the application form, the application will be cancelled and any unit allocated will be forfeited. CFSC has the right to make final decision on whether the application form contains information which is false, untrue or misleading.
5. During the application period, if an applicant cannot be reached through phone / Whatsapp / other contact ways provided by the applicant in three consecutive working days (including no response), it will be assumed that the applicant has declined the application.
6. All applications will be considered unsuccessful if no notification is received within three months from the date of the deadline of the application. Regardless of whether they are withdrawn or unsuccessful, all application forms will be discarded, and no further notice will be given.
7. CFSC reserves the right to make final decision on vetting the application and unit allocation.

J. Collection of Personal Data

1. Purpose of Collection: Personal data and other relevant information provided in the application form will be handled by CFSC for the purposes of processing the application for residence in "Shun Ting Terraced Home" and statistical survey or research, including but not limited to understanding the living conditions and the effectiveness of assistance provided to beneficiaries living in "Shun Ting Terraced Home", on the condition that the resulting statistics and research findings will not be made available in a form which will identify the data subjects or any persons involved. The provision of personal data and other relevant information is on a voluntary basis.
2. Transfer of Information: Where necessary, the information provided by you may be given to relevant government departments / organizations / persons for the purposes of vetting and assessing your application and for all related purposes.

3. Retention of Personal Data: Personal data will be kept for three months from the date of the deadline of the application. After that time, the personal data will be destroyed.
4. Access to Personal Data and Enquiry: Pursuant to the Personal Data (Privacy) Ordinance (Cap.486), you have the right to access to and/or make correction of any personal data provided. Such requests should be made in writing to CFSC.

K. Withdrawal of Application

1. You can contact CFSC to withdraw your application.
2. Once the application is withdrawn, our Acknowledgement of Application will be revoked. Information and documents provided in the application form will not be returned to you and will be destroyed. If you make re-application after cancellation, you will need to fill in the application form and submit the supporting documents again.

L. Contact Information

Enquiries/Whatsapp: 9570 4668

Email: thcs@cfsc.org.hk

Website: <https://www.cfsc.org.hk/TH>

Address: Room 711, 7/F, 3 Tsui Ping Street, Kwun Tong, Kowloon

Office hours: Monday to Friday 9:30am – 5:30pm (except Saturday, Sunday & Public Holidays)

Application Flowchart

By Email

Online Application

By Post

In-person

Download the Application form at <https://www.cfsc.org.hk/TH>; fill in and email to thcs@cfsc.org.hk

Fill in and submit at <https://forms.office.com/r/kxLjxHP4jm>

By post (application form and supporting documents) to Room 711, 7/F, 3 Tsui Ping Street, Kwun Tong, Kowloon

Obtain and submit the application to Room 711, 7/F, 3 Tsui Ping Street, Kwun Tong, Kowloon

Deadline: 22/4/2023 12:00nn

Acknowledgement of Application containing the application number will be sent to the applicant through Whatsapp. Eligible applicants who pass the preliminary vetting will be drawn lots to list the interview order. The interview list will be posted at <https://www.cfsc.org.hk/TH>. Applicants will be notified the interview details through Whatsapp (can be mailed if necessary).

Disqualified

Applicant who fails the preliminary vetting will be notified through Whatsapp individually. (can be mailed if necessary).

Interview

Applicants and / or his / her family member (s) attend the interview. CFSC's social worker is responsible for assessing and scoring the applicant and / or his / her family member(s). If the applicant is absent from the interview without prior notice, the application will be cancelled.

Disqualified / Absent

Home Visit

After passing the interview, home visit will be arranged if needed. According to the "Evaluation Criteria", CFSC will verify whether the information provided by the applicant, including the living condition, fulfills the requirements and scoring standards.

Unit Allocation

After summarizing the scores of all applicants, CFSC will start with the qualified applicants with the highest scores and invite applicants to draw and allocate the units one by one until the quota is full.

Waiting List

After all units have been allocated, applicants who have been interviewed and passed, and have lower scores, will automatically enter the waiting list. When there is a turnover of units, the applicant with higher scores in the waiting list will be invited one by one until the quota is full.

Unsuccessful

All applications will be considered unsuccessful if no notification is received within three months from the date of the deadline of the application.