

## Christian Family Service Centre Social Housing Project –

Po Lam Road North “Po Ting Terraced Home” , Tong Yin Street “Yin Ting Terraced Home” & Po Yap Road “Yap Ting Terraced Home” in Tseung Kwan O

### Application Guide

#### A. Introduction

Christian Family Service Centre (CFSC) participates the “Funding Scheme to Support Transitional Housing Projects by Non-government Organisations” offered by the Housing Bureau and operates 4 social housing projects, three of them are located in Tseung Kwan O. They are “Po Ting Terraced Home” in Po Lam Road North, “Yin Ting Terraced Home” in Tong Yin Street and Yap Ting Terraced Home” in Po Yap Road are available to apply. These projects offer 1079 affordable housing units, which aims to improve the living quality of low-income families.

#### B. Project Information

<b>Tseung Kwan O “Po Ting Terraced Home” (11 Po Lam Road North)</b> (Estimated moved-in period: August to September 2023)				
Unit Types	No. of Units	Internal Floor Area	Monthly Rent for Non-CSSA Recipients (HKD) <small>*Note 1, 2 and 4</small>	Management Fee (\$1/sq. ft.)
1-2 person unit	280	107 sq. ft.	1person : \$2,500 2person : \$3,100	\$107
3 person unit	94	166 sq. ft.	\$4,200	\$166
4 person unit	9	223 sq. ft.	\$4,900	\$223
Accessible unit (2-3 person) <small>*Note 3</small>	1	217 sq. ft.	\$3100 (2 person) \$4200 (3 person)	\$217
Total :	384			

<b>Tseung Kwan O “Yin Ting Terraced Home” (18 Tong Yin Street)</b> (Estimated moved-in period: August to September 2023)				
Unit Types	No. of Units	Internal Floor Area	Monthly Rent for Non-CSSA Recipients (HKD) <small>*Note 1, 2 and 4</small>	Management Fee (\$1/sq. ft.)
1 -2 person unit	157	108 sq. ft.	1person : \$2,500 2person : \$3,100	\$108
3 person unit	116	176 sq. ft.	\$4,200	\$176
4 person unit	8	229 sq. ft.	\$4,900	\$229
Accessible unit (2-3 person) <small>*Note 3</small>	1	225 sq. ft.	\$3100 (2 person) \$4200 (3 person)	\$225
Total :	282			

<b>Tseung Kwan O “Yap Ting Terraced Home” (27 Po Yap Road Street)</b> (Estimated moved-in period: November to December in 2023)				
<b>Unit Types</b>	<b>No. of Units</b>	<b>Internal Floor Area</b>	<b>Monthly Rent for Non-CSSA Recipients (HKD)</b> <small>*Note 1, 2 and 4</small>	<b>Management Fee (\$1/sq. ft.)</b>
2 person unit	251	123 sq. ft.	2 person : \$3300	\$123
3 person unit	136	201 sq. ft.	\$4,550	\$201
4 person unit	23	265 sq. ft.	\$5,350	\$265
Accessible unit (2-3 person) <small>*Note 3</small>	3	262 sq. ft.	\$3,300 (2person) \$4,550 (3person)	\$262
<b>Total :</b>	<b>413</b>			

\*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.

\*Note 4 - the rent in “Yap Ting Terraced Home” is adjusted as the floor area is comparatively larger.

- Residents have to pay for water, electricity and internet access;
- 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 Social Housing Projects. The building consists of 4 stories (no 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 30<sup>th</sup> June, 2023 at 12:00nn. (Late submission would not be accepted.)

## 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) (1-4 person families, including but not limited to family size, income and asset value) (Please refer to the website of the Housing Authority for detailed information: <https://www.housingauthority.gov.hk/en/flat-application/income-and-asset-limits/index.html>) ;
  3. Willing to join the activities and contribute to the social housing's community;
  4. Have a concrete and feasible moving-out plan before the contract end.
- ◆ **Type A:** Individual or family with genuine need for social housing, that have waited for Public Rental Housing (PRH) for more than 3 years (**the applicant must be the same as the public housing applicant**, 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 waited 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 the eligibility criteria and application procedures in this "Application Guide" carefully to understand the details of application qualifications, process and approval criteria. (Please note that the moving-in date and equipment of each social housing project are slightly different. Please refer to the organization website [www.cfsc.org.hk/TH](http://www.cfsc.org.hk/TH) for relevant information.)
2. Please fill in the application form with correct information. If the applicant fails to provide all the required information on the application form, the application will not be processed.
3. Applications must be submitted through one of the following methods:
  - a. By **Email** to [tthko@cfsc.org.hk](mailto:tthko@cfsc.org.hk) ; or
  - b. **Online application** at <https://forms.office.com/r/U4aSkJbaN4> ; or
  - c. By **Post** to Room 711, 7/F, 3 Tsui Ping Street, Kwun Tong, Kowloon; "Application for the Social Housing Project at Tseung Kwan O". 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).
4. 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 duplicated 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 7 working days, please contact our hotline 9570 4668.
3. Please ensure your phone number and address provided are correct in order to have smoother communication.

● **Vetting Interview Procedures**

1. CFSC will arrange interview by application numbers, or;
2. Each type of unit has a maximum quota for interviews (see the table below). If the number of applications exceeds the maximum quota for interviews, CFSC will draw lots to determine the first round interviewees and arrange interviews.

	<b>Interview Quotas</b>		
<b>Type of unit</b>	<b>Po Lam Road North “Po Ting Terraced Home”</b>	<b>Tong Yin Street “Yin Ting Terraced Home”</b>	<b>Po Yap Road “Yap Ting Terraced Home”</b>
1-2 person unit	560	314	502
3 person unit	188	232	272
4 person unit	18	16	46
Accessible unit (2-3 person)	2	2	6

3. For drawing lots, the results 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.
4. Applicants and his / her family members are required to submit the original supporting documents in the list of “Supporting Documents Checklist” on interview day. All the family members aged 18 years or above are required to attend the interview.
5. CFSC will conduct home visits to some applicants for further assessment.
6. If the applicant refuses or fails to submit documents on time or absent from the interview or refuses to have home visits, the application may be delayed or terminated.
7. **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, PRH application criteria (including number of year applied) and the scores of the

vetting interview procedures. In case of any dispute, the decision of CFSC shall be final. (If the applicant has a need to live in lower or ground floor due to physical condition, please provide medical certificate issued by Hospital Authority during interview for the purpose of approval.)

● **Project Schedule (Estimated)**

Since the completion time of “Yap Ting Terraced Home” is later than “Po Ting Terraced Home” and “Yin Ting Terraced Home”, the interview period and move-in date are different.

Po Lam Road North “Po Ting Terraced Home” & Tong Yin Street “Yin Ting Terraced Home”			Po Yap Road “Yap Ting Terraced Home”
	1-2 person unit and Accessible unit	3 person and 4 person unit	
Interview period	July to August	August	September to November
Draw lots to allocate units	August to September	August to September	November
Expected moving in period	August to September	September to October	not earlier than December 2023

\*\* The schedule may be modified due to construction progress or other reasons

● **Announcement of Result**

1. Successful and qualified applicants will be notified of the application result within six months after the vetting interview. Otherwise, it will be deemed as unsuccessful application.

**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 as cancelled.
2. Successful applicants will receive a formal notification after unit allocation (Applicant and family members aged 18 years old or above must attend the intake orientation briefing.) Please follow the instructions to pay deposit and rent (and other fees) for one month each within the specific period and go to CFSC’s office to sign the Tenancy Agreement in person for completion of moving-in procedures. Otherwise, the unit allocation will be forfeited.
3. When there is a turnover of unit, our team will invite the applicant either according to their application number, or with higher scores in the waiting list will be invited first; Invitations will be made one by one until the quota is full.
4. The principle of priority on the waiting list is giving the priority to the applicants who choose the Social Housing with vacancy first and the order of drawing lots will be

determined according to the following principles:

4.1 Applicants who choose the Social Housing with vacancy as first choice and has been interviewed to line up in the waiting list;

4.2 Applicants who choose the Social Housing with vacancy as first choice and has not been interviewed;

4.3 Applicants who choose the Social Housing with vacancy as second choice.

4.4 Applicants who choose the Social Housing with vacancy as third choice.

(Since the completion time of “Yap Ting Terraced Home” is later than “Po Ting Terraced Home” and “Yin Ting Terraced Home”, there may be no chance to be selected if no unit is available.)

5. If applicants transform to other Social Housing Projects due to full quota or other reasons, applicants must provide income and asset proof again to confirm their eligibility since the move in period is different. (If the applicant has a need to live in lower or ground floor due to physical condition, please provide medical certificate issued by Hospital Authority during interview for the purpose of approval.)
6. If the following situations occur, the applicant must vacate and restore the unit and return to CFSC. If applicant wants to terminate the tenancy agreement early, applicant must inform CFSC in written notice before at least one-month notice. CFSC would consider whether to accept the application depending on case by case condition.
  - (i) End of tenancy agreement
  - (ii) The project is officially ended
  - (iii) Applicant is allocated a public housing unit and accepts the allocation during the period of residence

## **I. Important Notes**

1. Application criteria and arrangements may be amended by CFSC without prior notice. Please refer to [www.cfsc.org.hk/TH](http://www.cfsc.org.hk/TH) 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 six 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 CFSC Social Housing Project and statistical survey or research, including but not limited to understanding the living conditions and the effectiveness of assistance provided to beneficiaries living in CFSC Social Housing Project, 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-apply 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: [tthko@cfsc.org.hk](mailto:tthko@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 [tthko@cfsc.org.hk](mailto:tthko@cfsc.org.hk)

Fill in and submit at <https://forms.office.com/r/U4aSkJbaN4>

By post (application form) 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: 30/6/2023 12:00nn

Upon successful submission, an Acknowledgement of Application containing the application number will be sent to the applicant through WhatsApp. If you have not received the Acknowledgement of Application within 7 working days, please contact our hotline 9570 4668.

If the application meets the eligibility criteria, CFSC will arrange an interview. Applicants are required to submit the original supporting documents.

**Interview**

Applicants and / or his / her above 18 years old family member (s) attend the interview. Social workers are 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**

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

**Home Visit**

Home visit will be arranged if needed. According to the "Evaluation Criteria", CFSC will verify the information provided by the applicant, including the living condition, fulfilling the requirements and scoring standards.

**Unit Allocation**

Qualified applicants with the highest scores and will be invited to draw lots and allocated 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 with lower scores, will automatically enter the waiting list. When there is a turnover of units, the applicant either according to their application number, or with higher scores in the waiting list will be invited first; Invitations will be made one by one until the quota is full.

**Unsuccessful**

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