

## 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” (Project code: 24)</b> <b>(11 Po Lam Road North)</b>				
<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>
1-2 person unit	280	107 sq. ft.	\$2,500	\$107
2-3 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.	\$3,100 (2 person) \$4,200 (3 person)	\$217
<b>Total :</b>	<b>384</b>			

<b>Tseung Kwan O “Yin Ting Terraced Home” (Project: 17)</b> <b>(18 Tong Yin Street)</b>				
<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>
1 -2 person unit	157	108 sq. ft.	\$2,500	\$108
2-3 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.	\$3,100 (2 person) \$4,200 (3 person)	\$225
<b>Total :</b>	<b>282</b>			

<b>Tseung Kwan O “Yap Ting Terraced Home” (Project: 22) (27 Po Yap Road Street)</b>				
<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.	\$3,300	\$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 are currently being accepted until all units are occupied.

## 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 or families with newborns and having been waiting for traditional PRH for not less than 2 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 waited for PRH for less than 3 years (including individual or family not applied for PRH) (aside maximum 50% 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.
2. Please submit your application on "TH-E" – Central and Unified Platform for Transitional Housing via the Housing Bureau website, complete the application submission for transitional housing by just following the instructions to input the required basic information (e.g. name, phone number, identity card number, etc.) and choose the projects of your preference. Details:  
<https://www.hb.gov.hk/eng/policy/housing/policy/transitional/tenantapplications.html>
3. Upon receiving the application, CFSC will contact the applicant for interview. The applicant must provide complete and accurate information along with copies of supporting documents. If the applicant fails to provide the required information or documents, their application will not be processed.

● **Vetting Interview Procedures**

1. Eligible applicants will be invited to attend the vetting interviews for verification of documents and vetting of application.
2. 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.
3. CFSC will conduct home visits to some applicants for further assessment.
4. 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.
5. **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.)

● **Announcement of Result**

1. Successful and qualified applicants will be notified of the application result within one 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 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. 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. 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 six 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: Social Worker Team Office, G/F, Yap Ting Terraced Home, No.27  
Po Yap Road, Tseung Kwan O

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