

SideBySide Application Guideline of Hung Hom "Good Mansion"

1. Introduction

With support from Housing Bureau's Funding Scheme to Support Transitional Housing Projects by Non-government Organisations, SideBySide constructed its first-ever Transitional Housing "Good Mansion". "Good Mansion" is located in the residential and commercial area of Hung Lok Road in Hung Hom, adjacent to Hung Hom and Whampoa MTR stations. It is approximately an 8-minute walk to the MTR station, and multiple bus and minibus routes connect to various districts. The district also boasts a variety of shops and shopping malls, providing residents with easy access to daily necessities.

"Good Mansion" consists of two four-storey buildings with a total of 491 residential units, accommodating approximately 1,090 residents. Each unit is equipped with a toilet, shower facilities, and a cooking area.

"Good Mansion" aims to provide short-term accommodation for a person or households to have a better living. Meanwhile, "Good Mansion" will adopt the concept of "H.O.M.E." as its service model. A comprehensive range of social services will be provided to residents to offer an opportunity for upward social mobility within society. With the supports provided (spacing, timing as well as chance), residents could be empowered and equipped to enhance their life skills, foster their community connections and elevate their competitiveness.

The period of residence (the provisions in the License Agreement should prevail) normally would be 2 years. Residents could, subject to terms and conditions, apply for the extension of their period of residence.

Interested parties are invited to visit relevant websites for details. It is anticipated that interested parties could lodge their applications from 17.4.2024 to 23.4.2024 via the link below:

<https://www.hb.gov.hk/tc/policy/housing/policy/transitional/tenantapplications.html>



Successful applicants should provide all necessary documents and fees to complete their

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applications. It is foreseeable that move-in could be from late June/July 2024.

If the number of applications exceeds the number of available residential units or there are the same scores from different applicants, drawing lots would be applied. The relevant balloting process would be observed by third parties and uploaded to the respective website for public information. The details of the balloting process will be announced on the website.

Interested parties can browse our organisational website to get the most updated information:

https://sidebyside.org.hk/zh-hant/services/community_connection/CommunityInclusionProgrammes/TransitionalHousingProject?back=5943871820aad12ad7d7ab61a50ab588



Successful applicants should also consent to participate in a survey about the Transitional Housing Project conducted by the Hong Kong Jockey Club. Relevant information would solely be used for research and statistics and the results would also be publicized in an integral approach. The use of personal data collected would be strictly confined and be destroyed after 3 years of the survey.

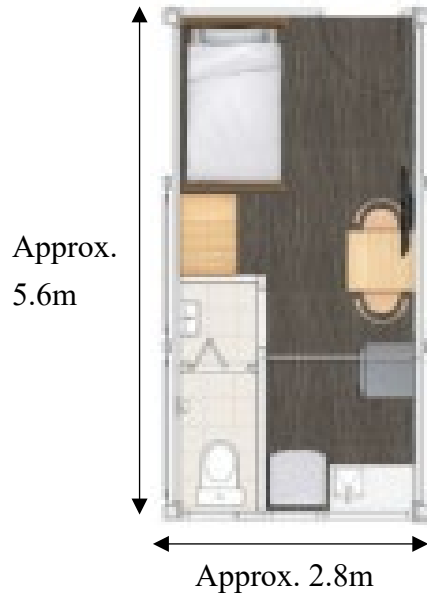
2. Rental

Type of Units	No. of Units	Unit Size (ft ²)	Rental for Non-CSSA Household
1-2 Person Unit	433	about 168	\$2,700 (1p) / \$4,440 (2p)
3-4 Person Unit	56	about 337	\$5,330 (3p) / \$6,005 (4p)
Accessible Unit	2	about 337	\$2,700 (1p) / \$4,440 (2 / 3p)

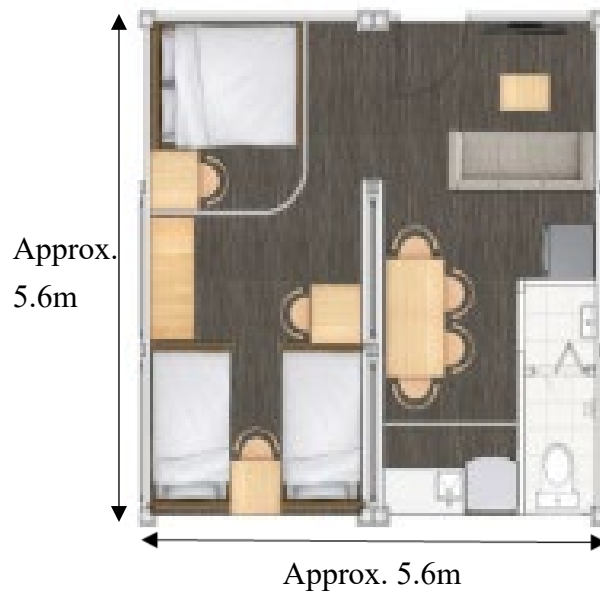
- Rental will not exceed 30% of the income limit for the corresponding public housing category.
- Rental for Comprehensive Social Security Assistance (CSSA) recipients are charged at the maximum rental allowance for CSSA.
- **A deposit equivalent to two months' rental and the first month's rental shall be settled upon signing the agreement.**
- The organisation and the tenant will each bear half of the stamp duty.

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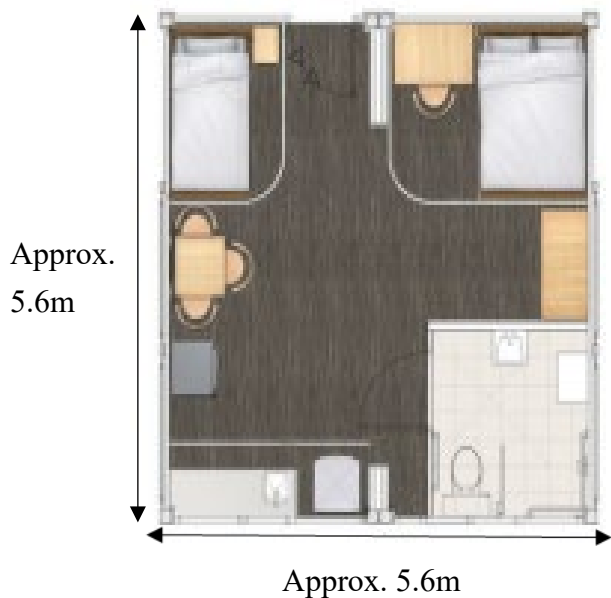
3. Unit Floor Plan



1-2 Person Unit (Approx. 168 ft²)



3-4 Person Unit (Approx. 337 ft²)



Accessible Units (Approx. 337 ft²)

Note: The above-identified area and dimensions are solely for reference.

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4. House Rules (Below is the abstract and the detail Rules will be provided during move-in)

- The allocation of units will be determined by drawing lots. Residents are not allowed to relocate or exchange units with other Licensees without permission.
- Units are solely for residential purposes and residents are not allowed to commit any immoral, commercial or illegal acts in the units.
- Residents are not allowed to alter, dismantle or damage any installed facilities or applicants (e.g., wiring, ducting or electrical installations) without permission, nor any partition or electrical applicants.
- Residents are not allowed to alter the water supply or drainage system without permission.
- Residents should allow relevant technicians and necessary tools under the escort of representatives of the Service Centre to access their units, with prior notification and during reasonable time, for inspection, checking of fixtures and undertaking maintenance programs. Residents are strictly requested for such compliance.
- Residents are not allowed to place their personal belongings in public areas.
- Residents should follow the Service Centre and Government's Rules and Regulations when handling their household waste.
- After the reception of the unit, the Service Centre would facilitate the residents to complete the Moving In – Taking Up Account procedures at the Water Supplies Department and CLP Power. Residents should cooperate and timely complete the necessary procedures to avoid payment overdue and subsequent water/electricity suspension.
- Residents shall hang their clothing at designated areas within their respective units but not at the doorways, windows, window sills, rooftops or public areas.
- Residents are not allowed to keep any pet (including but not limited to dogs, cats, birds and other poultries).
- Residents are prohibited from placing any shrines on walls, doorways, lobbies or other public areas.
- Residents are prohibited from producing any fumes or naked flame in public areas. Burning joss sticks, candles or spirit money at stairways is also prohibited (a designated area would be provided for burning joss sticks, candles or spirit money during the festival period or Moving In).
- Smoking is prohibited in all units and public areas within the Transitional Housing Project.
- Residents are not allowed to cook with naked fire.
- Friends or relatives visiting the residents are not allowed to stay overnight.
- The Marking Scheme for Estate Management Enforcement by the Hong Kong Housing Authority would be referred for better management of this Transitional Housing Project

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(Appendix refers). Those misdeeds carry 3, 5, 7 or 15 penalty points, according to the degree of seriousness involved. Once a resident has accrued 16 points within 2 years, the License Agreement is liable to be terminated.

5. Application Criteria

- Applicants must be aged 18 or above;
- The applicant and all his/her family member(s) must be residing in Hong Kong and have the right to land in Hong Kong. Their residence in Hong Kong is not subject to any conditions of stay (except for conditions on the limit of stay). Any persons who are not granted the right to land in Hong Kong cannot be included in the application;
- Public Rental Housing (PRH) applicants are required to hold a valid blue acknowledgement card (Blue Card) issued by Hong Kong Housing Authority;
- The total monthly household income and total household net asset value of the applicant's family must not exceed the limits in respect of application for PRH laid down by the Hong Kong Housing Authority;
- Able to pay the rental on time.

(i) Type A Applicant

- Person/family who has been on the PRH application waiting list for 3 years or more;
- Families with babies born on or after 25 October 2023 have been waiting for PRH for not less than 2 years (applicants are required to apply before the baby reaches the age of 1).

(ii) Type B Applicant

The applicant must have a pressing housing need, such as having met one or more of the following criteria:

- Residing in poor conditions;
- Experiencing housing urgency (e.g., encountering domestic violence, natural disaster, unemployment, sudden eviction);
- Any elderly, child, persons with disability and/or family members with other special needs in the household
- Having physical and/or mental health issues (e.g., chronic illness, previous stroke); or
- Having been assessed by a social worker as in urgent need of community support and recommended for transitional housing.

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6. Application Method

- Project Code : 37
- By completing the e-form via "TH-E", the central and unified platform for transitional housing; or
- To submit the paper form through the following method:
 - Posting the form to the "Task Force on Transitional Housing, Housing Bureau, P.O. Box 183, General Post Office", with the title "Application for Transitional Housing" marked on the envelope;
 - Uploading the form via "TH-E";
 - Fax: 3565 4382;
 - Email: thapp@hb.gov.hk; or
 - Placing the form into the collection box at the Hong Kong Housing Authority Customer Service Centre.

Remark: SideBySide will not receive the application form directly.

7. Selection Criteria and Arrangements

- Applicants must meet the Application Criteria mentioned in Paragraph 5.
- Applicants have to complete the approval process, pass the data verification procedures, and attend the in-person interview.
- Applicants should be willing to build good relationships with neighbours, actively participate in activities, and agree with the mission & value of "Good Mansion."
- The organisation will arrange interview dates and times according to the order of applications and notify the applicants via WhatsApp or SMS. Unsuccessful applicants will also be notified via SMS.
- Applicants and their family members (aged 18 or above) are required to attend the interview. Applicants have to present **the Original and a Copy** of the required documents listed in the "Document Checklist" on the day of the interview to verify their eligibility.
- The organisation may contact applicants for clarification or additional information. Applicants who fail to comply with or submit the requested information on time may result in a delay or rejection of their application.
- Applicants must submit the required supplementary documents within 3 working days from the date of the interview. The application will only be processed after all required

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documents are received. If the documents are not submitted within the specified timeframe, the relevant application will be cancelled.

- Applicants and their family members (aged 18 or above) are required to attend the interview on the scheduled date and time. No rescheduling requests will be accepted unless exceptional circumstances. If the applicant and their family members (aged 18 or above) are absent from the interview, they will be considered as withdrawing applications and the application will be cancelled.
- The applicant must have a score of 60/100 or above to qualify for the accommodation.
- The evaluation criteria include: currently residing in inadequate housing, having an urgent housing need, willingness to improve oneself and one's family, willingness to adapt to community life etc.
- The organisation will notify the application status (successful application/waiting list/unsuccessful application) through SMS via the "TH-E" application platform of the Housing Bureau.
- Whether an applicant has the opportunity to be allocated a unit will depend on the actual availability of units at that time, evaluation results, family needs, and the assessment during the interview. In case of any dispute, the organisation's decision will be final.

8. Home Visit Arrangements

- Home visits will be conducted after the interview if needed to verify the information provided by the applicant. If misinformation or any foul play is identified, the relevant application will be cancelled.
- If the applicant refuses to accept the home visit or is absent from the home visit without prior notice, the relevant application will be cancelled.

9. Occupancy Arrangements

- Units will be randomly allocated through computerized drawing lots. The details of the balloting process will be announced on the website.
- All successful applicants who have been allocated a unit will receive formal notification. Applicants must settle the security deposit equivalent to two months' rental and the first month's rental plus stamp fee (to be shared evenly by the organisation and the licensee) and visit the designated location to complete and sign the License Agreement within the specified timeframe for confirmation.
- Applicants who fail to complete the relevant procedures within the specified time will be considered as giving up the application.

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- Applicants are not allowed to request unit reallocation. They are also not allowed to swap their allocated units with other applicants.
- Each applicant will only have a single chance for unit allocation. If such an applicant chooses to abstain from such allocation, such application will be considered as giving up.
- The organisation will only provide basic information and floor plans of the allocated unit and will not arrange for applicants to visit the unit in person.
- Once the License Agreement expires or there is advance of termination (including but not limited to the applicant violating, failing to comply with or observe any agreements, regulations, rights or conditions listed in the License Agreement), the applicant shall timely vacate and leave the allocated unit, and return all issued keys to the organisation.
- Throughout the License Agreement, once the applicant and/or his/her family members have been allocated public rental housing or they are in direct/indirect possession of any property in Hong Kong, the applicant shall inform the organisation in writing within 14 days from the effective date of such ownership. Under such circumstances, the organisation or the applicant shall provide written notification at least 2 months in advance for the termination of the License Agreement.
- Applicants who request for early termination of the License Agreement for a reason other than that mentioned above shall provide written notification to the organisation at least 2 months in advance.

10. Default in Payment of Rental

Residents are required to settle the monthly rental on the first day of every month. The following actions would be taken for those who fail to settle on time: -

- The 1st Notification of Default will be issued to the residents who fail to settle the rental on the fourteenth day of the month;
- The 2nd Notification of Default will be issued to the residents who fail to settle the previous and current monthly rental on the 7th day of the succeeding month. Residents will be reminded that the License Agreement will be terminated once they fail to settle the rental;
- The final Notification of Default will be issued to the licensees who keep failing to settle the previous and current monthly rental on the 14th day of the succeeding month. The residents will be urged to settle the rental within 4 working days;
- An Eviction Notice will be issued to the residents who keep failing to settle the previous and current monthly rental on the 21st day of the succeeding month. The residents are required to vacate and leave the allocated units within 5 working days from the effective date of the Eviction Notice. The organisation has the right to deduct the amount of the

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default of the rental and other incurred expenditures from the security deposit (e.g., administration fee, legal charge, etc.).

11. Points to Note

- From the day of completing the application form till the effective date of the "License Agreement", applicants and/or their family members should immediately inform the project office to cancel their application if they are in direct/indirect possession of any property in Hong Kong or their total monthly household income/total household net asset value exceeds the income/net asset value limits of the time. Applicants who fail to do so will result in the cancellation of their application by the organisation.
- If applicants provide any false, untrue, or misleading information, their application will be disqualified and any allocated units will be retrieved. The organisation has the final decision on whether the application form contains false, untrue, or misleading information.
- Making intentional false statements (including providing false, untrue, or misleading information in the application form) is a criminal offence. Offenders are liable to prosecution and, upon conviction, a penalty of fine and imprisonment.
- Applicants and/or their family members should promptly notify the organisation in writing about the changes in their residence, contact information, or their family and financial situations. Failure to do so may hinder the application or lead to the withdrawal of their application.
- Criteria and arrangements regarding the application may be revised from time to time. Please refer to the organisation's website for relevant information and the information provided by the organisation's website shall be final.

12. Personal Information Collection Statement

- **Purpose of Information Collection**
The personal and other relevant information provided by applicants will be used for the application for this Transitional Housing Project and statistical survey or research. The purposes include but are not limited to determining the effectiveness of assistance provision and the living conditions of the beneficiaries. The statistics and research results obtained will not be presented in a form that can identify any individual or any person's identity. The provision of personal and other relevant information by applicants is voluntary.
- **Information Referral**
When necessary, the organisation may refer the information provided by applicants to

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relevant governmental departments/agencies/persons for verification, cross-checking, and all purposes related to the application's eligibility.

- Access to Personal Information and Inquiries:
Under the provisions of the Personal Data (Privacy) Ordinance (Chapter 486), applicants have the right to request access to and/or correction of the personal information provided. Requests for inquiries about such should be made in writing to the organisation.

13. Enquiry and Contact

Monday to Friday 09:00-18:00 (except Public Holidays)

- Tel./WhatsApp : (852) 6507 7658
- Email : th@sidebyside.org.hk
- Website : <https://sidebyside.org.hk>

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14. Checklist of Supporting Documents

I. Identity Documents of Applicant and His / Her Family Members	
1. Copy of identity documents of individual family members	<input type="checkbox"/> Hong Kong Permanent Identity Card <input type="checkbox"/> Hong Kong Identity Card <input type="checkbox"/> Hong Kong Birth Certificate (for persons aged below 11) <input type="checkbox"/> Re-entry Permit <input type="checkbox"/> Document of identity for Visa Purposes <input type="checkbox"/> Permit for Proceeding to Hong Kong and Macao (One-way Permit) <input type="checkbox"/> Passport <input type="checkbox"/> Other related supporting documents (for persons who have resided in Hong Kong for less than seven years, please provide documents permitting them to land in Hong Kong with the stamp showing the initial date of entry)
2. Copy of relationship proof (if applicable)	<input type="checkbox"/> Birth Certificate or Notary Public Certificate <input type="checkbox"/> Adoption or Appointment of Guardians documents issued by judicial authorities/government departments <input type="checkbox"/> Declaration
3. Copy of documents on marital status for married persons (if applicable)	<input type="checkbox"/> Certificate of Marriage; or the original copy of a statutory declaration for customary marriage celebrated in Hong Kong <input type="checkbox"/> For the spouse who has not been granted the right to land in Hong Kong, a written declaration specifying the same together with copies of the certificate of marriage and the identity document issued in the spouse's domicile (both front and back sides) <input type="checkbox"/> For a person whose marriage was registered in Mainland China but without the relevant document, please submit a copy of the notary public certificate
4. Documents on marital status to be submitted by divorced persons, unmarried single parents or widowed persons (if applicable)	<input type="checkbox"/> A copy of the supporting documents of divorce decree (for filing for a divorce in Hong Kong, a copy of the Certificate of Making Decree Nisi Absolute (Divorce) (Form 6 or 7B) is required to be submitted) <input type="checkbox"/> Divorced persons making an application with a child/children under the age of 18 should submit a copy of the custody order issued by the court for the custody of the child(ren) <input type="checkbox"/> A copy of documents and declarations of divorce proceedings in progress

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	<input type="checkbox"/> For separated cohabitants, the female is required to submit the original of declaration specifying the date of separation after co-habitation and the arrangement for the custody of the child(ren); and the male is required to submit a copy of the custody order issued by the court for the custody of the child(ren) <input type="checkbox"/> A copy of the Certificate of Marriage and Death Certificate for a deceased spouse <input type="checkbox"/> Declaration
5. Residential proof	<input type="checkbox"/> A copy of any documents with the applicant's Chinese / English residential / correspondence address (e.g., electricity bill)
6. Rental proof (if applicable)	<input type="checkbox"/> A copy of the rent receipt and tenancy agreement
7. PRH application proof (if applicable)	<input type="checkbox"/> A written notification bearing an application number (blue card) issued by the Hong Kong Housing Authority <input type="checkbox"/> In case of addition or deletion of family member(s) while awaiting PRH allocation, please provide the latest letter issued by the Housing Department to prove that the relevant procedures have been completed
8. Pregnancy of 16 full weeks or more (if applicable)	<input type="checkbox"/> A copy of the certificate with the expected date of delivery issued by a registered medical practitioner
9. Any chronically ill/disabled family member (if applicable)	<input type="checkbox"/> A copy of a medical certificate issued by a registered medical practitioner or recognized medical personnel
II. Income Proof and Net Asset Value Proof of Applicant and All Family Members (Note: Applicants are required to provide documentary or proof for the past six months for income and asset test)	
10. Salaried person (with a regular employer) (if applicable)	<input type="checkbox"/> Tax demand notes, pay slips issued by employer (with company name, seal and signature of person-in-charge, etc.), bank statements/bankbooks showing payment of salaries
11. Salaried person (with a regular employer) (if applicable)	<input type="checkbox"/> Tax demand notes, pay slips issued by employer (with company name, seal and signature of person-in-charge, etc.), bank statements/bankbooks showing payment of salaries
12. Salaried person (without a regular employer) (if applicable)	<input type="checkbox"/> Declaration
13. Comprehensive Social Security Assistance (CSSA) recipient (if applicable)	<input type="checkbox"/> Copies of documents indicating the amount of CSSA and medical waiver
14. Applicant and adult family	<input type="checkbox"/> Declaration on the source of financial support

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members who are retired, unemployed or not working (if applicable)	
15. Deposit records (if applicable)	<input type="checkbox"/> Bankbooks or monthly bank statements of all the bank accounts of the applicant and family members
16. Leased / vacant land/property (if applicable)	<input type="checkbox"/> A copy of the latest demand notes for rates and government rent <input type="checkbox"/> Declaration
17. Other sources of income (dividends, bonus, dividends/giving-outs of insurance policies, regular interest on fixed deposits, pension, contributions from relatives, etc.) (if applicable)	<input type="checkbox"/> Copy of pension documents <input type="checkbox"/> Declaration
18. Vehicle registration and license (if applicable)	<input type="checkbox"/> Vehicle registration documents

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15. Application Flow

