

善導會
大埔「善樓」 — 申請須知
SideBySide
Application Guideline of Tai Po "Good House"

1. 簡介

善導會獲房屋局「支援非政府機構推行過渡性房屋項目的資助計劃」資助興建「善樓」。「善樓」位處大埔船灣陳屋 168 號，鄰近比華利山別墅，面向船灣海，附近亦有多條巴士線路連接大埔墟站及港九。大埔區內有各式民生商店，亦有豐富文娛場地，生活所需一應俱全。

「善樓」由兩幢四層高樓宇組成，提供合共 276 個住宅單位，容納約 608 名住戶。每個單位均附設獨立洗手間及開放式廚房。

「善樓」除提供一個能讓住戶安居樂業的地方，同時以「H.O.M.E.」作為運作模式，致力透過不同的輔助社會服務，給予住戶在社會向上流動的機會，更同時提供空間、時間及機會讓住戶裝備及充實自己，提昇個人競爭能力。

本項目之住宿期（以住宿許可協議之條款列明為準）一般為兩年，住戶可按個別情況申請續租。

有興趣入住的人士請留意網頁資訊，預計可於 2024 年 7 月 23 日起透過以下連結提交，申請按機構收到申請的先後次序處理。

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



如申請成功，須依時提交相關文件及款項，預計可於 2025 年 1 月下旬入住（實際入伙日期視乎工程進度而定）。

有興趣人士可透過本會網頁了解最新情況：

https://www.sidebyside.org.hk/zh-hant/services/community_connection/CommunityInclusionProgrammes/taipogoodhouse/?back=0b371ce96e6b27c23aa941ed052b15c4



如申請成功，住戶必須同意參與由賽馬會及本會就過渡性房屋計劃進行之研究調查。研究所得資料只作研究及統計用途，結果亦只會以整體形式發放。所有個人資料會嚴加保密，並於研究完成後之 3 年內銷毀。

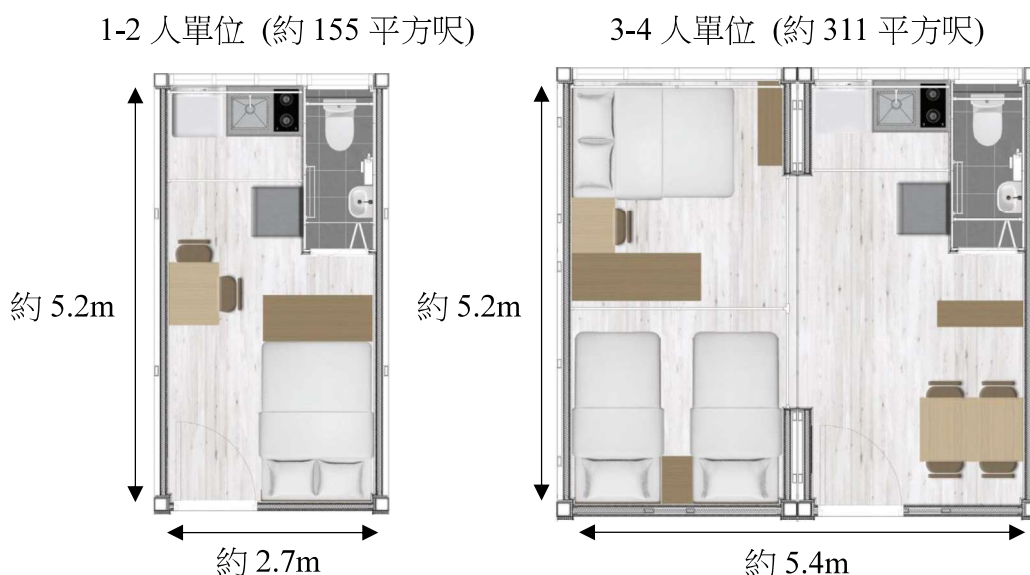
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2. 租金

單位類別	數量 (個)	內部面積 (平方呎)	租金(適用於綜援及非綜援戶)
1-2 人單位	248	約 155	\$2,110 (1 人) / \$2,300 (2 人)
3-4 人單位	28	約 311	\$3,100 (3 人) / \$3,500 (4 人)

- 租金已包差餉及管理費。
- 租金不會超過現行公屋相應家庭類別入息限額之 30%。
- **簽訂住宿許可協議時需已繳付保證金(相等於一個月租金)及首月租金。**
- 如閣下於成功繳交保證金及首月租金後取消入住申請(除獲派公屋單位原因或有醫生證明身體狀況不適合入住該單位外), 申請人已支付的保證金將不獲退還。
- 本會及住戶需各付一半印花稅。

3. 單位平面圖



備註：面積及尺寸只供參考

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修訂日期：15/10/2025
本會註冊名稱：香港善導會 (為註冊擔保有限公司)
Revised Date：15/10/2025

Registered Company Name: The Society of Rehabilitation and Crime Prevent, Hong Kong
(Incorporated with limited liability by guarantee)

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4. 住戶守則（此須知只節錄部份重要守則，詳細住戶守則將會於入住時提供）

- 住戶所獲的單位將由電腦抽籤編配，住戶不能自行調遷單位。
- 各個單位只允許作為私人住宅使用，並不可進行任何不道德、商業或非法的行為。
- 住戶不得擅自更改、拆除或損壞單位內部一切原有設備（包括電線、喉管、電力設備）、間隔及附設的設備、電器等。
- 住戶不得擅自更改供水及渠務系統。
- 住戶須准許服務中心及其代理人按需要帶同技術人員及工具於任何事前通知的合理時間內進入單位視察、查點各固定裝置及進行任何維修或保養工程。住戶不得以任何理由或藉口作不同意安排。
- 不可於公共地方放置地毯、鞋或其他雜物。
- 住戶須根據本會指示及政府規例處理家居垃圾。
- 住戶於收樓後，本會會協助辦理水錶及電錶轉名手續，住戶須配合辦理手續，避免因出現拖欠費用而被截停供水及供電。
- 住戶可於單位附設的晾曬架內晾曬衣物，請勿在任何門口、窗戶、窗台、天台或公共地方晾曬衣物。
- 住戶不可於單位內飼養寵物（包括但不限於狗隻、貓隻、雀鳥、其他寵物或任何禽畜）。
- 嚴禁住戶在大廈外牆、大門、大堂與公共地方擺設神位。
- 不可於任何公共地方產生任何煙霧及火種，尤其於走火梯間焚燒紙錢、元寶或燃點香燭（於民間節日或入伙時段，會劃出指定地點供焚燒紙錢或香燭）。
- 所有單位及公共地方均為禁煙區。
- 單位內及公共地方不能使用明火煮食。
- 探訪親友不得留宿。
- 本項目將參考房屋署之屋邨管理扣分制以優化管理（見附件）。違規項目將按行為的嚴重性劃分為 3、5、7 或 15 分。如住戶在兩年內被計的分數累計達 16 分，其許可協議將被終止。

5. 申請資格

- 申請人必須年滿 18 歲；

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- 申請人及其家庭成員必須現居於香港並擁有香港入境權，其在香港的居留不受附帶逗留條件所限制（與逗留期限有關的條件除外）。未獲香港入境權人士不能包括在申請內；
 - 公屋輪候申請人需持有由香港房屋委員會發出有申請編號的書面通知（藍卡）；
 - 申請人家庭的每月總入息及總資產淨值不得超過香港房屋委員會就申請公共租住房屋而訂定的有關限額；
 - 有能力每月定時繳交租金。
- (i) 甲類申請人
- 已輪候公共租住房屋（公屋）三年或以上；或
 - 家中有 2023 年 10 月 25 日或之後出生的嬰兒，並已輪候公屋滿兩年（申請者需於嬰兒未滿一歲前遞交申請）。
- (ii) 乙類申請人
- 申請人必須有迫切住房需要，例如符合下列其中一項或多項因素：
- 居住環境惡劣；
 - 住屋急切性（例如遭受家暴、自然災害、失業、突然被迫遷）；
 - 家庭有長者、幼兒、殘疾或有其他特殊需要；
 - 有身體及／或精神健康問題（例如長期病患、曾中風）；或
 - 獲社工評核為有迫切需要接受社區援助及推薦入住過渡性房屋。

6. 申請方法

- 項目計劃編號：26
- 經房屋局過渡性房屋中央統一平台「住得易」網上申請；或
- 透過以下方式遞交已填妥的紙本申請表格：
 - 上載至「住得易」平台遞交；
 - 郵寄至「郵政總局郵政信箱 183 號 房屋局過渡性房屋專責小組」，信封面標明「過渡性房屋入住申請」；
 - 傳真至 3565 4382；
 - 電郵至 thapp@hb.gov.hk；或
 - 交回設於香港房屋委員會客戶服務中心的收集箱。
- 過渡性房屋申請表注意事項：

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- 每位申請人只可提交一份申請表格，透過任何渠道遞交的重覆申請將不獲接受及處理。
- 本會不會直接接收申請表格。

7. 甄選準則及安排

- 符合 5. 所列明的申請資格；
- 完成審批程序、通過資料核實程序及會面審批；
- 樂於建立睦鄰關係、主動參與活動及認同「善樓」社區共融的理念；
- 本會將按照申請次序安排會面日期及時間，並以 WhatsApp 或短訊 (SMS) 通知，未能中選者，亦將獲短訊通知或郵寄通知；
- 本會要求申請人及其家庭成員（18 歲或以上）出席會面，申請人須於會面當天出示「證明文件清單」內要求的證明文件的正本及一份副本，供核實申請人的申請資格；
- 如有需要，本會將聯絡申請人澄清或提交補充資料，如拒絕補交或未能依時補交，有關申請將會被延誤或未能處理；
- 申請者需於面見日起計 3 個工作天內補交所需文件，申請需於收齊文件後方能正式處理；如於限期內仍未補交文件，其申請將會被取消；
- 申請人及其家庭成員（18 歲或以上）須按照預定的日期及時間進行會面。除非有特別事故，一概不接受改期。若申請人及其家庭成員（18 歲或以上）缺席會面，將視為退出申請，有關申請將被取消；
- 申請人評分表需達到 60／100 分或以上才符合入住資格；
- 評審準則包括：現居於不適切住房，有迫切住屋需要，願意為自己及家庭增值，願意適應社區生活等；
- 本會將透過房屋局「住得易」申請系統，以短訊（SMS）形式通知申請狀況（〔申請成功〕／〔未能成功〕／〔按照你的要求，我們已取消你的申請〕）；
- 申請人是否有機會獲編配單位，須視乎當時可供編配單位的實際情況、評審結果、家庭需要、會面評估等。如有任何爭議，將以本會最終決定為準。

8. 家訪安排

- 面見後或將按需要安排家訪，以核實申請人所提供的資料是否屬實。倘

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若發現申請人提供不實信息，其申請將被取消。

- 如申請人拒絕接受家訪或於未有事先通知的情況下缺席家訪，則其申請將被取消。

9. 入住安排

- 本會將以電腦抽籤隨機編配單位，抽籤過程將由獨立人士監票，本會將錄影結果，並上載至網上供查閱。抽籤的日期及時間稍後將會於網上公佈；
- 所有成功獲得編配單位之申請人將會收到正式通知，申請人須於指定日期內繳付按金、首月租金及印花稅（本會及住戶需各付一半印花稅），並親臨到指定地方辦理及簽署住宿許可協議（租約），以確認使用單位；
- 如未能於指定時間內完成有關手續，將被視為放棄申請論；
- 所有申請人不得要求重配單位，亦不得與其他住戶私下互換所編配單位；
- 所有申請人只獲一次編配單位機會，如放棄該次機會，將被視為放棄申請；
- 若編配單位，本會只能提供該單位的基本資料及平面參考圖，不會安排申請人到獲編配單位實地參觀；
- 在「住宿許可協議」屆滿或提前終止（包括但不限於由於申請人違反、不履行或不遵守協議「住宿許可協議」所載的任何協議、規定、責任或條件）時，申請人並須立即騰空及離開該房間單位予本會，並須立即將所有鑰匙交還予本會；
- 於租期內，當申請人及／或家庭成員被分配公共房屋，或申請人及／或家庭成員以任何形式、直接或間接擁有任何香港住宅物業，申請人須於14日內以書面方式通知本會，而於上述情況下，本會或申請人可給予不少於兩個月書面通知以終止本協議。
- 如因其他理由，申請人要求提早終止「住宿許可協議」，則必須給予本會不少於兩個月的書面通知期。

10. 拖欠租金安排

租金於每月首日到期繳付。如逾期仍未繳交，本會採取行動如下：

- 於每月第7日向尚未清繳當月租金的住戶發出欠繳通知書（第一封）；
- 如住戶在當月第14日還沒有清繳當月租金，便會發出欠繳通知書（第二

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封)，提醒住戶如不履行許可協議規定清繳租金，可導致許可協議被終止；

- 至當月第 21 日，如住戶尚未清繳租金，便會發出欠繳最後通知書（第三封），促請住戶在 3 天內清繳租金；
- 及至當月第 24 日，如住戶仍沒有清繳租金，將發出遷出通知書。住戶須於遷出通知書發出後之 4 天內，騰空及離開單位，本會有權從按金扣除拖欠的租金及其他額外的支出（如手續費及律師費）。

11. 注意事項

- 由填寫申請表當日起計，直至「住宿許可協議」生效日為止，申請人及／或其家庭成員，如購置任何香港住宅樓宇，或家庭總收入及／或總資產淨值已超出當時入息及／或總資產淨值限額等，應即時通知本項目辦事處取消其申請，否則本會發現後亦會取消其申請；
- 若申請人提供任何虛假、失實或具誤導性的資料，其申請資格將被取消，而已獲編配的單位亦會被收回。就申請表是否載有虛假、失實或具誤導性的資料，本會擁有最終決定權；
- 如任何人故意作出虛假聲明（包括在申請表提供虛假、失實或具誤導性的陳述），即屬犯罪，一經定罪，可處監禁及罰款；
- 申請人及／或其家庭成員若遷居、更改通訊資料或家庭及經濟狀況有改變，必須即時書面通知本會，否則會影響申請處理或導致其申請被取消。
- 有關的申請準則及安排或會作出修訂，詳情可參閱本會網頁，並以網頁最新公佈為準。

12. 收集個人資料聲明

- 資料用途
申請人所提供的個人及其他有關資料將作為本會過渡性房屋項目處理申請是次住宿許可及進行統計調查或研究的用途，其目的包括但不限於了解項目向受惠對象提供援助的成效及受惠對象的居住環境情況，而所得的統計數字及研究結果，不會以能辨識任何資料當事人或其中任何人的身份的形式顯示。申請人提供個人及其他有關資料純屬自願。
- 資料轉介
本會於有需要時會把申請人提供的資料交予相關政府部門／機構／人

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士，作查證、核對及所有與申請資格相關的用途。

- 索閱個人資料及查詢
根據《個人資料（私隱）條例》(第 486 章)內所載的條款，申請人有權要求索閱及／或改正所提供的個人資料。關於個人資料的查詢，應以書面向本會提出。

13. 查詢及聯絡方法

星期一至五 09:00 - 18:00 （公眾假期除外）

- 致電／WhatsApp：(852) 4645 2763
- 電郵：thtp@sidebyside.org.hk
- 網頁：<https://sidebyside.org.hk>

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14. 申請證明文件

一、申請人及家庭成員的身份證明文件	
1. 各人的身份證明文件副本	☐ 香港永久性居民身份證 ☐ 香港居民身份證 ☐ 出生證明書（年滿 11 歲以下的人士） ☐ 回港證 ☐ 簽證身份書 ☐ 前往港澳通行證（即單程證） ☐ 護照 ☐ 其他相關證明文件（居港未滿七年人士須附上印有首次獲准入境日期的證明文件）
2. 親屬關係證明文件副本（如適用）	☐ 出生證明文件或公證書 ☐ 經司法機關／政府機構發出的子女領養或監護人的判令 / 委任文件 ☐ 聲明書
3. 已婚人士的結婚證明文件副本（如適用）	☐ 結婚證書（在香港以舊式婚禮結合，請宣誓說明並交回正本） ☐ 配偶未獲香港入境權，須以聲明書面說明，並附上結婚證書及其所在地身份證副本（底面兩面） ☐ 在中國結婚人士，如從未申領有關證明文件，請提交公證書
4. 離婚人士、未婚單親家長或喪偶人士（如適用）	☐ 離婚證明文件，如在香港辦理離婚的人士，須提交絕對離婚令(即表格 6 或表格 7B) ☐ 與未滿 18 歲的子女一同申請，須附上已獲法院判予擁有子女管養權令副本 ☐ 正進行法律程序辦理離婚的文件副本及聲明書 ☐ 同居後分居的人士,女方須附上宣誓書正本,說明同居後分居的日期及子女管養權的安排;男方則須提交已獲法院判予擁有子女管養權令 ☐ 配偶已去世，請附上結婚證書及死亡證 ☐ 聲明書
5. 地址證明	☐ 任何有申請人中/英文住宅/通訊地址的文件(如電費單)
6. 租金證明（如適用）	☐ 租單及租約副本

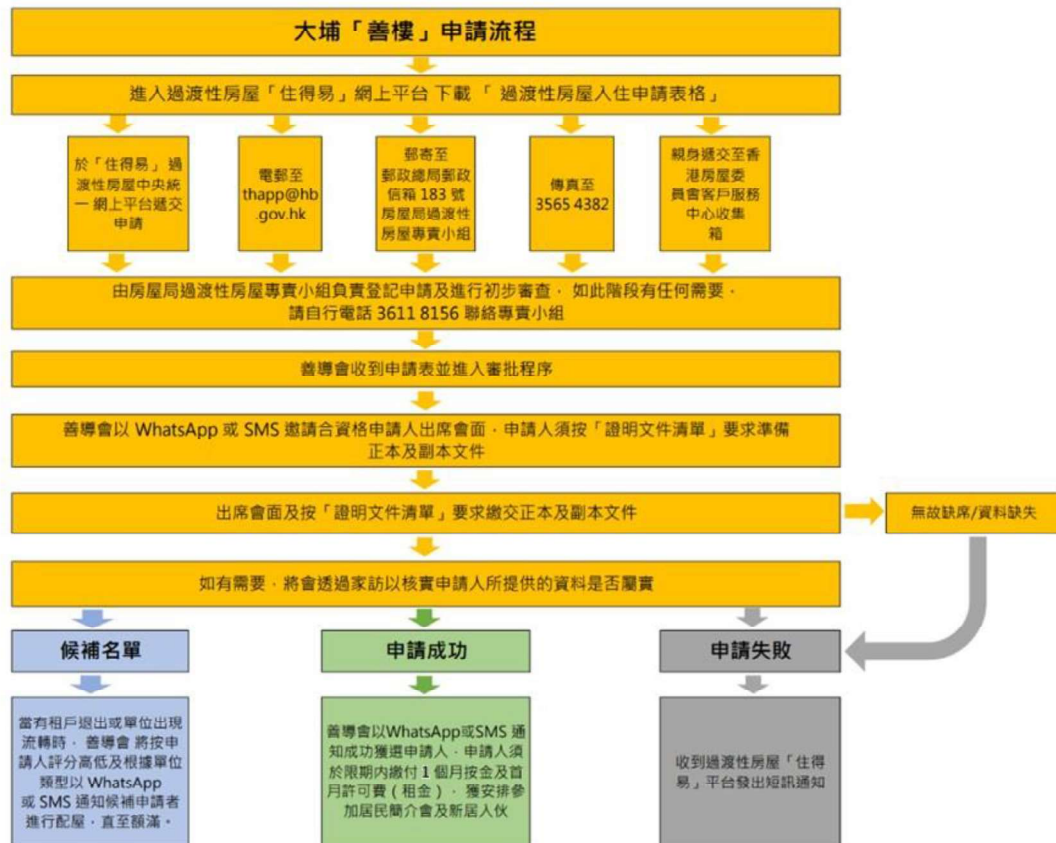
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7. 公屋申請證明（如適用）	☐ 由香港房屋委員會發出印有申請編號的書面通知(藍卡) ☐ 如輪候公屋期間曾增加或刪除家庭成員，請提供最新一份由房屋署發出之信件，以證明完成相關手續
8. 懷孕滿 16 星期或以上（如適用）	☐ 註冊醫生簽發的預產期證明書副本
9. 如有長期病患/殘疾家庭成員	☐ 註冊醫生或認可醫療人員簽發的醫療證明文件副本
二、申請人及家庭成員的入息及資產淨值證明(注：申請人須提供六個月內的證明文件，以作入息及資產審查)	
10. 受薪人士(有固定僱主)（如適用）	☐ 稅單、僱主發出的糧單(如有公司名稱、印章、負責人簽署等)、出糧戶口、銀行存摺等
11. 受薪人士(沒有固定僱主)（如適用）	☐ 聲明書
12. 自僱人士（如適用）	☐ 聲明書及有關文件
13. 領取綜合社會保障援助金的人士（如適用）	☐ 列明援助金額的證明文件及醫療費用豁免證明書副本
14. 申請人及成年的家庭成員如退休、失業或沒有從事任何工作（如適用）	☐ 說明經濟來源的聲明書
15. 存款紀錄（如適用）	☐ 申請人及家庭成員的銀行戶口紀錄,如存摺、月結單等
16. 出租/空置土地/房產（如適用）	☐ 最近期的差餉及地租繳費通知書副本 ☐ 聲明書
17. 其他收入(股息、紅利、保險計劃收益、定期利息、長俸、親友餽贈等)	☐ 退休金證明文件副本 ☐ 聲明書
18. 車輛登記及牌照（如適用）	☐ 車輛登記文件

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15. 申請流程



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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 House". "Good House" is located at New Territories Tai Po 168 Shuen Wan Chan Uk, adjacent to Beverly Hills and the Plover Cove. The area is well-served by multiple bus routes connecting to Tai Po Market Station and Kowloon. Tai Po District offers a wide range of shops and amenities for daily necessities, as well as ample recreational and cultural facilities, ensuring a well-rounded living experience.

"Good House" consists of two four-storey buildings with a total of provide 276 residential units, accommodating about 608 residents. Each unit will be equipped with an independent bathroom and an open kitchen.

"Good House" aims to provide short-term accommodation for a person or households to have a better living. Meanwhile, "Good House" 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 23.7.2024 onward via the link below. Applications will be processed according to the order in which the organization receives them.

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



Successful applicants should provide all necessary documents and fees to complete their applications. It is foreseeable that move-in could be from late January 2025 (subject to construction progress).

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://www.sidebyside.org.hk/zh-hant/services/community_connection/CommunityInclusionProgrammes/taipogoodhouse/?back=0b371ce96e6b27c23aa941ed052b15c4



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.

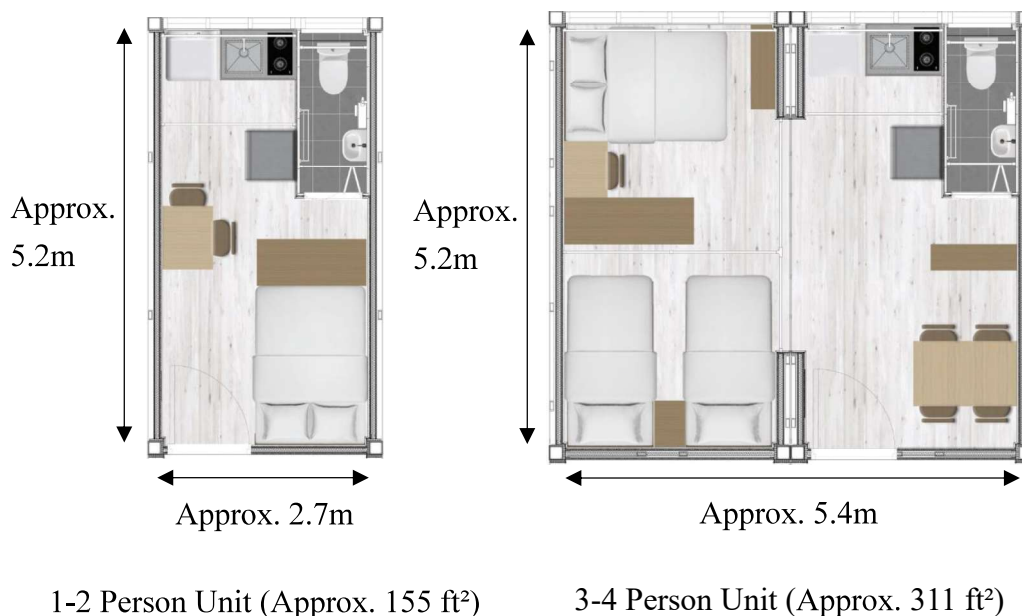
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2. Rental

Type of Units	No. of Units	Unit Size (ft ²)	Rental (Applicable to CSSA and non-CSSA households)
1-2 Person Unit	248	about 155	\$2,110 (1p) / \$2,300 (2p)
3-4 Person Unit	28	about 311	\$3,110 (3p) / \$3,500 (4p)

- Rental includes rates and management fees.
- Rental will not exceed 30% of the income limit for the corresponding public housing category.
- **A deposit equivalent to one month's rental and the first month's rental shall be settled upon signing the agreement.**
- If the applicant cancels the application after the settlement of the deposit and the first month's rental (unless public rental housing is allotted to the applicant or medical proof is provided to support that the applicant is unfit for living in), the settled deposit will not be refunded.
- The organisation and the tenant will each bear half of the stamp duty.

3. Unit Floor Plan



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

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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 (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

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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.

6. Application Method

- Project Code : 26
- 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.
- TH application form Points to Note:
 - Each applicant can only submit one application form. Duplicate application will not be accepted or processed regardless of the submission channel.
 - SideBySide will not receive the application form directly.

7. Selection Criteria and Arrangements

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- 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 House."
- 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 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] / [unsuccessful] / [We have cancelled your application as per your request.]) 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

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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 drawing process will be overseen by independent individuals, and our organization will record the results on video and upload them online for viewing. 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.
- 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

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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 7th day of the month;
- The 2nd Notification of Default will be issued to the residents who fail to settle the current monthly rental on the 14th day of that 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 monthly rental on the 21st day of that month. The residents will be urged to settle the rental within 3 working days;
- An Eviction Notice will be issued to the residents who keep failing to settle the monthly rental on the 24th day of that month. The residents are required to vacate and leave the allocated units within 4 working days from the effective date of the Eviction Notice. The organisation has the right to deduct the amount of the default of the rental and other incurred expenditures from the security deposit (e.g., administration fee, legal charge, etc.).

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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.

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- Information Referral

When necessary, the organisation may refer the information provided by applicants to 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) 4645 2763
- Email : thtp@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	☐ Hong Kong Permanent Identity Card ☐ Hong Kong Identity Card ☐ Hong Kong Birth Certificate (for persons aged below 11) ☐ Re-entry Permit ☐ Document of identity for Visa Purposes ☐ Permit for Proceeding to Hong Kong and Macao (One-way Permit) ☐ Passport ☐ 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)	☐ Birth Certificate or Notary Public Certificate ☐ Adoption or Appointment of Guardians documents issued by judicial authorities/government departments ☐ Declaration
3. Copy of documents on marital status for married persons (if applicable)	☐ Certificate of Marriage; or the original copy of a statutory declaration for customary marriage celebrated in Hong Kong 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) ☐ 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	☐ A copy of the supporting documents of divorce decree

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be submitted by divorced persons, unmarried single parents or widowed persons (if applicable)	(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) ☐ 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) ☐ A copy of documents and declarations of divorce proceedings in progress ☐ 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) ☐ A copy of the Certificate of Marriage and Death Certificate for a deceased spouse ☐ Declaration
5. Residential proof	☐ A copy of any documents with the applicant's Chinese / English residential / correspondence address (e.g., electricity bill)
6. Rental proof (if applicable)	☐ A copy of the rent receipt and tenancy agreement
7. PRH application proof (if applicable)	☐ A written notification bearing an application number (blue card) issued by the Hong Kong Housing Authority ☐ 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)	☐ 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)	☐ 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 poof for the past six months for income	

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and asset test)	
10. Salaried person (with a regular employer) (if applicable)	☐ 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)	☐ 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)	☐ Declaration
13. Comprehensive Social Security Assistance (CSSA) recipient (if applicable)	☐ Copies of documents indicating the amount of CSSA and medical waiver
14. Applicant and adult family members who are retired, unemployed or not working (if applicable)	☐ Declaration on the source of financial support
15. Deposit records (if applicable)	☐ Bankbooks or monthly bank statements of all the bank accounts of the applicant and family members
16. Leased / vacant land/property (if applicable)	☐ A copy of the latest demand notes for rates and government rent ☐ 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)	☐ Copy of pension documents ☐ Declaration
18. Vehicle registration and license (if applicable)	☐ Vehicle registration documents

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15. Application Flow

