(To be completed by the Housing Bureau)



Application Number :

Date of Collection

Application Form for Transitional Housing

Points to Note

- 1. The applicant must be 18 years of age or above.
- 2. 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.
- 3. Applicants should study the details, eligibility criteria and assessment criteria of the project(s) applied for. In case of doubt, please contact the operating organisation(s) of the project(s) concerned.
- 4. Applicants may submit the application form through one of the following means: (i) by completing or uploading the form via "TH-E", the central and unified platform for transitional housing; (ii) by posting the form to the "Task Force on Transitional Housing, Housing Bureau, P.O. Box 183, General Post Office", with the words "Application for Transitional Housing" marked on the envelope; (iii) by faxing the form to <u>3565 4382</u>; (iv) by emailing the form to thapp@hb.gov.hk; or (v) by placing the form into the collection box at the Hong Kong Housing Authority (HA) Customer Service Centre. (<u>Note</u>: Operating organisation(s) of the project(s) will not receive the application form directly.)
- 5. There is no need to attach the supporting documents when submitting the application form. Upon receiving the application form, the Housing Bureau (HB) will pass it to the operating organisation(s) of the project(s) concerned for processing. The applicant has to provide the supporting documents and declarations to the operating organisation(s) of the project(s) in accordance with the "Checklist of Supporting Documents" (see Part VI of the application form).
- 6. Upon successful submission of the application form, an SMS message will be sent to your mobile phone to inform you of the application number. For enquiries, please call 3611 8156.
- 7. Each applicant can only submit one application form. Duplicate application will not be accepted or processed regardless of the submission channel.
- 8. The projects selected, as well as the order, project code(s) and number of the projects, etc. cannot be altered after submission of the application form. You need to make a written request to the HB for cancellation of the application.
- 9. All contact information must be clearly and accurately provided or the application may not be processed.
- 10. Please complete this form in Chinese or English BLOCK LETTERS (if applicable) with a black / blue ball pen. For any amendments, please cross out, write again and countersign next to them. Do not use any correction materials.
- 11. "*" indicates a mandatory field.
- 12. Persons/families already residing in transitional housing projects cannot apply for other projects, unless a social worker of the referring organisation (not the operating organisation(s) of the transitional housing project(s) concerned) has certified that there is a special need for transferring to other transitional housing projects.

Part I – Particulars and Eligibility of the Applicant

Application for Transitional Housing Projects* (Up to three options)¹ : Please refer to the List of Project Codes and fill in the <u>Project Code(s)</u> only. (Project name(s) not required)

Project Code of 1st Priority* :

Project Code of 3rd Priority:

Project Code



List of Project Codes and "TH-E" platform (To be updated regularly)

| 15.55.65 |
|----------|
| |
| |

Webpage of Transitional Housing (Providing latest project information)

Please put a tick "✓" in the appropriate box □.

Category of Applicant* : 🗖 Category A (Persons having been waiting for traditional public rental housing (PRH) for not less than 3 years)

 \Box Category A (Families with newborns and having been waiting for traditional PRH for not less than 2 years²)

 \Box Category B (Persons of other categories³)

| Name of Applicant (Chinese |): | (Englis | sh)* | ·: |
|----------------------------|----|--|------|-------------------------|
| Identity Document Type* : | | Hong Kong Permanent Identity Card | | Hong Kong Identity Card |
| | | Document of Identity for Visa Purposes | | Passport |
| Identity Document No.* : | | | | |

¹ Applications meeting the basic requirements will be passed to the operating organisation(s) of the project(s) concerned in accordance with the order of priority of projects selected by the applicant. If the application for one of the projects is accepted, the application for projects of other priority will be automatically cancelled.

² Families with babies born on or after 25 October 2023 and having been waiting for traditional PRH for not less than two years are eligible for Category A application of transitional housing. The arrangement is effective from 1 December 2023 and the applicants are required to submit the application for transitional housing before the baby reaches the age of one.

^{3 &}quot;Category B tenants" include persons/families living in inadequate housing or considered to be in urgent need for community support, e.g. those who have undergone a sudden change in family circumstances, persons/families who have waited for traditional PRH for less than three years but with imminent housing needs, etc. The basic selection criteria for "Category B tenants" are set out on page 7 of this form.

Duration of Residence in Hong Kong * (Applicable only to Applicants without Hong Kong Permanent Identity Card):

_____ year(s) _____ month(s)

| Marital Status* : D Unmarried D Married Divorced | □ Widowed | Undergoing div | orce proceedings |
|--|-----------|----------------|------------------|
|--|-----------|----------------|------------------|

| Local Contact Telephone No.* : 852 - [with SMS function | n] Email | Address (if any) : | |
|---|-----------|-------------------------------|------------------------|
| Residential Address* : | | Flat Size* : | (sq.ft.) |
| Correspondence Address : | | (if not the same as the resid | lential address above) |
| Receiving the Comprehensive Social Security Assistance (CSSA)* : \Box | Yes 🛛 No |) | |
| Receiving Allowance under the Cash Allowance Trial Scheme (CATS) ⁴ * | : 🗆 Yes 🛛 | 🗖 No | |
| Average Monthly Household Income in the Past 6 Months* : About HK\$ | | | |

Total Net Assets of the Household* : About HK\$_____

Part II – PRH Application, Reason for Application and Residence Information

Waiting for PRH* :
 Yes
 No, Reason:

PRH Application Number (if any)* : G/U _____ Urban 🗆 Extended Urban 🗆 New Territories 🗆 Islands

Date of PRH Application (if any)*: _____ (MM) / ____(YY)

Reason for Applying for Transitional Housing (select one only) * :

□ Residing in poor conditions □ Experiencing housing urgency □ Unaffordable rent □ Others (Please specify):

| Type of Current Residence* : | □ Self-contain | ned flat 🛛 | Cubicle | □ Subdivided unit | Rooftop structu | re ⁵ Factory estate |
|------------------------------|-------------------------|------------|---------|-------------------|-----------------|--------------------------------|
| | □ Bedspace ⁶ | □ Squatter | Home | eless 🛛 Boarding | Others : | |

 Shared Kitchen* : □ Yes
 □ No

 Shared Toilet* : □ Yes
 □ No

| Is there any Window in the Current Residence* : Yes INO | | | | | |
|--|-----------------------|---------------------------|--------------------|--|--|
| Duration of Stay in Current Residence : | year(s) | month(s) | No. of Occupants : | | |
| Average Monthly Rent for the Past Three Mor | nths (Excluding Utili | ty Charges and Management | Fee) : HK\$ | | |
| Management Fee : HK\$ | /month | Water Bill : About H | K\$/cycle | | |
| Electricity Bill : About HK\$ | _/cycle | Gas Bill : About HK | \$/cycle | | |

Part III – Particulars of Applicant and Family Members

Please put a tick "" in the appropriate box **D**. (For family exceeding six members, please fill in an additional application form and submit both forms together.)

| | Applicant | Family Member 1 | Family Member 2 | Family Member 3 | Family Member 4 | Family Member 5 |
|---|--------------------|---|---|--|--|--|
| Name in Chinese | Ditto | | | | | |
| Name in English* | Ditto | | | | | |
| Gender* | □ Male □ Female | □ Male □ Female | □ Male □ Female | □ Male □ Female | □ Male □ Female | □ Male □ Female |
| Date of birth* (DD/MM/YY) (Age) | / / () | / / () | / / () | / / () | / / () | / / () |
| Relationship with the Applicant* (Please circle) | (Not Applicable) | Spouse / Father / Mother / Son / Daughter / Grandson / Granddaughter / Grandfather / Elder brother / Elder brother / Elder sister / Younger sister | Spouse / Father / Mother / Son / Daughter / Grandson / Granddaughter / Grandfather / Elder brother / Elder brother / Elder sister / Younger sister | Spouse / Father / Mother / Son / Daughter / Grandson / Granddaughter / Grandfather / Elder brother / Elder brother / Younger brother / Elder sister / Younger sister | Spouse / Father / Mother / Son / Daughter / Grandson / Granddaughter / Grandfather / Elder brother / Elder brother / Younger brother / Elder sister / Younger sister | Spouse / Father / Mother / Son / Daughter / Grandson / Granddaughter / Grandfather / Elder brother / Elder brother / Younger brother / Elder sister / Younger sister |

⁴ The Cash Allowance Trial Scheme (CATS), administered by the Housing Department, aims to alleviate the difficulties on livelihood faced by grassroots families who have been waiting for PRH for a long time.

⁵ Rooftop structure (including the Podium House).

⁶ Bedspace (including the "Space Capsule" and "Cage Home").

| Family member pregnant for 16+ weeks* | □ Yes. Name of Pregnant Family Member(s) : Weeks of Pregnancy :(Weeks) | | | | | |
|--|---|---|---|---|---|---|
| Special mobility needs* | Wheelchair is essential in daily life Wheelchair is required when going out Use of walking aids (e.g. cane/walking frame) Above not applicable | Wheelchair is essential in daily life Wheelchair is required when going out Use of walking aids (e.g. cane/walking frame) Above not applicable | Wheelchair is essential in daily life Wheelchair is required when going out Use of walking aids (e.g. cane/walking frame) Above not applicable | Wheelchair is essential in daily life Wheelchair is required when going out Use of walking aids (e.g. cane/walking frame) Above not applicable | Wheelchair is essential in daily life Wheelchair is required when going out Use of walking aids (e.g. cane/walking frame) Above not applicable | Wheelchair is essential in daily life Wheelchair is required when going out Use of walking aids (e.g. cane/walking frame) Above not applicable |
| Children with special learning needs (Please specify if any) | (Not Applicable) | Type : | Туре : | Туре : | Туре : | Туре : |

Part IV – Institutional Referral (Applicable only to applications recommended by social worker)

(The document shall be provided to the operating organisation(s) of the project(s) as requested.)

Part V – Declaration and Undertaking by the Applicant (Must be completed and signed)

I agree and declare that:

1. I have understood the project details, eligibility criteria and assessment criteria of the project(s) before completing the application form. I and/or my family members undertake to comply with all policies and arrangements relating to the application and allocation of housing of the project(s) that have been formulated or will be revised as appropriate, and agree that the operating organisation(s) of the project(s) will have the final decision on the allocation of housing.

2. I and/or my family members, on the date of completing the application form, do not own, co-own or have entered into any agreement for sale and purchase to purchase any domestic property in Hong Kong/Mainland China/overseas, and do not hold more than 50% of shares in a company which owns, directly or through its subsidiaries, any domestic property in Hong Kong/Mainland China/overseas.

3. I and/or my family members understand that, except for special circumstances reviewed and considered by the operating organisation(s) of the project(s) based on the actual situation, the total monthly income and total net asset value of the household of me and/or my family members must not exceed the limits in respect of application for PRH laid down by the HA, which are subject to review annually.

4. I and/or my family members agree that the HB / operating organisation(s) of the project(s) may use the personal data provided by me and/or my family members in this Application Form and during application to vet and review my and/or my family members' transitional housing application, Trial Scheme on Special Allowance for Households of Transitional Housing application (if applicable) and related matters, including carrying out the matching procedure as defined under the Personal Data (Privacy) Ordinance (Cap. 486); conducting random checks, monitoring and reviewing various transitional housing projects; handling my and/or my family members' enquiries and complaints; conducting research and investigations; preparing statistics; discharging statutory duties, etc. The provision of personal data to the HB / operating organisation(s) of the project(s) is on a voluntary basis. If I and/or my family members fail to provide the requested personal data, the HB / operating organisation(s) of the project(s) will not be able to process my and/or my family members' application.

5. I and/or my family members understand that in vetting and assessing my application, the operating organisation(s) of the project(s) may collect my and/or my family members' personal data from relevant government departments, public / private organisations (for example but not limited to financial institutions and banks), and/or any third parties (for example but not limited to employers) in possession of my and/or my family members' personal data for verification and confirmation of eligibility. Whilst the collection of information is in progress, I and/or my family members agree that the personal data furnished by me and/or my family members and/or third parties. I and/or my family members also authorise any organisations and/or third parties in possession of my and/or my family members' personal data for the vetting of my application.

6. I and/or my family members agree that the HB / operating organisation(s) of the project(s) may disclose to the HB / HA / the Housing Department (HD) / relevant departments, organisations or co-operation units, for carrying out the matching procedure as defined under the Personal Data (Privacy) Ordinance (Cap. 486) and/or transferring the personal data in the application form and all related documents, to process, vet and/or investigate application(s) / case(s). All personal data will be handled in accordance with the policies as revised from time to time by the HB / operating organisation(s) of the project(s) and the Personal Data (Privacy) Ordinance.

7. I and/or my family members agree that in processing, vetting and/or investigating my application, the operating organisation(s) of the project(s) may enquire of, verify and/or obtain the personal data and all related documents submitted/disclosed by me and/or my family members in relation to the application from the operating organisation(s) of the project(s) of other priorities in the same application form. All personal data will be handled in accordance with the policies as revised from time to time by the operating organisation(s) of the project(s) and the Personal Data (Privacy) Ordinance.

8. I and/or my family members agree that the information provided in this application form by me and/or my family members may be used by the HB / HA / HD / relevant Government bureaux / departments / operating organisation(s) of the project(s) for the purposes of statistical surveys or researches, including but not limited to understanding the effectiveness of assistance provided to the beneficiaries and the living conditions of the beneficiaries, 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.

9. I and/or my family members agree that the HB can pass the personal data in this application form and all correspondences submitted by me and/or my family members to the operating organisation(s) of the project(s) for processing the application and executing the transitional housing policies/requirements, and for the purpose of executing the terms of the tenancy agreement of the allocated transitional housing unit(s). I and/or my family members also agree that the information provided may be passed to the hotline of the HB / operating organisation(s) of the project(s) for answering my and/or my family members' enquiries.

10. In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), I and/or my family members have the right to request access to the personal data provided in this application form and in applying for transitional housing, and to request correction of such data by the HB / operating organisation(s) of the project(s). All information and documentary proof submitted for the transitional housing application will not be returned. Requests for access to personal data should be addressed to the Departmental Data Protection Officer of HD (application should be submitted by post or by fax to the Departmental Data Protection Officer, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon (Fax number: 2761 6363)). According to the Personal Data (Privacy) Ordinance (Cap. 486), personal data means any data – (a) relating directly or indirectly to a living individual; (b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and (c) in a form in which access to or processing of the data is practicable. Application for access to personal data may be subject to a fee.

11. I declare that the information provided in this application form by me and/or the applicant on my behalf and other information submitted/to be submitted for the project(s) is true and correct. I understand that if I knowingly or wilfully make any false statement or withhold any information or mislead the HB / operating organisation(s) of the project(s) in other ways, I may be liable to prosecution and immediate disqualification, and the tenancy of the flat allocated may have to be ceased immediately. I understand that if I deliberately provide false information or omit information in order to obtain the eligibility for transitional housing for myself and/or my family members, I could be held criminally liable to, among other offences, fraud under Section 16A of the Theft Ordinance (Cap. 210). Any person who commits an offence of fraud is liable on conviction to imprisonment for a maximum of 14 years.

12. I understand and agree that after submission of the application form and before completion of the vetting of the application by the operating organisation of the project, the quota for the project may be full or the application may be closed. The application will then automatically enter the vetting procedures of the project of the next priority, and it will be handled by the operating organisation of another project.

13. I understand and agree that I and my family members have to move out of the flat of the project when the project ends or when I and my family members have been allocated PRH.

14. I and/or my family members are currently not a registered household of transitional housing projects or Light Public Housing subsidised by the HB.

15. I understand and agree that no person other than myself and/or the family members listed in this application form shall have any right to enforce or enjoy the benefits of any terms in this application form and/or relevant agreement(s) under the Contracts (Rights of Third Parties) Ordinance (Cap. 623).

16. I and/or my family members understand that any staff member of the Government / operating organisation(s) of the project(s) who offers to provide assistance in return for remuneration should be reported to the Police or Independent Commission Against Corruption immediately. Bribery or attempted bribery is also an offence in law. The HB / operating organisation(s) of the project(s) will refer the case to the relevant authorities for investigation. The HB / operating organisation(s) of the project(s) reserve(s) the right to cancel the application or terminate the tenancy agreement immediately irrespective of whether the applicant has been convicted of the relevant offence.

17. I and/or my family members have read, understood and agreed to comply with the above "Declaration and Undertaking", and confirm that all information provided is correct. In the event of any changes, I will notify the operating organisation(s) of the project(s) as soon as practicable.

Attention: (i) The applicant and all of his/her family members aged 18 or above are required to sign below.

(ii) Family member(s) aged under 18 is/are not required to sign below. Nevertheless, the applicant shall be legally liable for the particulars of the family member(s) aged below 18 furnished.

| | Name | Signature | Date of Signing (DD / MM / YYYY) |
|---------------|------|-----------|-------------------------------------|
| Applicant | | | |
| Family Member | | | - |
| Family Member | | | |

| the project(s) will contact the applicant later to re | (Note: There is no need to submit supporting documents together with the application form. The operating organisation(s) of the project(s) will contact the applicant later to request submission of documents for assessment.) | | | | | |
|--|---|--|--|--|--|--|
| 1. Identity Documents of Applicant and All Famil 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) | | | | | |
| 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 | | | | | |
| 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 | | | | | |
| Documents on marital status to be submitted by divorced persons, unmarried single parents or widowed persons (if applicable) | 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) 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 a statutory declaration specifying the date of separation after cohabitation 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 Certificate of Marriage and Death Certificate for a deceased spouse Declaration |
|---|---|
| Address proof | • A copy of any documents with the applicant's Chinese / English residential / correspondence address (e.g. electricity bill) |
| Rental proof (if applicable) | • A copy of rent receipt and tenancy agreement |
| PRH application proof (if applicable) | A written notification bearing an application number (blue card) issued by the HA In case of addition or deletion of family member(s) while awaiting PRH allocation, please provide the latest letter issued by the HD to prove that the relevant procedures have been completed |
| Pregnancy of 16 full weeks or more (if applicable) | • A copy of certificate with the expected date of delivery issued by a registered medical practitioner |
| Any chronically ill / disabled family member (if applicable) | • A copy of medical certificate issued by a registered medical practitioner or recognised medical personnel |
| Children with special learning needs (if applicable) | • A copy of documentary proof of children with special learning needs (such as the medical report / professional certificate issued by a relevant assessment organisation or specialist) |
| Proof of Institutional Referral (if applicable) | • Recommendation documents issued by a registered social worker |
| Salaried person (with a regular employer) | ntary proof for the past six months for income and asset test) Tax demand notes, pay slips issued by employer (with company name, |
| (if applicable) | seal and signature of person-in-charge, etc.), bank statements / bankbooks showing payment of salaries |
| Salaried person (without a regular employer) (if applicable) | • Declaration |
| Self-employed person (if applicable) | • Declaration and other relevant documents |
| Comprehensive Social Security Assistance (CSSA) recipient (if applicable) | • Copies of documents indicating the amount of CSSA and medical waiver |
| Allowance recipient of the Cash Allowance Trial Scheme (CATS) (if applicable) | • Documentary proof for the amount of allowance under CATS |
| Applicant and adult family members who are retired, unemployed or not working (if applicable) | • Declaration on the source of financial support |
| Deposit records (if applicable) | • Bankbooks or monthly bank statements of all the bank accounts of the applicant and family members |
| Leased / vacant land / property (if applicable) | A copy of the latest demand note for rates and government rent Declaration |
| 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 |
| Vehicle registration and licence (if applicable) | • Vehicle registration documents |
| 3. Imminent Housing Need of Applicant and All H | Samily Members |
| Poor living conditions (if applicable) | • Photo(s) or video(s) of the current residence |
| Housing urgency (e.g. encountering domestic violence, natural disaster, unemployment, sudden eviction) (if applicable) | Recommendation document issued by a registered social worker Declaration and other relevant documents |
| | |

Part VII - Basic Selection Criteria Guidelines for Category B Tenants

Under the "Funding Scheme to Support Transitional Housing Projects by Non-government Organisations", operating organisation(s) of the project(s) should allocate units of a project according to the approved ratio for Category A tenants (i.e. persons who have waited for traditional PRH for not less than three years) and Category B tenants (i.e. other category of applicants). The operating organisation(s) of the project(s) may formulate their own detailed criteria having regard to their service features for allocation of units to Category B tenants, such as persons/families living in inadequate housing or with urgent need for community support including those who have undergone a sudden change in family situation, etc.

2. In line with the policy objective of promoting fertility, families with babies born on or after 25 October 2023 and having been waiting for traditional PRH for not less than two years are eligible for Category A application for transitional housing. The arrangement is effective from 1 December 2023 and the applicants are required to submit the application for transitional housing before the baby reaches the age of one.

3. Regarding the recruitment and selection of Category B tenants, operating organisation(s) of the project(s) should consider the following factors:

- (a) All married persons listed on the application form must apply together with their spouses unless they have been referred by a social worker for urgent housing needs due to family problems.
- (b) In general, the total monthly income and total net asset value of the household must not exceed the limits in respect of application for PRH laid down by the HA. Such limits are subject to review annually. For special cases, the operating organisation(s) of the project(s) may review and consider the cases based on the actual circumstances of the applicants. The operating organisation(s) of the project(s) should have sufficient grounds to support that the applicant has an imminent housing need and is unable to meet his/her imminent housing need with his/her income or assets.
- (c) Operating organisation(s) of the project(s) should comprehensively consider the application if there are any elderly, children under 18, persons with disability and/or family members with other special needs in the household, and formulate their own detailed criteria on application priority;
- (d) The applicant must have an imminent housing need (to be assessed by the respective operating organisation(s) of the project(s) based on the applicant's actual circumstances), such as having met one or more of the following criteria:
 - i. residing in poor conditions;
 - ii. experiencing housing urgency (e.g. encountering domestic violence, natural disaster, unemployment, sudden eviction);
 - iii. having physical and/or mental health issues (e.g. chronic illness, previous stroke); or
 - iv. having been assessed by a social worker as in urgent need of community support and recommended for transitional housing.

4. The operating organisation(s) of the project(s) may consider conducting a home visit to understand the poor condition of the applicant's current living environment (such as whether there is any window, whether there is a separate toilet, the size of the unit, etc.).

5. The operating organisation(s) of the project(s) may consider whether the applicant's normal life (including work ability) is severely affected by his/her health condition (such as (i) being a renal patient in need of continuous ambulatory peritoneal dialysis at home; (ii) being a hyperactive patient; (iii) being a tetraplegic patient; or (iv) requiring non-temporary indoor use of wheelchair, etc.) in determining the application priority.