

Date of Submission : _____

Application Number : _____

Application Form for Transitional Housing

Points to Note

1. Applicants should study the **details, eligibility for application and assessment criteria** of the project(s) being applied. In case of doubt, please contact the operating organisation(s) of the project(s) concerned.
2. Applicants may submit the **application form** through any of the following means: (i) by post to the “**Task Force on Transitional Housing, Housing Bureau, P.O. Box 183, General Post Office**” with “Application for Transitional Housing” marked on the envelope; (ii) by fax to **3565 4382**; (iii) by email to **thapp@hb.gov.hk**; or (iv) by submitting the application form into the collection box at the Hong Kong Housing Authority Customer Service Centre or the Cash Allowance Office of the Housing Department (HD) (**Note**: operating organisations will not receive the application form directly).
3. Upon receiving the application form, the Housing Bureau (HB) will pass it to the operating organisation(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 IV of the application form).
4. Please complete this form in **English BLOCK LETTERS** or **Chinese** (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.
5. “* ” indicates a mandatory field.
6. Persons/families already residing in transitional housing projects cannot apply for other projects, unless a social worker of the referring organisation (not the operating organisations of the transitional housing projects 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 fill in the **Project Code(s) only**1st Priority : _____2nd Priority : _____3rd Priority : _____

List of Project Codes
(To be updated regularly)



Webpage of Transitional Housing
(Providing latest project information)

Category of Applicant* : Category A (Any person who has been waiting for public rental housing (PRH) for not less than 3 years)
 Category B (Any other person²)

Name (Chinese)* : _____ (English)* : _____

Identity Document Type^{3*} 1 2 3 4 5 6 7 Identity Document No.* : _____Marital Status* : Unmarried Married Divorced Widowed Undergoing Divorce Proceedings

Local Contact Telephone No.* : 852 - _____ [with SMS function] Email Address (if any) : _____

Residential Address* : _____ Flat Size : _____ (sq.ft.)

Correspondence Address* : _____ (if not the same as residential address above)

PRH Application Number (if any)* : _____ (G _____)⁴ Urban Extended Urban New Territories Islands

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

(In case of addition or deletion of family member(s) while awaiting PRH allocation, please provide the latest letter issued by HD to prove that the relevant procedures have been completed)

Type of current residence : Self-contained Flat Cubicle Subdivided Unit Rooftop Structure Factory Estate
 Bedspace Squatter Homeless Boarding Others : _____

Duration of stay in current residence : _____ year(s) _____ month(s) No. of occupants : _____

Average monthly rent in past three months (excluding utility charges and management fee) : HK\$ _____

Monthly Management Fee : HK\$ _____

Water bill : HK\$ _____ /cycle Electricity bill : HK\$ _____ /cycle Gas bill : HK\$ _____ /cycle

1 The application form 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 and the applicant also confirms acceptance of the offer, the application for projects of other priority will be automatically cancelled.

2 “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 5 of this form.

3 Type of identity document: 1. Hong Kong Permanent Identity Card; 2. Hong Kong Identity Card; 3. Hong Kong Birth Certificate (for persons aged below 11);

4. Re-entry Permit; 5. Document of Identity for Visa Purposes; 6. Permit for Proceeding to Hong Kong and Macao (i.e. One-way Permit); or 7. Passport.

4 If the PRH application number begins with “U”, please fill in the latest allocation number beginning with “G” as provided by HD.

Part II – Particulars of Family Members

Please put a tick “✓” in the appropriate box. (For family exceeding 6 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 (Chi)*	Ditto					
Name (Eng)*	Ditto					
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female					
Date of Birth* (DD/MM/YY) (Age)	/ / ()					
Relationship with the Applicant* (Please circle)	(Not Applicable)	Spouse / Father / Mother / Son / Daughter / Grandson / Granddaughter / Grandfather / Grandmother / Elder brother / Younger brother / Elder sister / Younger sister	Spouse / Father / Mother / Son / Daughter / Grandson / Granddaughter / Grandfather / Grandmother / Elder brother / Younger brother / Elder sister / Younger sister	Spouse / Father / Mother / Son / Daughter / Grandson / Granddaughter / Grandfather / Grandmother / Elder brother / Younger brother / Elder sister / Younger sister	Spouse / Father / Mother / Son / Daughter / Grandson / Granddaughter / Grandfather / Grandmother / Elder brother / Younger brother / Elder sister / Younger sister	Spouse / Father / Mother / Son / Daughter / Grandson / Granddaughter / Grandfather / Grandmother / Elder brother / Younger brother / Elder sister / Younger sister
Family member pregnant for 16+ weeks*	<input type="checkbox"/> Yes Name of Pregnant Family Member : _____ Weeks of Pregnancy : _____(Weeks) <input type="checkbox"/> No					
Special Travel Needs*	<input type="checkbox"/> Wheelchair use is essential in daily life <input type="checkbox"/> Wheelchair is required when going out <input type="checkbox"/> Use of walking aids (e.g. cane/walking frame) <input type="checkbox"/> Above not applicable	<input type="checkbox"/> Wheelchair use is essential in daily life <input type="checkbox"/> Wheelchair is required when going out <input type="checkbox"/> Use of walking aids (e.g. cane/walking frame) <input type="checkbox"/> Above not applicable	<input type="checkbox"/> Wheelchair use is essential in daily life <input type="checkbox"/> Wheelchair is required when going out <input type="checkbox"/> Use of walking aids (e.g. cane/walking frame) <input type="checkbox"/> Above not applicable	<input type="checkbox"/> Wheelchair use is essential in daily life <input type="checkbox"/> Wheelchair is required when going out <input type="checkbox"/> Use of walking aids (e.g. cane/walking frame) <input type="checkbox"/> Above not applicable	<input type="checkbox"/> Wheelchair use is essential in daily life <input type="checkbox"/> Wheelchair is required when going out <input type="checkbox"/> Use of walking aids (e.g. cane/walking frame) <input type="checkbox"/> Above not applicable	<input type="checkbox"/> Wheelchair use is essential in daily life <input type="checkbox"/> Wheelchair is required when going out <input type="checkbox"/> Use of walking aids (e.g. cane/walking frame) <input type="checkbox"/> Above not applicable
Children with special learning needs (If any, please specify)	(Not Applicable)	Type :				

Part III – Referral by Operating Organisation

(This section is only applicable to Category B applicant referred by an operating organisation)

Name of Organisation : _____

Office Address of Organisation : _____

Name of Social Worker Making Referral : _____ Contact No. : _____

Email Address : _____ Date of Referral : _____(DD/MM/YY)

Brief Description of Case (including family background, current living condition, urgency of housing needs, etc.) :

Part IV – Checklist of Supporting Documents

(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 His / Her Family Members	
Copy of identity documents of all individuals	<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)
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
Copy of documents on material 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 of 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
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 <input type="checkbox"/> For separated cohabitants, the female is required to submit the original of a 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 Certificate of Marriage and Death Certificate for a deceased spouse <input type="checkbox"/> Declaration
Address Proof	<input type="checkbox"/> A copy of any documents with the applicant's Chinese / English residential / correspondence address (e.g. electricity bill)
Rental proof (if applicable)	<input type="checkbox"/> A copy of rent receipt and tenancy agreement
PRH application proof (if applicable)	<input type="checkbox"/> A written notification bearing an application number (blue card) issued by the Hong Kong Housing Authority
Pregnancy of 16 full weeks or more (if applicable)	<input type="checkbox"/> A copy of certificate with the expected date of delivery issued by a registered medical practitioner
Any chronically ill / disabled family member (if applicable)	<input type="checkbox"/> A copy of medical certificate issued by a registered medical practitioner or recognized medical personnel
2. Income Proof and Net Asset Value Proof of Applicant and All Family Members	
(Note: Applicant is required to provide documentary proof for the past six months for income and asset test)	
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
Salaried person (without a regular employer) (if applicable)	<input type="checkbox"/> Declaration
Self-employed person (if applicable)	<input type="checkbox"/> Declaration and other relevant documents
Comprehensive Social Security Assistance (CSSA) recipient (if applicable)	<input type="checkbox"/> Copies of documents indicating the amount of CSSA and medical waiver
Applicant and adult family members who are retired, unemployed or not working (if applicable)	<input type="checkbox"/> Declaration on the source of financial support

Deposit records (if applicable)	<input type="checkbox"/> Bankbooks or monthly bank statements of all the bank accounts of the applicant and family members
Leased / Vacant Land / Property (if applicable)	<input type="checkbox"/> A copy of the latest demand note for rates and government rent <input type="checkbox"/> 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)	<input type="checkbox"/> Copy of pension documents <input type="checkbox"/> Declaration
Vehicle registration and licence (if applicable)	<input type="checkbox"/> Vehicle registration documents

Part V – Declaration and Undertaking by the Applicant

Please put a tick “✓” in the appropriate box (Must be completed and signed)

- I have understood the project details, eligibility criteria for application 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 the operating organisation(s) of the project(s) will have the final decision on the allocation of housing.
- 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.
- 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 contained therein may be disclosed to the abovementioned organisations 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 to furnish the Housing Bureau (HB)/ operating organisation(s) of the project(s) with my and/or my family members’ personal data for the vetting of my application.
- I and/or my family members agree that in processing, vetting and/or investigating my application, the HB / operating organisation(s) of the project(s) may disclose, verify and/or transfer the personal data in the application form and all related documents to the relevant departments, organisations or co-operation units. 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.
- I and/or my family members agree that the information provided in this application form by us may be used by the HB / 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. The personal information provided by me and/or my family members is on a voluntary basis.
- 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 willfully 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 deliberate provision of false information or omission of information in order to obtain the eligibility for transitional housing for me and/or my family members by deception is a criminal offence.
- I understand and agree that after submission of the application form and before completion of the vetting of the application by the operating organisation, 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.
- 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.
- I and/or my family members currently are not a registered household of transitional housing projects subsidised by the HB.
- I understand and agree that no person other than myself and 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).
- 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. 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.

I 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 of the project as soon as practicable.

Signature of Applicant : _____

Date : _____

Under the “Funding Scheme to Support Transitional Housing Projects by Non-government Organisations (NGOs)”, operating organisations should allocate not less than 80% of the units in a project to persons who have waited for traditional PRH for not less than three years (i.e. Category A tenants). Besides, operating organisations may formulate their own detailed criteria having regard to their service features, and reserve not more than 20% of the units for other categories of applicants (i.e. Category B tenants), e.g. 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. According to the existing mechanism, if operating organisations encounter practical difficulties in recruiting tenants, they may submit relevant information and data to the Housing Bureau and apply for adjusting the tenant ratio.

2. Regarding the recruitment and selection of Category B tenants, operating organisations may consider the following factors:

- (i) The applicant must be 18 years of age or above.
- (ii) 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.
- (iii) 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.
- (iv) In general, 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. Such limits are subject to review annually. For special cases, the operating organisations may review and consider the cases based on the actual circumstances of the applicants.
- (v) The applicant must have a pressing housing need (to be assessed by the respective operating organisation based on the applicant’s actual circumstances), e.g. having to meet one or more of the following criteria:
 - (a) Residing in poor conditions; or
 - (b) Experiencing housing urgency (e.g. encountering domestic violence, natural disaster, unemployment, sudden eviction); or
 - (c) Having elderly member(s), child(ren) or person(s) with disability in the family or other special needs; or
 - (d) Having physical and/or mental health issues (e.g. chronic illness, previous stroke); or
 - (e) Having been assessed by a social worker as in urgent need of community support and recommended for transitional housing.