

Organizer:



Funding Organisation:



香港公益金  
THE COMMUNITY CHEST

Operator:



**Application Guide for Joy Neighbors Supporting Scheme**  
**Shun Sing Mansion under Community Housing Movement**

1. Introduction

The Society for Community Organization Limited (SoCO) will operate the project of " Joy Neighbors Supporting Scheme: Shun Sing Mansion," under HKCSS's of "Community Social Housing Movement and funded by The Community Chest of Hong Kong" from 4<sup>th</sup> quarter of 2022. " Joy Neighbors Supporting Scheme" has been endorsed to relieve the housing pressure of grassroots 1-to-6-person families and improve their quality of life.

2. Particulars of the units

Total 52 units

| Units Type         | Salable Floor Area (sq. ft.) | Number of units available for letting | Suitable Number of Occupants |
|--------------------|------------------------------|---------------------------------------|------------------------------|
| 1 person units     | 70-94                        | 25                                    | 1                            |
| 2 person units     | 109-151                      | 17                                    | 2                            |
| 3-6 person units   | 315-440                      | 10                                    | 3-6                          |
| * Accessible units | /                            | /                                     | /                            |

3. Tenancy period

2-year (subject to the license agreement)

4. Eligibility

4.1 The Applicant must be 18 years of age or above. The Applicant and all family members must be residing in Hong Kong and have the right to land in Hong Kong without being subject to any conditions of stay (except for conditions concerning the limit of stay); and

4.2 Families who are now inadequately housed, e.g., sub-divided units, squatters, rooftops, or other types of inadequate accommodation: and

4.3 The application for Public Rental Housing (hereinafter referred to as "PRH") of the Hong Kong Housing Authority (hereinafter referred to as "HA") must remain valid at any time from the registration date for application of HA's PRH up to the commencement of the License Agreement issued under the Scheme.

4.4 Applicants must be from 1-6 person families whose applications has been registered for 3 years or more. (i.e., the registration date is on or before 1/8/2019) (The information of the applicant and his/her family member(s) must be the same as that of the application for PRH of HA); and

4.5 Having a job or applied for Comprehensive Social Security Assistance (CSSA).

4.6 The applicant and his/her family member(s) must comply with the existing policies and

criteria for applying PRH of HA (including but not limited to number of family members, income and asset limit), and must not own directly or indirectly in any manner any domestic property in Hong Kong (including subsidized sale flats) at any time from the date of application for HA's PRH up to the commencement of the License Agreement

| Nos. of Family Member | Upper Limit of Monthly Family Income |
|-----------------------|--------------------------------------|
| 1 P                   | \$12,940                             |
| 2 P                   | \$19,550                             |
| 3 P                   | \$24,410                             |
| 4 P                   | \$30,950                             |
| 5 P                   | \$37,180                             |
| 6 P                   | \$40,840                             |

(Effective from 1 April 2021)

4.7 Have a concrete and feasible moving-out plan after the living period.

4.8 80% of total units are reserved for families falling into the categories of 4.1 to 4.7 SoCO reserves the right to allocate no more than 20% of units to the applicants who fail to meet the criteria 4.1 to 4.7 and recommended by social workers with genuine housing needs, e.g., queuing for the PRH less than 3 years, but with specific housing hardships Assessed and granted by social worker of SoCO.

## 5. Service Target

- 1 person units: The applicant aged 18 years or above.
- 2 person units: The major applicant must be at least 18-year-old.
- 3-6 person units: Families with at least one family member at or below 12-year-old are given priority.

## 6. License Fee

Equal to the maximum level of the rent allowance under CSSA scheme or generally not exceeding 25% of household total income. Monthly license fee of CSSA recipients is subject to an adjustment irregularly, pursuant to the latest rent allowance level set by the Social Welfare Department. According to the published document of "SWD/SSB/6-35/1/6/.", the MRA is as follows

| Units Type                                   | Purposed Rent for CSSA recipients<br>(According to the published document of "SWD/SSB/6-35/1/6/) |
|--|--|
| For a family of one eligible member          | \$ 2,515   |
| For a family of two eligible members         | \$ 4,440   |
| For a family of three eligible members       | \$ 5,330   |
| For a family of four eligible members        | \$ 6,005   |
| For a family of five eligible members        | \$ 6,695   |
| For a family of six or more eligible members | \$ 7,800   |

6.1 Rent is inclusive of Rates and Management Fees

6.2 Household are responsible for their own electricity and water expenses, the tenants shall directly pay the water and electricity, gas bill to the Water Supplies Department and Utility Companies.

6.3 Household are responsible to pay for 1-month rent as deposit.

6.5 Stamp duty will be shared by SoCO and the tenants

## 7. Basic Facilities and Equipment

7.1 Lifts will be provided in the project.

7.2 Each unit has an independent toilet and either independent or shared cooking area, where only cook with electric induction cooker is allowed.

7.3 Pre-set electric water heater, ventilating fan, Exhaust fan in every unit.

## 8. Important Notes for Application Submission

The completed application and documentary proofs must be submitted to SoCO by post or in person. The submission deadline is on 1 Sept 2022. Applicants can only submit the application form through either one of the above manners. Should duplicated applications be found, SoCO reserves the right to cancel all related applications for whatever reason.

### 8.1 By Post

The applicant can post application forms and declarations to Unit A, 6/F, Posco Building, 165 Un Chau Street, Sham Shui Po. The closing date for post collecting the Application form is on 1 Sept 2022, determined by Stamp Chop of Post Office. Please indicate [Apply Shun Sing Mansion] on the cover of the envelope. The postmark date shall prevail. Applications delivered belatedly due to insufficient postage or returned to the applicants by the post office will not be processed.

### 8.2 In person

The completed application form should be submitted, together with the photo copies of supporting documents, by dropping in the collection box at SoCO (Unit A, 6/F, Posco Building, 165 Un Chau Street, Sham Shui Po). The closing time for collecting the Application

form is 5:00 p.m. on 1 Sept 2022.

### 8.3 Application Form Download Online

Applicant could download forms from

<https://drive.google.com/drive/>

folders/1wR2SqjJOe95NZoLV\_dtW6KZ1mscjVztC? usp=sharing. before 1 Sept 2022 5:00 pm.

## 9. Vetting Procedures

9.1 Applicants should provide the supporting documents (Highlighted in yellow) required in the list of supporting documents listed in Part 6 of the "Application Form" when submission. All documents shall be well prepared during Interview. SoCO will check the original documents to verify the accuracy of the information in the application.

9.2 Computer balloting will be held to determine the priority for the arrangement of vetting interviews (for both shortlisted and waiting lists). Quota for interviews for different family size according to the 1st round interview quota under the Scheme: 50 interview places for 1P families; 34 places for 2P families; 20 places for 3-6 person families in the first-round interview.

9.3 5 interview quotas are reserved for the waiting lists /second round of interviews according to the number of vacant flats under the Scheme. There will be 10 seats for interview for 20% applicants (applicants who fail to meet eligibility purposed and with special housing needs recommended by social workers)

9.4 SoCO will notify applicants application number in SMS within 5 working days after the submission deadline (On 5 Sept 2022)

9.5 Applicants should indicate the application number in all future correspondences between

9.6 SoCO will call and send SMS and invite applicants for vetting procedures in person according to the priority, family size (quota for interview) to determines interview time and date.

9.7 SoCO's social workers will conduct interview on applicants and all family member(s) (if any) listed in the Application Form to provide supporting documents for assessment the basis of the professional judgment. (Including but not limited to income and asset). If the applicant does not attend the vetting procedures, the application will be cancelled.

9.8 After completion of interview and home visit (if necessary) procedures, eligible applicants will be arranged to flat allocation by Computer. The announcement of result is tentatively scheduled on 18 Sept 2022 and would be placed at [soco.org.hk/social-housing/](http://soco.org.hk/social-housing/)刊登

## 10. Unit Allocation Procedures

10.1 SoCO will inform the applicants who have successfully allocated a unit via telephone by 18/9/2022.

10.2 If the applicants have been allocated a unit offer, they will obtain the basic information of the units prepared by SoCO. However, difficulties exist for the site tour arrangement. If applicants accept the unit allocated, they will be arranged to sign the relevant documents at

the specified time.

10.3 SoCO will deliver "Notice of unit allocation and move-in arrangement" to those who get the unit distribution offer. Applicants shall bank in deposits within the specified period.

10.4 Applicants will only have one chance of unit allocation. If the distribution is refused, the synchronization of canceling the application.

10.5 SoCO reserves the rights to decide unit allocation to eligible applicants.

## 11. Assessment Criteria

11.1 SoCO will invite applicants to attend the interview according to the service target group and the quotas of vacant units under the Scheme. Our social workers, as the interview assessor, uphold the fair marking Scheme.

11.2 Vetting Criteria Applicant must:

- Meet the eligibility criteria; and
- Complete the vetting procedures, including verification of information and passing the vetting interview; and
  - Have the intention to establish a friendly neighborhood, participate proactively in our activities.
- Applicants must reach 50/100 points to qualify for admission.
- Each item cannot be lower than half of the score.
- Scoring Items includes Housing needs and other special needs (item accounts for 55%, a score of less than a half is considered ineligible)
  - Imminent housing needs, neighborhood and self-enhancement intentions (item accounts for 45%, a score of less than a half is considered ineligible)

11.4 The applicant and his/her family members who are willing to live with other households, comply with "Residence Rules" and carry out obligations which are briefly listed below:

- i. Agreeing with the concept of co-living, mutual learning, having empathy, and having self-care ability, being able to live independently and participate in monthly residents' meetings, work shifts for cleaning the public areas, etc.
- ii. Smoking is not permitted in the premises; Flame cooking is prohibited in the unit.
- iii. Tenants shall appropriately dispose of the garbage, avoiding blocking the fire escape routes. Discarding the bulky and non-domestic waste in the area of Shun Sing is not allowed.
- iv. No personal belongings shall be placed outside the unit.
- v. In case of any discrepancy between the English version and the Chinese version, the Chinese version shall prevail.
- vi. All matters and disputes, including identifying a rent level and selection criteria are subject to the final decision of SoCO.
- vii. Residents violating the "Residence Rule" or causing disturbance to others will receive

- warnings. The tenancy agreement might be terminated prematurely depends on the gravity of the matter
- viii. Applicant cannot assign or sublet the unit and cannot take in any lodger during the term.
  - ix. Illegal and unethical activities are prohibited. Otherwise, the Tenancy Agreement may be terminated immediately.
  - x. Damaging the structure or hanging anything on the firefighting system and using anything to cover the smoke detector is prohibited.
  - xi. Not to keep any animal, bird or livestock of any description in the unit.
  - xii. Upon termination of Tenancy Agreement, the tenant must deliver vacant possession of the unit in a clean and tidy condition and return all keys to the management office.

### Work Schedule

| Dates               | Tasks   |
|---------------------|---|
| <b>1/8-1/9/2022</b> | The first-round application starts.<br>Inquiries and referrals are welcomed |
| <b>1/9/2022</b>     | The deadline of first-round application                                     |
| <b>7-16/9/2022</b>  | Interview   |
| <b>18/9/2022</b>    | The date of announcing first-round application result                       |
| <b>18/9/2022</b>    | Start of the Second-round interview   |
| <b>3-10/10/2022</b> | To sign the tenancy agreement   |
| <b>17/10/2022</b>   | Move in and end of Second-round interview                                   |

