

**Society for Community Organization(SoCO)**  
**Transitional Housing Project: Everest Residence in Chai Wan**  
**(Project Code: 18)**  
**Application Guide**

## 1. Project Background

Society for Community Organization (SoCO) will make commencement a transitional housing project of “Everest Residence” at Sheung On Street, Chai Wan, which spans 1,250 square meters, with the support of government funds. The Project has been endorsed to relieve the housing pressure of low-income families by providing 102 1-2-person units and one accessible unit.

The Project is dedicated to fostering residents' healthy lifestyles and establishing a caring, inclusive community and neighborhood through the integrated model, particularly housing stability and social services.

## 2. Project Location and Amenities

- 2.1 Everest Residence is located at Sheung On Street, Chai Wan.
- 2.2 Around a 15-minute walk to Chai Wan MTR Station.
- 2.3 Around a 5-minute walk to the bus stops, routes including but not limited to North Point, Wan Chai, Sham Shui Po, Kowloon Bay, Mongkok, and Kai Tak, subject to the latest announcement from the bus companies.
- 2.4 Everest Residence is adjacent to the public housing estates, e.g., Yue Wan Estate and Tsui Wan Estate, with developed facilities of wet markets, shopping malls, retail, catering premises, and schools nearby.
- 2.5 The recreational and sports facilities, e.g., Chai Wan Park, sports center, and municipal service building, are in the vicinity.

## 3. Project Information

Unit Types	Internal Floor Area	No. of Units
1-2-person unit	169 sq.ft.	102
Accessible unit <sup>Note 1</sup>	328 sq.ft	1

**Total: 103**

Note 1 : One of the applicants (the applicant or his/ her family members) must be a non-temporarily indoor person who uses a wheelchair. Medical proofs must be submitted at the vetting interview. An accessible

unit can accommodate three to four persons. Suppose no individual/ family wheelchair-bound is selected within a month after the recruitment starts. In that case, the unit will accept the application of the general three-to-four-person family unit.

#### 4. Basic Facilities and Fittings

- 4.1 Including the G/F, the building consists of 4 floors without lifts.
- 4.2 Each unit provides an independent washroom.
- 4.3 Each unit has an open kitchen, adopting flameless cooking (using induction stoves).
- 4.4 Each provides an electric water heater, exhaust fans, floor boarding, extra-large windows with grilles, hanging rack, sockets, etc.
- 4.5 An individual mailbox is provided to each Everest Residence's household. The site is equipped with communal areas, e.g., the leisure space and a common room for meeting the needs of its residents.
- 4.6 The cleaning and security services in the common areas are included.

#### 5. Term

- 5.1 At least three years, subject to the term set out in the "License Agreement." The renewal arrangement is to be negotiated after moving in.
- 5.2 The Applicants shall establish feasible saving and move-out plans.

#### 6. Rent and other relevant charges

##### 6.1 Rent Level

##### a) Comprehensive Social Security Assistance Scheme(CSSA) Recipients:

- Equals to the maximum rent allowance rates under the Scheme granted by the Social Welfare Department (SWD).<sup>Note 2</sup>

##### b) Non-CSSA Recipients:

- Calculated at approximately 25% of the household's average income in the past 6 months, with the caps and floors point.

	Internal Floor Area(sq.ft.)	The range of monthly rent(HK\$)	
		Non-CSSA Recipients	CSSA Recipients
1-person unit	169	\$2,400 - \$2,900	\$2,515
2-person unit	169	\$3,500 - \$3,900	\$4,440
Accessible unit	328	1-person: \$2,400 - \$2,900	\$2,515
		2-person: \$3,500 - \$3,900	\$4,440
		3-to-4-person: \$4,200 - \$4,900	\$5,330 - \$6,005

- 6.2 Utility(Water and Electricity) Bill : All units have been installed with individual water and electricity meters. “User Pays” adopts as the principle for charges.
- 6.3 Deposit: 1-month rent in advance, the calculation method as mentioned as above.
- 6.4 Stamp Duty: Split the bill with SoCO.
- 6.5 Property Management Fee and Rates: Free of charge
- 6.6 Cash Allowance: The allowance can be continued.

<sup>Note 2</sup> The monthly rental fee of CSSA recipients is pursuant to the most updated rent allowance level set by SWD.

## 7. Eligibility Criteria

- 7.1 The Applicant must be 18 years of age or above.
- 7.2 The Applicant and his/her family must reside 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).
- 7.3 Mainly for 1-to-2-person families, with the components of couples, single-parent families, singletons elderly, or non-elderly singletons.
- 7.4 The Applicant and his/her family members must meet Housing Authority(HA)’ prevailing policies and eligibility criteria for applying for Public Rental Housing(PRH), including but not limited to family size, income, and asset value.
- 7.5 Inadequately housed households currently residing in sub-divided units, cubicles, bed space, squatters, and rooftops or with an urgent housing need will be given priority.
- 7.6 Application Type

<b>a. Type A (In a Priority)</b>	The applicants waitlisting for PRH for at least three years, with the relevant PRH registration number dated before December 2023
<b>b. Type B</b>	The applicants waitlisting for PRH for less than three years or have not applied for PRH but with special housing needs <sup>Note 3</sup>

<sup>Note 3</sup> : The Applicants must pass the vetting procedures, and provide the supporting documents, if needed.

## 8. Application Fee

- 8.1 Application is free of charge.
- 8.2 If you are approached by any staff, who offers to assist you in your application in return for

remuneration, you shall report to the Police and ICAC immediately.

- 8.3 Bribery is an offense. We may refer such cases to the relevant authorities for investigation and reserves the right to terminate such application or terminate the “License Agreement” granted irrespective of whether the application is convicted.

## 9. Application Procedures

- 9.1 Applications will be accepted from 23<sup>rd</sup> July 2023 (Sunday) until all units are occupied.
- 9.2 “Application Form for Transitional Housing” and the “Application Guide” can be obtained at the following venues (during office hours of respective offices) or downloaded from the websites:

<b>a. SoCO’s website</b>	
<a href="https://soco.org.hk/en/everest-residence/">https://soco.org.hk/en/everest-residence/</a>	

<b>b. SoCO’s office</b>	
<u>Address:</u>	SoCO, Room A, 6/F, Posco Building, 165 Un Chau Street, Sham Shui Po (Exit A2 of Cheung Sha Wan MTR Station)
<u>Office Hours :</u>	From Monday to Friday, 10:30am to 10:00pm (except public holidays)

<b>c. Others (Application Forms only)</b> <sup>Note 4</sup>	
<u>i. The website of Housing Bureau</u>	
<a href="https://www.hb.gov.hk/eng/policy/housing/policy/transitional/tenantapplications.html">https://www.hb.gov.hk/eng/policy/housing/policy/transitional/tenantapplications.html</a>	
<u>ii. Hong Kong Housing Authority Customer Service Centre</u>	
<u>Address:</u>	3 Wang Tau Hom South Road, Kowloon, Hong Kong (Near Exit A of Lok Fu MTR Station)
<u>Office Hours:</u>	From Monday to Friday, 8:00am to 6:00pm
<u>iii. Cash Allowance Office</u>	
<u>Address:</u>	5/F, 1 Kwai On Road, Kwai Chung, New Territories
<u>Office Hours:</u>	From Monday to Friday, 8:30am to 6:00pm
<u>iv) District offices under Home Affairs Department, Social Security Field Units and District Services &amp; Community Care Teams (Care Teams)</u>	

Note 4: Applicants obtain the application forms via the method of "Others" shall contact the relevant departments individually to confirm the office hours and venue.

### 9.3 Completion of Application Form

- a. Applicants shall study all the details, notes, and eligibility of the “Application Guide,” “Application Form,” and all the relevant documents. If case of doubt, please contact SoCO for the inquiry.
- b. The Project Code of Everest Residence is “18”.

### 9.4 Submission of Application Form<sup>Note 5</sup>

#### a. By Post<sup>Note 6</sup>

Applicants may submit the completed application form by post to the **"Task Force on Transitional Housing, Housing Bureau, P.O. Box 183, General Post Office."**

#### b. By Fax

By fax to **3565 4382(Task Force on Transitional Housing, Housing Bureau)**

#### c. By email

By email to **thapp@hb.gov.hk**

#### d. By submitting the application form into the collection box<sup>Note 7</sup>

##### i. Hong Kong Housing Authority Customer Service Centre

Address: 3 Wang Tau Hom South Road, Kowloon, Hong Kong (Near Exit A of Lok Fu MTR Station)

##### ii. The Cash Allowance Office of the Housing Department

Address: 5/F, 1 Kwai On Road, Kwai Chung, New Territories

<sup>Note 5:</sup> A central application form collection system is in charge of the government. For inquiries on application form submission and whether the form has been well received, please contact Task Force on Transitional Housing, Housing Bureau on 3579 5549. No supporting documents are required at the application form submission stage.

<sup>Note 6:</sup> Applicants applying by post shall ensure sufficient postage is made to avoid the application being influenced.

<sup>Note 7:</sup> Applicants dropping the application form to the "Collection Box," please contact the related departments for confirmation on the office hours and venue.

## 10. The vetting procedures

- 10.1 Upon receiving the notification from the Task Force on Transitional Housing, Housing Bureau, SoCO will kick off the vetting procedure.
- 10.2 All applications will be vetted. Applicants must submit the supporting documents and declarations to SoCO following the "Checklist of Supporting Documents." If an applicant refuses or cannot submit the requested information promptly, such acts may render delay or termination in processing of his/her application.
- 10.3 Applicants may submit the **supporting documents** through either one of the below ways:

### a. By Post<sup>Note 8 and Note 9</sup>

- Submitting the copies of the documents by post to:  
**SoCO, Room A, 6/F, Posco Building, 165 Un Chau Street, Sham Shui Po**
- Please remark **"Transitional Housing Project: Everest Residence at Sheung On Street, Chai Wan"** on the cover of the envelope.

Note 8: Applications received by mail will be dated by the postmark. Delay in the delivery of applications due to insufficient postage or other reasons will not be handled.

Note 9: Applicants applying by post shall ensure sufficient postage is made to avoid the application being influenced.

### b. In Person

- In person to **SoCO, Room A, 6/F, Posco Building, 165 Un Chau Street, Sham Shui Po (Near to Exit A2 of Cheung Sha Wan Station)**
- Our Office Hours: From Monday to Friday, 10:30am to 10:00pm  
( 1:00pm to 2:00pm and 6:00pm to 7:00pm closed for the meal hour )
- To proceed with the supporting documents submission smoothly, Applicants shall contact in advance SoCO to ensure the office hours.

- 10.4 Upon submission, eligible applicants whose application forms have been duly completed and submitted with copies of all the required documents will receive a notification from SoCO via SMS, or Whatsapp, to confirm the face-to-face interview at the designated date, time, and venue.
- 10.5 Eligible applicants and his/her family members aged 18 years old must attend the vetting interviews. Applicants who fail to attend the vetting interview shall be deemed to have given up his/her application. The rest of the interview quotas will be given to the following eligible

- applicants.
- 10.6 The content of the vetting interview includes an explanation of application details, verification of supporting documents, and vetting of the application.
  - 10.7 Applicants must present the original copies of all supporting documents (listed on the Checklist of Supporting Documents) and provide a set of photocopies in the vetting interviews.
  - 10.8 SoCO has a right to conduct the home visit as the vetting procedure.
  - 10.9 Applicants' failure or refusal to submit the documents in a timely manner, and rejection of the home visit, may lead to the application delay, suspension of the procedure, or deem to withdrawal.
  - 10.10 Successful applicants must pass the verification of the documents, vetting interview, and home visit(if applicable).

## 11. Vetting Criteria

- 11.1 Ensure public resources are used effectively and serve their purpose. Applicants currently inadequately housed in sub-divided units, cubicles, bed spaces, squatters, and rooftops will be taken precedence in the units' allocation.
- 11.2 SoCO will proceed with an integrated and comprehensive assessment for the vetting, e.g., applicants' finance, physical and mental health status, move-out plan, any elderly/child, etc. Applicants recognizing SoCO's mission, including but not limited to having the intention to participate in mutual service and joint management, will have a higher position in the vetting.
- 11.3 Upon the policy regulation, 80% of the quotas will be reserved for Type A applicants; 20% of quotas for Type B applicants. All applicants must have urgent housing needs and pass the vetting procedure conducted by SoCO.
- 11.4 The number of interview quotas in the first phase will be equivalent to three times the units' number according to the applicants' type on Type A and Type B.
- 11.5 If in case of disputes, SoCO shall have the final decision on vetting the applications.

## 12. Release of result

- 12.1 All the application forms will be first screened by the Task Force on Transitional Housing, Housing Bureau, and passed to SoCO concerned for processing. Upon receiving the application forms, SoCO will take around 30 days for the vetting procedures.
- 12.2 Applicants will be notified of the result individually via calls, SMS, Whatsapp, or email.
- 12.3 Successful applicants shall reply whether accept the result within 14 days, following the instruction to pay the reservation fee within a specific period.

12.4 If applicants are overdue for the reply and fail to submit the reservation fee timely, such behaviors will be regarded as application withdrawal.

The reservation fee paid is non-refundable under any circumstances, including the application withdrawal. The paid reservation fee will be transferred to the partial deposit payment for the following move-in procedures.

### 13. Arrangement of the unit allocation

13.1 Applicants passing the vetting interview will have ONE chance of lots drawing via computer balloting to determine the unit to be allocated. Once a successful applicant has declined the offer, which may lead to cancellation of the application, he/she cannot request another unit allocation.

13.2 Successful applicants with unit allocation will receive a “Unit Allocation and Move-in Notice” issued by SoCO. Applicant and his/her family members aged 18 years old or above shall follow the instructions to come to SoCO’s office to sign the License Agreement within a specific period in person for the completion of move-in procedures, bringing the below documents. <sup>Remark 9</sup>

- a. 1-month deposit and 1-month rent settlement proof, e.g., the bank in slips
- b. The signed “Unit Allocation and Move-in Notice.”
- c. The identity proofs of the applicant and his/her family members, etc.

<sup>Remark 9</sup>: The arrangements for the move-in procedures and the documents list will be subject to the “Unit Allocation and Move-in Notice” issued by SoCO.

13.3 If the applicant fails to complete the move-in procedure, his/her unit allocation will be forfeited.

13.4 Everest Residence is under construction, and therefore the request of site-visit cannot be acceded. The information, such as units' photos, flooring plan, and layout, will be uploaded to SoCO's website for the applicants' reference.

13.5 The fastest move-in date will be December 2023, subject to SoCO's updated announcements. SoCO accepts no liability caused by construction delays. The residents-to-be shall settle the accommodation arrangement if needed.

13.6 In case of any disputes, the decision of SoCO shall be the final.

### 14. Rules and Regulation (subject to the terms and conditions listed on the License Agreement)

14.1 A harmonious community is jointly built by the Residents, project team and the property management team. Therefore, the Residents must be prepared to put in the time to participate



- in the Residence's issues.
- 14.2 The resident and his/ her family members registered in the relevant application shall use the allocated unit for residential purposes only. The residents shall not transfer, sublet, or share the unit with any persons not a party to the License Agreement.
  - 14.3 Any commercial, illegal, or immoral behavior in the unit and the premises of Everest Residence is prohibited.
  - 14.4 Modular Integrated Construction (MiC) System is applied in Everest Residence. Drilling any holes, nailing or damaging any surface of the walls and floors, carrying out alterations to the units, or demolishing the devices provided by SoCO is prohibited. If any irregularities are identified, the Residents are obliged to reinstate all the original fixtures and fittings at their expense.
  - 14.5 Flame cooking is prohibited in the unit. Residents shall adopt flameless cooking by using induction stoves.
  - 14.6 Smoking is prohibited in the unit and the premises of Everest Residence.
  - 14.7 Pets shall not be kept in the unit.
  - 14.8 The residents must comply with the "Residents' Rules and Regulations", and the "License Agreement". Otherwise, SoCO reserves the right to terminate the License Agreement.

## 15. Important Notes

- 15.1 If any false, misrepresenting, or misleading information is provided in the application form, the application will be canceled, and any allocated unit will be forfeited. SoCO has the right to decide whether the application contains information that is false, untrue, or misleading. If any person makes a false declaration intentionally (including making false, untrue, or misleading representation in the application form), they are guilty of an offense and liable to imprisonment and a fine upon conviction.
- 15.2 Any updates on the contact information, family particulars or financial situation must be reported in writing to the Office of SoCO immediately. Failure to do so may affect the processing of the application or lead to cancellation of the application.
- 15.3 From the date of submitting the application form to the effective date of the License Agreement, if an applicant and/or his/her family members has/have purchased any domestic properties in Hong Kong, or if the total household income and/or asset value has/have exceeded the prevailing income and/or asset limits, the notification must be immediately made to SoCO for withdrawal of the application. Otherwise, SoCO will cancel the application upon detection.
- 15.4 Application criteria and arrangements may be amended by SoCO without prior notice. Please

refer to <https://soco.org.hk/en/everest-residence/>.

## 16. Collection of Personal Data

- 16.1 SoCO will handle personal data and other relevant information provided for processing application for Everest Residence and statistical survey or research, including but not limited to understanding the living conditions and the effectiveness of assistance provided to beneficiaries living in Everest Residence, 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.
- 16.2 The provision of personal data and other relevant information is voluntary.
- 16.3 Where necessary, the information provided by the applicant may be given to the relevant government departments/organizations/ persons for vetting and assessing the application and for all related purposes.
- 16.4 According to the Personal Data(Privacy) Ordinance (Cap. 486), the applicant has the right to access and/or make corrections to any personal data provided. Such requests should be made in writing to the Office of SoCO.
- 16.5 The unsuccessful application with all relevant information will be disposed of 12 months thereafter.

## 17. Enquiries

- Hotline : 3611 0446 / 9558 1074 (Latter, only Whatsapp)
- Office Hours : From Monday to Friday, 10:30am to 10:00pm (except public holidays)
- Email : [sococw103@gmail.com](mailto:sococw103@gmail.com) (Enquiry only)
- Website : <https://soco.org.hk/en/everest-residence/>