



Hung Shui Kiu Transitional Housing Project — Yan Oi House Application Form

Important Notes :

1. Applicant should read “Application Guideline” carefully, understand and agree the mission and values of the project, application’s eligibility and selection criteria.
2. Applicants can send their applications with electronic copies or photocopies of supporting documents (i) by email to yanoihouse@yot.org.hk, (ii) by post to 2/F, Yan Oi Tong Jockey Club Community and Sports Centre, 18 Kai Man Path, Tuen Mun (please mark on the envelope: Application for Yan Oi House Transitional Housing Project), (iii) in person to 2/F, Yan Oi Tong Jockey Club Community and Sports Centre, 18 Kai Man Path, Tuen Mun, or (iv) through the online system at <https://yanoihouse.yot.org.hk/>.
3. YOT has the right to revise, update and/or amend the terms of this application form without prior notice, and will not bear any responsibilities to the applicant or any third party due to such revision or updates.
4. Upon successful submission, an Acknowledgement of Application containing the application number will be sent to the applicant by WhatsApp or SMS.
5. YOT shall have the final decision on application vetting and unit allocation.
6. If the Acknowledgement of Application is not received within ten working days upon submission, please contact our hotline 2655 7520 or 9487 4973 from Monday to Friday 9:30am - 5:00pm (except public holidays).

Part I : Declarations and Undertakings

1.	I agree and understand the application process, application materials, selection criteria, etc. of the project. I and/or family members undertake to abide by the policies and arrangements of application and allocation of the housing of the project that are or will be implemented. YOT reserves the right to the final decision on the arrangement of the housing.
2.	From the date of submitting my/our application form to the effective date of the Tenancy Agreement of Yan Oi House Transitional Housing Project, I and/or family members have not owned, co-owned, entered into any agreement to purchase or held more than 50% of shares in a company which owns (directly or through its subsidiary) any domestic property in Hong Kong covered in the relevant terms of the Application Guide.
3.	I and/or family members agree that YOT may, in processing my/our application, collect my/our personal data from other relevant government departments, public/private organizations (such as but not limited to financial institutions and banks), and/or any other third party (such as but not limited to employers) possessing my/our personal data for verification and confirmation of my/our eligibility. Whilst the collection of information is in progress, the personal data contained therein may be disclosed to the abovementioned organizations and/or any other third party. I and/or family members authorize these organizations and/or any other third party possessing my/our personal data to furnish YOT with my/our personal data for the vetting of my/our application.
4.	I and/or family members agree that YOT may disclose, verify and/or transfer personal data in the application form and all provided relevant documents to relevant departments, organizations or participating parties in the process, assessment and investigation of applications. All personal data will be processed in accordance with the policies of YOT from time to time and the Personal Data (Privacy) Ordinance.
5.	I and/or family members agree that the information provided in this Application Form may be used by YOT for statistical survey or research.
6.	I declare that the information provided by me and/or the applicant on behalf of myself in this application form and other information submitted/to be submitted for this scheme is true and correct. I understand that if I make false statements or cover up information knowingly or willfully, or any other means to mislead YOT, I may immediately lose eligibility for application and bear any loss caused, and may be required to immediately cease to use the housing unit under the project if required by YOT. I understand that YOT reserves the right of final decision to determine whether the information I provide is misleading.
7.	I and/or family members understand and agree to vacate the unit when the Tenancy Agreement

	is terminated or when the Project ends or after I/we have been allocated a public rental housing unit. I and/or family members understand that I/we must return vacant possession of the transitional housing unit to YOT within 3 months from the commencement of new tenancy and give no less than 1 month's written notice to YOT.
8.	I understand and agree that except for me and/or my family members listed in this application, the third parties cannot exercise any power under the Contracts (Third Party Rights) Ordinance (Chapter 623) to enforce the terms and conditions of this application and/or the relevant agreements, or enjoy the benefits under the terms and conditions.

(Please "✓" as appropriate)

I have read, understood and agreed to comply with each of the above declarations and undertakings, and affirm that the information provided is correct. In the event of any changes, I will notify the Yan Oi House Transitional Housing Project immediately.

Name of Applicant : _____ Signature : _____

Part 2: Information of Applicant (Please "✓" as appropriate)

Unit Type	<input type="checkbox"/> 1-Person Unit	<input type="checkbox"/> 2-Person Unit	<input type="checkbox"/> 3-Person Unit	<input type="checkbox"/> Accessible unit
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Name (CHI) : _____ (ENG) : _____

Phone no. (Home) : _____ Phone no. (Mobile) : _____

Address : _____

Which of the following ways can you receive the Acknowledgement of Application? (You may choose more than one)
 WhatsApp SMS None of the two
 If applicable, please state the phone number for receiving WhatsApp/ SMS notification: _____

How did you learn about Yan Oi House? (You may choose more than one)
 Yan Oi Tong Website Service centres of Yan Oi Tong
 Referral from other organizations (Please specify which organization) _____
 Physical newspaper Online news sites Renting websites Facebook Leaflet Radio
 Television YouTube Relatives or friends Street banner
 Others (Please specify) _____

Part 3: Information of applicant and family members (Please "✓" as appropriate)

	Applicant	Family Member 1	Family Member 2
Name (CHI)	---		
Name (ENG)	---		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (DD/MM/YY)(Age)	/ / ()	/ / ()	/ / ()
Type of Identity ¹	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6
Identity Document No.			

¹ Type of Identity: 1. HK Permanent Identity Card; 2. HK Identity Card; 3. HK Birth Certificate (for under the age of 11 years); 4. Re-entry Permit; 5. Identity for Visa Purposes; 6. Permit for Proceeding to HK and Macao (One-way Permit)

Relationship with Applicant	Applicant		
Residence of Duration in HK	_____ month(s)	_____ month(s)	_____ month(s)
Marital Status	<input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorce <input type="checkbox"/> Widowed <input type="checkbox"/> Others	<input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorce <input type="checkbox"/> Widowed <input type="checkbox"/> Others	<input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorce <input type="checkbox"/> Widowed <input type="checkbox"/> Others
With pregnancy of 16 weeks or more	<input type="checkbox"/> Yes, pregnant period: () <input type="checkbox"/> No		
Wheelchair for mobility	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Wheelchair-needed due to Chronic illness / disability	<input type="checkbox"/> Yes (please specify: _____) <input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify: _____) <input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify: _____) <input type="checkbox"/> No
Receiving any social service? (If yes, please list out the type of service(s): family support service, children and youth service, community service or elderly day care service, etc.)	<input type="checkbox"/> Yes (Please specify: _____) <input type="checkbox"/> No	<input type="checkbox"/> Yes (Please specify: _____) <input type="checkbox"/> No	<input type="checkbox"/> Yes (Please specify: _____) <input type="checkbox"/> No
Please tick ✓ in the box <input type="checkbox"/> , if he/she is a child with special educational need (please specify)	--	<input type="checkbox"/> Yes (Please specify: _____) <input type="checkbox"/> No	<input type="checkbox"/> Yes (Please specify: _____) <input type="checkbox"/> No

Part 4: Current Living Condition (Please “✓” as appropriate)

Type of residence : <input type="checkbox"/> Subdivided Unit <input type="checkbox"/> Rooftop Structure <input type="checkbox"/> Industrial Building <input type="checkbox"/> Coffins <input type="checkbox"/> Cubicle unit / Bed space unit <input type="checkbox"/> Internet Cafe <input type="checkbox"/> Street-sleeping <input type="checkbox"/> Squatter <input type="checkbox"/> Others: _____		
Duration of current living unit: _____ year(s) (or/and) _____ month(s)	Usable area of current unit : _____ (ft ²)	No. of family members : _____
Average monthly rent in past 6 months (excluding water and electricity bill) : HKD \$ _____	Average monthly water and electricity bill in past 6 months : HKD \$ _____	

Part 5: Public Rental Housing Waiting Status (Please “✓” as appropriate)

Apply for public rental housing (PRH): <input type="checkbox"/> Yes <input type="checkbox"/> No		
Public Rental Housing application no.: _____ No. of applicant(s) applied: _____		Application date for Public Rental Housing: _____/_____(YY/MM) Duration of waiting time: _____(in months)
Selected District	<input type="checkbox"/> Urban (including Hong Kong Island and Kowloon) <input type="checkbox"/> The New Territories (including Tuen Mun, Yuen Long, Tin Shui Wai, Sheung Shui, Fanling and Tai Po)	<input type="checkbox"/> Extended Urban (including Tung Chung, Sha Tin, Ma On Shan, Tseung Kwan O, Tsuen Wan, Kwai Chung and Tsing Yi) <input type="checkbox"/> The Islands (excluding Tung Chung)
During waiting period, I /and my family member: 1) <input type="checkbox"/> has <input type="checkbox"/> has not, changed any information in application form, for instance editing family member, flat allocation scheme or choice of district), (Please specify the changed information: _____) 2) <input type="checkbox"/> has <input type="checkbox"/> has not, investigated by Hong Kong Housing Authority about eligible of flat allocation; 3) <input type="checkbox"/> has <input type="checkbox"/> has not, accepted the housing allocation of Hong Kong Housing Authority (_____ time (s))		

Part 6: Income & Net Asset Value (in Hong Kong Dollars) (Please “✓” as appropriate)

	Applicant	Family Member 1	Family Member 2
Working Status	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Homemaker <input type="checkbox"/> Student <input type="checkbox"/> Not enrolled	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Homemaker <input type="checkbox"/> Student <input type="checkbox"/> Not enrolled	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Homemaker <input type="checkbox"/> Student <input type="checkbox"/> Not enrolled
Occupation / grade			
Average monthly income ² in the past 6 months	(A)	(B)	(C)
Total Monthly Household Income in the past 6 months = (A)+(B)+(C) = \$ _____			
Family Monthly Subsidies from government	<input type="checkbox"/> Comprehensive Social Security Assistance (CSSA) \$ _____ <input type="checkbox"/> Old Age Allowance \$ _____ <input type="checkbox"/> Normal / Higher Old Age Living Allowance \$ _____ <input type="checkbox"/> Normal / Higher Disability Allowance \$ _____	<input type="checkbox"/> Working Family Allowance \$ _____ <input type="checkbox"/> Half grant / full grant Textbook Assistance \$ _____ <input type="checkbox"/> Others : \$ _____	
Total family monthly Subsidies from Government \$ _____ per month (average monthly subsidies in the past 6 months)			
Net Asset Value of the Household ³ (Hong Kong/Mainland China/Oversea)	<input type="checkbox"/> 1. Bank Deposits \$ _____ <input type="checkbox"/> 3. Stock \$ _____ <input type="checkbox"/> 3. Properties \$ _____ <input type="checkbox"/> 4. Other type of asset \$ _____		
(1+2+3+4) Total Net Asset Value of the Household : \$ _____			

² Subsidies from Government, salary, allowance/tips, commission, pension, landed properties/non-landed properties (i.e. taxi) rental income, financial support from relatives/friends not living together, maintenance fee received for divorce, injured employee periodical payments, etc

³ Land, Landed Properties (domestic properties, shops, parking spaces, etc.), Vehicles, taxi/public light bus licenses, investments(saving funds, funds, shares, etc.), Business undertakings (whether with business registration or not), Loan to others

Part 7: Transferal of personal data and consent (Please "✓" as appropriate)

- I and/or family members agree that if the application is not admitted, all information on application form can be transferred to other organizations launching Social Housing scheme. Corresponding staff is allowed to contact me considering other transitional social housing flat.

The Applicant and all family members aged 18 or above who are listed in Part 2 are required to sign below. The Applicant shall be held liable for the data of family member(s) aged below 18 furnished herein.

	Name	HKIC. No.	Signature
Applicant	_____	_____	_____
Family Member 1	_____	_____	_____
Family Member 2	_____	_____	_____
Date	_____		

Part 8: Application Result (for staff only)

1. Verified information : Pass Fail Corresponding staff : _____
Date : _____ Documents not submitted: Proof of Identity Income Asset Proof of PHR
2. Interview date: _____ Score : _____ Result: Pass Fail Home visit is necessary
3. Date of Home Visit: _____ Result: Pass Fail
4. Assessment result: Admit application Fail application

Part 11: Checklist of supporting documents

Please attach photocopies of the following documents in your application form.

Please present the original documents at the vetting interview for vetting purposes.

1. Identity Documents for Applicants and Family Members	
Copy of identity documents of individual family members	<input type="checkbox"/> Hong Kong Identity Card (for persons aged 11 or above). <input type="checkbox"/> Birth Certificate (for persons aged below 11). <input type="checkbox"/> One-way Permit/travel document/ passport or related supporting documents (persons who have arrived in Hong Kong for less than 7 years, documents permitting them to land in Hong Kong with the stamp showing the initial date of entry are required).
Copy of proof on family relationship	<input type="checkbox"/> Birth certificate or notary public certificate. <input type="checkbox"/> Adoption or Appointment of Guardians documents issued by judicial authorities / government departments.
Copy of documents on marital status for married persons	<input type="checkbox"/> Certificate of Marriage; or The notary public certificate (for a marriage registered in Mainland China but without the relevant document); or The original of a statutory declaration (for customary marriage celebrated in Hong Kong)
	<input type="checkbox"/> For "married" persons whose spouses have not been granted the right to land in Hong Kong, apart from the above-mentioned documents, they should also submit identity document of their spouses' domicile (including the front and back sides).
Proof of Address	<input type="checkbox"/> Copy of any document bearing the Applicant's residential/correspondence address in Chinese/ English (e.g. electricity bill).
Proof of Rent	<input type="checkbox"/> Receipt of Rent and copy.
Roof of public Rental Housing application	<input type="checkbox"/> Document issued by Hong Kong Housing Authority with application number (blue card).
With pregnancy of 16 weeks or more	<input type="checkbox"/> Copy of medical proof issued by registered medical practitioners.
For having chronic illness / disabled family member	<input type="checkbox"/> Copy of disability proof issued by registered medical practitioners or recognized medical personnel.
2. Income and net asset value proof for Applicant and Family Members (in past 6 months)	
Salaried employee (with a regular employer)	<input type="checkbox"/> Self- Tax bill, salary statement issued by employer (with company name, company chop, signature of person in charge, etc.), payroll account, bankbook
Salaried employee (with no regular employer) or Self-employed person	<input type="checkbox"/> Self-declaration of salary and relevant document
CSSA recipient	<input type="checkbox"/> Copy of documents indicating the amount of Comprehensive Social Security Assistance and the

	Certificate of Comprehensive Social Security Assistance Recipients (for Medical Waivers)
Where Applicant or Family Member are on retirement, unemployed or without any employment	<input type="checkbox"/> Declaration on the source of financial support.
Record of deposit	<input type="checkbox"/> Bank account record of applicant and family member(s), such as bankbook, monthly bank statement, etc.
Leased/ Vacant land/landed properties	<input type="checkbox"/> Copy of the latest demand note for rates and government rent.
Other sources of income (dividends, bonus, dividends/giving-outs of insurance policies, regular interest on fixed deposits, pension, contributions from relatives, etc.)	<input type="checkbox"/> Copy of pension documents. <input type="checkbox"/> Other documents