

## Application Guide

### 1. Project Background

Funded by the HKSAR Government and coupled with the technical support from Urban Renewal Authority, Yan Oi Tong (YOT) has established its first transitional housing project named Yan Oi House. To provide better living environment for the grassroots families, Yan Oi House consists of 2 residential blocks; each block has four floors without lifts, offering a total of 410 units, including 1-person, 2-person, 3-person units and accessible units to cater for the needs of different families. Located at Hung Yuen Road, Hung Shui Kiu, Yuen Long, the residents shall live in a community with developed facilities to cater for their daily needs. Together with convenient traffic, it takes only a 2-minute walk to Hung Shui Kiu Light Rail Station, which is 2 stations from the Tuen Ma Line Station. Extensive traffic networks with a bus terminal nearby also allows residents to commute to other districts like Mong Kok, Central, Admiralty, Causeway Bay, Sheung Shui and the like conveniently.

Besides basic property management services (including security, maintenance and cleaning), Yan Oi House aims to achieve 4Cs namely Comfortable, Cross-communication, Capacity and Consumption in its service design and operation. In Yan Oi House, residents shall enjoy not only improved living quality, but also equip themselves with various social capitals through different activities to deal with potential life challenges ahead.

### 2. Project Information

#### Basic Facilities

Yan Oi House accommodates 2 residential blocks; each block has four floors without lifts. It is also furnished with recreational facilities, communal organic farm areas and an integrated activity centre.

#### Unit Types

Unit Types	1-person unit	2-person unit	3-person unit	Accessible unit*	Total
No. of Units	180	80	148	2	410
Internal Floor Area	~132 sq. ft.- 144 sq. ft.	~192 sq. ft.	~286 sq. ft.	~192 sq. ft.	
Monthly Licence Fee (i.e. Rent) for Non-CSSA Recipients	\$2,390	\$3,080	\$3,700	\$2,390-\$3,080	

\* [An accessible unit can accommodate one to two persons. One of the applicants (the applicant or his/her family member) must be a permanent wheelchair-bound person. Documentary proofs with medical certificate shall be provided at the vetting interview. The amount of monthly rent is charged according to tenant's household size. If there is no successful application in the first round of tenant recruitment, the accessible unit will be rented out as 2-person unit for general applicants.]

#### Licence Fee (i.e. Rent)

- Non-CSSA recipient tenants will have to pay the licence fee stated in the above table.
- Tenants receiving Comprehensive Social Security Assistance Scheme (CSSA) must pay the maximum rent allowance provided by the Scheme.
- The licence fee includes management fees, government rent and rates.
- The Stamp Duty shall be borne by YOT and the tenant in equal shares. The current amount of stamp duty to be paid by each household unit is \$50.
- The tenant must pay a deposit equivalent to one-month's licence fee.
- The deposit could be used for payment of repair if damage is found in the unit upon termination of tenancy.
- The tenant should make application for electricity meter and water meter of the unit on his/her own and pay utility fees as billed.

#### Unit Facilities and Fittings

Each unit is provided with closed kitchen, exhaust fans, an induction stove, bathroom, an electric water heater, shower head, drain pipe for washing machine, window type air conditioner, hanging rail, LED light tube and sockets.

### **3. Term (Period of Occupancy)**

- Two years for the first period of occupancy (subject to the term set out in the Tenancy Agreement)

### **4. Application Period**

The 1<sup>st</sup> round of application period will be open from 1<sup>st</sup> November, 2022 to 15<sup>th</sup> December, 2022 at 5:00 pm (according to the time on the server of YOT). For applications by post, YOT will refer to the date shown in the postmark.

## 5. Eligibility Criteria

Type Applicants	A	Individual or family waitlisting for Public Rental Housing (PRH) for more than 3 years *
Type Applicants	B	Individual/ family with special housing needs (e.g. living in inadequate conditions etc. ) #

\*The applicant must have an acknowledgement card (The Blue Card) issued by the Hong Kong Housing Authority (HA) and the applicant's household information must tally with that contained in the relevant PRH application (including but not limited to family size, income and asset value). The PRH application has been waitlisted for more than 3 years.

# The applicant and his/her family members must meet HA's prevailing policies and eligibility criteria for PRH (including but not limited to family size, income and asset value).

- The selection of the unit type should be tallied with the applicant's household size.

## 6. Submission of Application

- Applications could be made through online submission, by mail, by post or in-person. Application form and Checklist of Supporting Documents can be downloaded at <https://yanoihouse.yot.org.hk> or obtained at YOT's service units (see Appendix 1.).

- Online Application

Applicants shall refer to the Checklist of Supporting Documents to prepare for due electronic copies and to upload them onto the website. Please fill in all information and upload the required supporting documents before submitting your application form at <https://yanoihouse.yot.org.hk/>

- By Email

Please complete the application form, attach the electronic copies of all the required supporting documents and send them to [yanoihouse@yot.org.hk](mailto:yanoihouse@yot.org.hk)

- By Post

Please send the completed application form and photocopies of all the required supporting documents by post to 2/F, Yan Oi Tong Jockey Club Community and Sports Centre, 18 Kai Man Path, Tuen Mun, Hong Kong (Please write on the envelope "Application for Yan Oi House"). Registered mail is suggested as YOT is not liable to any loss of mail items.

- In Person

Please deliver the completed application form and photocopies of all the required supporting documents in person to 2/F, Yan Oi Tong Jockey Club Community and Sports Centre, 18 Kai Man Path, Tuen Mun.

- Upon successful receipt of application, YOT will send an Acknowledgement of Application together with an Application Number to the applicant by WhatsApp/SMS.
- Each applicant (including his/her family members) shall submit only ONE application by either one of the application methods. YOT reserves the right to cancel ALL duplicate applications.

## **7. Vetting Interview Procedures**

- Computer balloting will be held to determine the order of vetting interviews of applicants.
- Applicants will be invited to attend the vetting interviews through phone calls and receive WhatsApp/SMS notification.
- The ballot result will be posted up at <https://yot.org.hk>, <https://cc.yot.org.hk> and the notice board of 2/F of Yan Oi Tong Headquarter.
- The content of vetting interview includes explanation of application details, verification of supporting documents and vetting of application.
- Applicants must present the true copies of all supporting documents (listed on Checklist of Supporting Documents) and provide a set of photo copies in the vetting interviews.
- Applicants may be requested to provide additional supporting documents, if necessary. If an applicant refuses or is unable to provide due information in a timely manner, such act may render delay or termination in the processing of his/her application.
- Applicants will receive the vetting results within 14 working days after interviews through phone calls and WhatsApp/SMS.
- Applicant who fails to attend the vetting interview shall be deemed to have given up his/her application.

## **8. Vetting Criteria**

Applicants and his/her family member(s) must:

- Meet the eligibility criteria; and
- Complete the vetting procedures, including verification of information and passing the vetting interview; and
- Be willing to comply with the terms and conditions set out in the Tenancy Agreement and the House Rules and Regulations (see Appendix 2.); and
- Have the intention to establish a friendly neighborhood, contribute to the community and participate actively in our activities.

## **9. Unit Allocation by Lots-drawing**

- Successful applicants will be notified of the tenancy offer and arranged for unit allocation within 3 months after interviews.
- All units will be allocated by unit type and lots drawing. Results of lots drawing will be announced on the YOT website.
- Request for another unit allocation will not be accepted.
- Once a successful applicant has declined the offer, his/her tenancy offer will be reallocated to other applicants on the waiting list.

## **10. Signing of the Tenancy Agreement and Payment**

- Successful applicants accepting the offer will be arranged for signing the Tenancy Agreement and payment within 3 weeks after receiving offer.
- Applicants shall take payment proof (such as bank in slips) of deposit (equivalent to one month's rent), advance rent (equivalent to one month's rent) and stamp duty to the designated place in person and sign the Tenancy Agreement. Failure to do so is deemed to have declined the offer.
- The time slot of unit allocation by lots-drawing, signing of the Tenancy Agreement and payment may be varied for each application according to respective application progress.
- The tenancy offers will be allocated to successful applicants according to the lots drawing order.

## 11. Recruitment to Occupancy Timeline

November – Mid-December 2022	Application Period
Mid-December 2022	Computer balloting for vetting interviews
Mid-December 2022 – Early March 2023	Vetting Interviews, Result Notification, Unit Allocation, Signing of the Tenancy Agreement and Payment
April – May 2023	Expected Occupancy

## 12. Withdrawal of Application

- Withdrawal applicants have to send written notification to YOT through WhatsApp/ E-mail / by post.
- Withdrawal applicants' personal information and documents will be destroyed after the 1<sup>st</sup> phase of application (i.e. after March 2023).
- Withdrawal applicants are required to fill in the application form and provide the supporting documents again for re-application.

## 13. Appeal System

- Unsuccessful applicants have the right to file an appeal.
- Unsuccessful applicants must lodge an appeal within 3 working days after being informed of the unsuccessful application.
- YOT social workers will contact the appeal applicants and ask for supplementary documents for further investigation.
- Appeal cases will be handled by the appeal committee.
- YOT social workers will inform the applicants of their appeal results within 7 working days after receiving appeal applications.

#### **14. Important Notes**

- All balloting procedure will be monitored by an independent third party.
- During the application process, if an applicant cannot be reached by phone/ WhatsApp/ SMS/ other contact ways provided by the applicant in 3 consecutive working days, it will be assumed that the applicant has declined the application.
- The tenant must comply with the House Rules and Regulations and the Tenancy Agreement. For non-compliant tenants, YOT reserves the right to terminate their Tenancy Agreement.
- Upon termination of the Tenancy Agreement or termination of the project or being allocated of a public rental housing unit, the applicant and his/her family member(s) must surrender the vacant possession of the transitional housing unit to YOT within 3 months from the commencement of new tenancy of the public rental housing unit and give no less than 1 month's written notice to YOT.
- YOT shall have the final decision on application vetting and unit allocation.

#### **15. Enquiries**

Enquiries : 2655 7520 or 9487 4973 from Monday to Friday 9:30am - 9:00pm;

Saturday 9:30am - 6:00pm; Sunday 9:30am - 1:00pm (except public holidays).

Email : [yanoihouse@yot.org.hk](mailto:yanoihouse@yot.org.hk)

Website : <https://yot.org.hk/>

Facebook : [https://bit.ly/yanoihouse\\_facebook](https://bit.ly/yanoihouse_facebook)

Application Website : <https://yanoihouse.yot.org.hk/>

**Application criteria and arrangements may be amended by the Yan Oi Tong without prior notice. Please refer to <https://yot.org.hk> for details.**

**Appendix 1. A list of Units to obtain the Application Form**

Applicants may visit the following service units of Yan Oi Tong (YOT) to obtain the application forms in person. Since the opening hours of these service units may be varied, please confirm the opening hours by contacting the unit.

Districts	Name of Service Units	Address	Contact
New Territories – Tuen Mun	YOT Community Centre	5/F., Yan Oi Tong Jockey Club Community and Sports Centre, 18 Kai Man Path, Tuen Mun	2655 7599
	YOT Reading Pastureland	2/F., Yan Oi Tong Jockey Club Community and Sports Centre, 18 Kai Man Path, Tuen Mun	2655 7520
	Tuen Mun District Council YOT Youth Space	4/F., Tseng Choi Street Government Services Complex, Tseng Choi Street 27, Tuen Mun	2462 2270
	YOT Tuen San Ching Rural Community Service Centre	G/F., No. 256A Tuen Tsz Wai, Lam Tei, Tuen Mun	2456 1166
	YOT Woo Chung District Elderly Community Centre	4/F., Yan Oi Tong Jockey Club Community and Sports Centre, 18 Kai Man Path, Tuen Mun	2655 7688
	YOT Ng Kam Yuk Memorial Neighbourhood Elderly Centre	Kiosk B, G/F., Fung Yu House & Room 1-3B, G/F., Moon Yu House, Sam Shing Estate, Tuen Mun	2452 2790
	YOT (Tuen Mun) Community Care Service Voucher for the Elderly – Day Care Unit	Room 401-407, Oi Yung House, Yau Oi Estate, Tuen Mun	2450 8822
	YOT Tin Ka Ping Tuen Mun Integrated Home Care Services Centre	Unit 1C9-1C10, G/F., Richland Garden, 138 Wu Chui Road, Tuen Mun	2457 8234
	YOT Tuen Mun Lion's Club Integrated Home Care Services Centre	Unit 18-19, G/F., Leung Chi House, Leung King Estate, Tuen Mun	2461 0388



New Territories – Yuen Long	YOT Tin Ka Ping Neighbourhood Elderly Centre	Units 227-229, Podium, Hor Ping House, Long Ping Estate, Yuen Long	2473 5113
	YOT Siu Cheng Shuk Ching Community Support Centre	Podium Room 211-217, Bik Shui House, Shui Pin Wai Estate, Yuen Long	2479 3123
	YOT Lung Siu Nga Day Care Centre for the Elderly	No. 3, G/F., Dip Shui House, Shui Pin Wai Estate, Yuen Long	2944 7206
	YOT Tin Ka Ping Yuen Lung Integrated Home Care Services Centre	Unit 25-28, G/F., Yee Fung Garden, 38 Ma Tin Road, Yuen Long	2475 5293
	YOT Pang Hung Cheung Yuen Long Integrated Home Care Services Centre	G/F., Wing A, Yiu Lung House, Tin Yiu Estate, Tin Shui Wai	2443 1333
New Territories – Tai Po	YOT Pang Hung Cheung Neighbourhood Elderly Centre	G/F., Wan Tau Tong Neighbourhood Community Centre, Wan Tau Tong Estate, Tai Po	2658 6313
New Territories – Sha Tin	YOT H.K. Toi Shan Association Neighbourhood Elderly Centre	Shop No. G39 on G/F., Sui Wo Commercial Centre, Sui Wo Court, Sha Tin	2681 2234
New Territories – Fo Tan	YOT H. K. Toi Shan Association Elderly Centre	G/F., 1 Tsun King Road, Royal Ascot, Fo Tan, Shatin	2634 6671
Kowloon – Wong Tai Sin	HSBC YOT Community Support Centre	7 Muk Lun Street, Wong Tai Sin	2326 3339
Kowloon – Diamond Hill	YOT Wong Tai Sin Family Support Centre	Room 106-107, Fung Tak Estate Community Centre, Diamond Hill	2320 4007
Kowloon – Tseung Kwan O	YOT Tseung Kwan O Family Support Centre	Shop 302-303, 3/F., Po Kan House, Po Lam Estate, Tseung Kwan O	2367 1307
Hong Kong – Causeway Bay	YOT Tin Ka Ping Causeway Bay Elderly Centre	4/F., Progress Commercial Building, 7-17 Irving Street, Causeway Bay	2882 9936

## **Appendix 2. House Rules and Regulations**

### **1. Creating a desirable community together**

- Participate actively in Yan Oi House's activities;
- Contribute to the community;
- Get along with neighbours;
- Respect neighbours' privacy.

### **2. Living guide**

- The unit allocated shall only be used by the applicant and his/her family members registered in the relevant application for residential purposes. Tenants must not assign or sublet the unit and must not take in any lodger during the term. Otherwise, the Tenancy Agreement shall be terminated immediately and the unit shall be repossessed by Yan Oi Tong;
- Avoid causing noise nuisance;
- Take good care of children and never leave children unattended at home;
- Never disclose the password of the lobby entrance gate to any non-tenants;
- Replacing and installing any door lock and duplicating any key to the unit and/or the mail box is prohibited;
- Keep the unit in good condition;
- Keep the unit and public areas clean and tidy;
- Drilling any holes or damaging any surface of the walls is prohibited;
- Changing the partition of units is prohibited;
- Flame cooking is prohibited in the unit;
- Pets shall not be kept in the unit;
- Smoking is prohibited in the unit and the premises of Yan Oi House;
- Causing obstructions to means of escape is prohibited;
- Dispose domestic waste into the refuse bins in the refuse room of Block A;
- Disposal of bulky and non-domestic waste within Yan Oi House is prohibited;
- Visiting Hour: 9am - 9pm. Registration at the security guard booth is necessary;
- Moving Home Hour: 9am - 9pm.

\* If there is any inconsistency or ambiguity, the Tenancy Agreement shall prevail.

## Application Flowchart

Read carefully the Application Guide and refer to Checklist of Supporting Documents to prepare the electronic copies or photocopies of supporting documents



Send application with supporting documents  
(through online application, by mail, by post or in-person.)



Receive an Application Number by WhatsApp or SMS upon successful application



Computer balloting will be held to set the order of vetting interviews.



Attend the interview and verify the application information and supporting documents. Please bring along both true copies and 1 set of photocopies of supporting documents



Successful applicants will be notified of the tenancy offer and arranged for unit allocation within 3 months after interviews.



Unit Allocation by Lots-drawing



Successful applicants accepting the offer will be arranged for signing the Tenancy Agreement and payment within 3 weeks after corresponding unit allocation



**Move into Yan Oi House**