Application Form for "Reserve Units in Transitional Housing provided for Subdivided Unit Households with Urgent Re-housing Needs"

Subdivided Unit District Service Team's Emergency Re-housing Reference Number: [ ]

Points to Note

(1) The applicant must be 18 years of age or above.

(2) The applicant and 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.

(3) A subdivided unit is defined under Section 4(1) of Part 1 of the Basic Housing Units Ordinance (Cap.658)[1]. The applicant must be an/a individual/household currently residing in a subdivided unit and must be verified by **the District Service Team** as having an urgent need for re-housing (e.g. the applicant is in immediate need of temporary accommodation due to the landlord's repossession of the unit).

(4) The applicant and/or his/her family member(s), on the date of completing this form, do not own, co-own or have entered into any agreement for sale and purchase to purchase any domestic property in Hong Kong/Chinese Mainland/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/Chinese Mainland/overseas.

(5) The applicant household will be exempted from the income and net asset limits for applying for public rental housing (PRH) during the period of stay, but it must not exceed the highest income and net asset limits for PRH tenants under the "Well-off Tenants Policies" (i.e. an income of five times the PRH income limits and a net asset limit of 100 times the PRH income limits), which are subject to annual review according to the established mechanism by the Housing Authority (HA).

(6) The applicant may reside in transitional housing for an emergency transitional period of three months, and the rent will be the original rent of the transitional housing project. In addition, depending on the projects, the applicant may be required to pay an additional cleaning/administration fee to the relevant operating organisation (though this fee will not exceed half a month's rent for the relevant unit, and will be clearly stated in the tenancy agreement).

(7) During the emergency transitional period, the operating organisation will assist the tenant in applying for formal admission to transitional housing as Category A, B or C tenant. Any tenant verified as ineligible (e.g. non-Hong Kong resident) must move out upon expiry of the three-month emergency transitional period. The relevant operating organisation will also assist the tenant in relocating to other accommodation, such as a transit centre or a suitable accommodation in the private market if necessary.

Part I - Tenant Information (to be completed by the applicant)

Current Address of the Subdivided Unit:_____

Local Telephone No. : 852- _____

Move-in Date of the Current Subdivided Unit : _____ (DD/MM/YYYY)

Average Monthly Household Income of the Applicant over the Past Six Months: Around HK$_____

[1] If – (a) a flat of a domestic building is partitioned or repartitioned in a way that is not shown in the reference building plan of the building; and (b) after the partition or repartition, there are 2 or more compartments in the flat and, where – (i) among the compartments, at least 2 are designed for each being the subject of a separate domestic tenancy; and (ii) among the compartments that fall within subparagraph (i), at least 1 is formed by the partition or repartition, then each of the compartments that fall within paragraph (b)(i) is a subdivided unit.

Total Net Household Assets of the Applicant: Around HK$_____

Name(s) of the tenant of the subdivided unit and his/her family member(s)		Gender	Date of Birth			Relationship	ID Card / Birth Certificate Number
Chinese	English		Day	Month	Year		

Family member pregnant for 16 weeks or more	□ Yes, name of pregnant family member: _____ Weeks of pregnancy: _____ Week(s) □ No
Plan for long-term accommodation after admission to transitional housing	□ I am currently interested in applying for formal admission to transitional housing as Category A, B or C tenant. □ I currently have no intention to apply for formal admission to transitional housing, and will move to other accommodation upon expiry of the emergency transitional period (please specify) _____ _____

I Confirm and Declare

□ I am an occupant of a subdivided unit with an urgent need for re-housing.

Part II - To be completed by the District Service Team (DST) and/or the Dedicated Team on Subdivided Units of the Housing Bureau (HB)

(i) For Use by DST's Social Worker Only

I have confirmed that the applicant is an occupant of a subdivided unit with an urgent need for re-housing, who must move out by_____ (date):

a) The reason(s) why the applicant has an urgent need for re-housing (may select more than one choice):

□ In immediate need of temporary accommodation due to the landlord's repossession of the unit (please specify)

_____

□ Structural and fire safety hazards (please specify) _____

□ The subdivided unit is affected by the Government's enforcement actions *(Part (ii) below to be completed by the Dedicated Team on Subdivided Units of the HB)*

□ The subdivided unit requires to undergo alteration works to apply for Basic Housing Unit recognition

□ Others (please specify): _____

b) I have checked the following document(s) submitted by the applicant:

□ Tenancy Agreement □ Rental Receipt □ Water Bill □ Electricity Bill □ Gas Bill

□ Subdivided unit owner/operator declaration form on alteration works

□ Others (please specify): _____

c) I hereby preliminarily confirm that the applicant meets/does not meet the eligibility criteria for Category A/B/C tenant of transitional housing (delete as appropriate).

Staff Name: _____ Signature: _____

Post/Title: _____ Registered Social Worker Number: _____ Date: _____

(ii) For Use by the Dedicated Team on Subdivided Units of the Housing Bureau (if applicable)

Enforcement Action Document Number of the Current Subdivided Unit (if any): _____

Staff Name: _____ Signature: _____

Post/Title: _____ Date: _____

Part III – Declaration by the Applicant

I agree and declare that: I understand the detailed requirements and eligibility criteria for applying for the verification of a "reserve unit" before completing this application form. I and/or my family member(s) 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 agree that the Housing Bureau (hereinafter referred to as "the HB") will have the final decision on the allocation of housing.

1. I and/or my family member(s), on the date of completing this 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/Chinese Mainland/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/Chinese Mainland/overseas.

2. I and/or my family member(s) understand that, except for special circumstance(s) reviewed and considered by the HB based on actual situation(s), the applicant household will be exempted from the income and net asset limits for applying for PRH, but it must not exceed the highest income and net asset limits for PRH tenants under the "Well-off Tenants Policies" (i.e. an income of five times the PRH income limits and a net asset limit of 100 times the PRH income limits), which are subject to annual review according to the established mechanism by the Housing Authority (HA).

3. I and/or my family member(s) agree that the HB / the operating organisation(s) of the transitional housing project(s) (hereinafter referred to as "the project") / DSTs may use the personal data provided by me and/or my family member(s) in this application form and during application to vet and review my and/or my family member(s)' transitional housing application and related matters, including carrying out the matching procedure as defined under the Personal Data (Privacy) Ordinance (Cap. 486); conducting random checks, monitoring and reviewing various

transitional housing projects; handling my and/or my family member(s)' enquiries and complaints; conducting research and investigations; preparing statistics; discharging statutory duties, etc. The provision of personal data to the HB / operating organisation(s) of the project(s) / DSTs is on a voluntary basis. If I and/or my family member(s) fail to provide the requested personal data, the HB / operating organisation(s) of the project(s) / DSTs will not be able to process my and/or my family member(s)' application.

4. I and/or my family member(s) understand that in vetting and assessing my application, the operating organisation(s) of the project(s) may collect my and/or my family member(s)' personal data from relevant government departments, public / private organisations (for example but not limited to financial institutions and banks), DSTs and/or any third parties (for example but not limited to employers) in possession of my and/or my family member(s)' personal data for verification and confirmation of eligibility. Whilst the collection of information is in progress, I and/or my family member(s) agree that the personal data furnished by me and/or my family member(s) may be disclosed to the abovementioned organisations, DSTs and/or third parties. I and/or my family member(s) also authorise any organisations, DSTs and/or third parties in possession of my and/or my family member(s)' personal data to furnish the HB / operating organisation(s) of the project(s) with my and/or my family member(s)' personal data for the vetting of my application.

5. I and/or my family member(s) agree that the HB / operating organisation(s) of the project(s) / DSTs may disclose to the HB / HA / the Housing Department (HD) / relevant departments, organisations or co-operation units, for carrying out the matching procedure as defined under the Personal Data (Privacy) Ordinance (Cap. 486) and/or transferring the personal data in the application form and all related documents, to process, vet and/or investigate application(s) / case(s). 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) / DSTs and the Personal Data (Privacy) Ordinance (Cap. 486).

6. I and/or my family member(s) agree that the information provided in this application form by me and/or my family member(s) may be used by the HB / HA / HD / relevant government bureaux / departments / operating organisation(s) of the project(s) / DSTs 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.

7. I and/or my family member(s) agree that the HB can pass the personal data in this application form and all correspondences submitted by me and/or my family member(s) to the operating organisation(s) of the project(s) for processing the application and executing the transitional housing policies/requirements, and for the purpose of executing the terms of the tenancy agreement of the allocated transitional housing unit(s). I and/or my family member(s) also agree that the information provided may be passed to the hotline of the HB / operating organisation(s) of the project(s) for answering my and/or my family member(s)' enquiries.

8. In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), I and/or my family member(s) have the right to request access to the personal data provided in this application form and in applying for transitional housing, and to request correction of such data by the HB / operating organisation(s) of the project(s) / DSTs. All information and documentary proof submitted for the transitional housing application will not be returned. Requests for access to personal data should be addressed to the Departmental Data Protection Officer of HD (application should be submitted by post or by fax to the Departmental Data Protection Officer, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon (Fax number: 2761 6363)). According to the Personal Data (Privacy) Ordinance (Cap. 486), personal data means any data – (a) relating directly or indirectly to a living individual; (b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and (c) in a form in which access to or processing of the data is practicable. Application for access to personal data may be subject to a fee.

9. I and/or my family member(s) declare that the information provided in this application form by me and/or my family member(s) (including family member(s) represented by the applicant) and other information submitted/to be submitted for the application is true and correct. I and/or my family member(s) (including family member(s) represented by the applicant) understand that if I and/or my family member(s) knowingly or wilfully make any false statement or withhold any information or mislead the HB / operating organisation(s) of the project(s) / DSTs in other ways, I and/or my family member(s) may be liable to prosecution and immediate disqualification, and the tenancy of the unit allocated may have to be ceased immediately. I and/or my family member(s) (including family member(s) represented by the applicant) understand that if I and/or my family member(s) deliberately provide false information or omit information in order to obtain the eligibility for transitional housing for myself and/or my family member(s), I and/or my family member(s) could be held criminally liable to, among other offences, fraud

under Section 16A of the Theft Ordinance (Cap. 210). Any person who commits an offence of fraud is liable on conviction to imprisonment for a maximum of 14 years.

10. I understand and agree that submitting this application form does not represent a successful application for accommodation in the project. The relevant re-housing arrangements are subject to the completion of the vetting of the application by the HB and operating organisation(s) of the project(s).

11. I understand and agree that the maximum tenancy period for a "reserve unit" in transitional housing during any emergency transitional period is three months.

12. I and/or my family member(s) are not currently a registered household of transitional housing project(s) subsidised by the HB or Light Public Housing.

13. I understand and agree that, apart from myself and/or the family member(s) listed in this application form, the terms of this application form and/or the relevant agreement(s) do not confer upon any third party the right to enforce any terms of this application form and/or the relevant agreement(s) or to enjoy the benefits under such terms under the Contracts (Rights of Third Parties) Ordinance (Cap. 623).

14. I and/or my family member(s) understand that any staff member of the Government / operating organisation(s) of the project(s) / DSTs who offers to provide assistance in return for remuneration should be reported to the Independent Commission Against Corruption immediately. Bribery or attempted bribery is also an offence in law. The HB / operating organisation(s) of the project(s) / DSTs will refer the case to the relevant authorities for investigation. The HB / operating organisation(s) of the project(s) / DSTs 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.

15. **I and/or my family member(s) have read, understood and agreed to comply with the above and confirm that all information provided is correct. In the event of any changes, I will notify the District Service Team and/or operating organisation(s) of the project(s) as soon as practicable.**

Attention: (i) The applicant and all of his/her family member(s) aged 18 or above are required to sign below.

(ii) Family member(s) aged under 18 is/are not required to sign below. Nevertheless, the applicant shall be legally liable for the furnished particulars of the family member(s) aged below 18.

	Name	Signature	Date of Signing (DD / MM / YYYY)
Applicant			
Family Member			
Family Member			
Family Member			
Family Member			
Family Member			