



United Court Transitional Housing Project at Tung Tau, Yuen Long

1 Shan Pui Road, Tung Tau, Yuen Long, New Territories

Application Guide

(for application of 2-person and 3-person units)

1. Project Background

Hong Kong Sheng Kung Hui Welfare Council Limited (the Welfare Council) and Sun Hung Kai Properties have collaborated in the establishment of United Court Transitional Housing Project at Tung Tau, Yuen Long, with the support of government funding. The Project provides 1,800 units with the objective of improving the living conditions of grassroots families. Through the delivery of social services, we aim to inspire our tenants to participate actively in the activities of United Court, thereby building a caring, supportive and inclusive community together.

United Court is located on 1 Shan Pui Road, Tung Tau, Yuen Long, adjacent to Yuen Long town center, with developed facilities nearby. It takes only 10 minutes to walk to Yuen Long MTR station. A minibus line is located outside United Court to connect to the Yuen Long town center. Modular integration construction method is adopted when building United Court. It consists of 8 residential blocks; each block has four floors without lifts. United Court offers 1-person, 2-person, 3-person and 4-5-person units and accessible units to cater for the needs of different families.

2. Project Information

Unit Types - Applicants must choose the unit type based on the number of person(s) living in the unit.

Unit Types (Internal Floor Area)	No. of Units	Monthly Rent for Non-CSSA Recipients ^{Note 1} (HK\$)
1-person unit (~130 sq. ft.) #FULL	529	\$ 2,370
2-person unit (~153 sq. ft.)	662	\$ 2,850
3-person unit (~182 sq. ft.)	529	\$ 3,430
4-5-person unit (~324 sq. ft.) #FULL	76	\$ 4,950
Accessible unit ^{Note 2} (~316 sq. ft.) #FULL	4	\$ 2,850
Total	1,800	

Note 1 – Tenant receiving Comprehensive Social Security Assistance Scheme (CSSA) must pay the maximum rent allowance provided by the Scheme.

Note 2 - One of the applicants (the applicant or his/her family members) must be non-temporarily indoor wheelchair-bound person. An accessible unit can accommodate two to three persons. Documentary proofs shall be submitted at the vetting interview.

3. Basic Facilities and Fittings

- Modular integration construction method is adopted in the construction of United Court. It has 8 residential blocks; each block has four floors without lifts.
- Each unit provides a window type air conditioner, an electric water heater, windows with grilles, a washing basin, exhaust fans, hanging rail, hook rack, shower head, LED light bulbs, drain pipe for washing machine and sockets (subject to the Inventory listed in the Tenancy Agreement).
- United Court is equipped with various communal facilities, such as integrated social service centre, mini-store, self-service laundry, communal kitchen, social enterprise hair salon, plaza, communal farm and waste stations, for meeting the daily needs of its residents.

4. Application Period

- The application period will be open from 8th to 30th at 5:30pm (according to the time on the server of the Welfare Council) of each month. Applications received outside the application period will be processed in the following month.
- The application criteria and arrangements may be amended by the Welfare Council without prior notice. For details, please visit www.skhw.org.hk

5. Eligibility Criteria

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- The applicant must have submitted a family application for 2 to 3 persons for public rental housing (PRH) and on the waiting list for PRH for not less than three years. The applicant must have an acknowledgement card (The Blue Card) issued by the Hong Kong Housing Authority and the applicant's household information must tally with that contained in the relevant PRH application. The applicant and his/her family members must meet HA's prevailing policies and eligibility criteria for applying for PRH (including but not limited to family size, income and asset value).

Remarks: From the date of submitting the application form to the effective date of the Tenancy Agreement of United Court Transitional Housing Project, the applicant and his/her family members must not:

- (a) own or co-own or have an interest in any domestic property in Hong Kong (for example: trustee, executor, administrator or beneficiary having an interest in any domestic property in Hong Kong shall not be eligible to submit the application); or
- (b) have entered into any agreement (including provisional agreement) to purchase any domestic property in Hong Kong; or
- (c) hold more than 50% of shares in a company which owns, directly or through its subsidiaries, any domestic property in Hong Kong. Domestic property includes any domestic property, uncompleted private domestic property, rooftop structure approved by the Building Authority, domestic building lots and Small House Grants approved by the Lands Department in Hong Kong.

6. Application Fee

Application is free of charge.

- If you are approached by any staff or any agent of the Welfare Council who offers to assist you in your application in return for remuneration, you should report to the Police or ICAC immediately.
- Bribery is an offence. The Welfare Council may refer such cases to the relevant authorities for investigation and reserves the right to terminate such application or terminate the Tenancy Agreement granted irrespective of whether the applicant is convicted or not.

7. Application and Vetting Procedures

7.1 Important Notes for Application

- Interested applicants should read carefully the eligibility criteria, application procedures and vetting criteria in the Application Guide and Important Notes in the application form.
- Please fill in the application form and prepare the required supporting documents. Application without ALL necessary supporting documents will not be processed.

7.2 Submission of Application

- Applications must be submitted through one of the following methods:
 - a. Online application, b. By Email, c. By Post, or d. In-person to the Welfare Council's service units (see Appendix 3 for the addresses and opening hours of these service units.)
 - Each applicant (including his/her family members) shall submit only ONE application by one of the application methods. The Welfare Council reserves the right to cancel ALL duplicate applications.

Online Application

- Applicants shall refer to Checklist of Supporting Documents (see Appendix 2) to prepare for the electronic copies of supporting documents for uploading onto the online application.
- Please register for a user account in the online application system (uc.shkwc.org.hk). Application form can be saved by pressing "Save Draft" and changes can be made before submitting the application.
- Please fill in all information and upload the required supporting documents before submitting your application form. Please press "Submit Application" to complete the application process.
- Upon submission, the Welfare Council will issue an Acknowledgement of Application using email or SMS to the applicant. Please ensure that your email address and phone number provided are correct.

- All incomplete applications or uploaded supporting documents in the applications not being submitted by the deadline (according to the time on the server of the Welfare Council) will be destroyed and not be kept or returned to the applicant.

By Email

- Application forms can be obtained from designated service units of the Welfare Council (see Appendix 3) or downloaded from www.skhwc.org.hk
- Please fill in the application form in block letters with a black or blue ball pen. If there is any amendment(s), please sign against such amendments. No correction materials (such as correction fluid or tapes) for obliteration should be used.
- Upon submission, the Welfare Council will issue an Acknowledgement of Application using email or SMS to the applicant. Please ensure that your email address and phone number provided are correct.
- Please complete the application form and send it, along with the electronic copies of all the required supporting documents (see Appendix 2), to uc.application@skhwc.org.hk.

By Post or In Person

- Application forms can be obtained from designated service units of the Welfare Council (see Appendix 3) or downloaded from www.skhwc.org.hk
- Please fill in the application form in block letters with a black or blue ball pen. If there is any amendment(s), please sign against such amendments. No correction materials (such as correction fluid or tapes) for obliteration should be used.
- Upon submission, the Welfare Council will issue an Acknowledgement of Application using email or SMS to the applicant. Please ensure that your email address and phone number provided are correct.
- Please submit your application form and the photocopies of all the required supporting documents (see Appendix 2) to:
 - ◆ By Post (based on the postmark date stamped on the cover of the envelope) to the following address:
Application for United Court Transitional Housing Project
Integrated Service Complex
United Court, 1 Shan Pui Road, Tung Tau, Yuen Long, New Territories
Delay in the delivery of applications due to insufficient postage or other reasons will not be handled.
 - ◆ In Person to designated service units of the Welfare Council (See Appendix 3)

Acknowledgement of Application

1. Upon successful submission, an Acknowledgement of Application containing the application number will be sent to the applicant by email or SMS. Applicant can print or save the acknowledgment for future reference.
2. For online application, the applicant shall receive the Acknowledgement of Application within one hour. Please contact us if you have not received the Acknowledgement within 24 hours upon submission. Please check your Junk Mail Box prior to contacting us.
3. For application submitted by methods except online, the applicant shall receive the Acknowledgement of Application within ten working days upon submission.
4. Please ensure that your email address and phone number provided are correct.
5. If you have not received the Acknowledgement of Application within the time mentioned above, please contact 3751 7430 from Monday to Friday between 10:00am and 5:00pm (except public holidays).

7.3 Vetting Interview Procedures

- All applications will be vetted. Applicants may be requested to submit additional supporting documents, if necessary. If an applicant refuses or is unable to submit requested information in a timely manner, such act may render delay or termination in the processing of his/her application.
- Eligible applicants will be invited to attend the vetting interviews for verification of supporting documents and vetting of application. Unsuccessful applicants will not be notified separately.

- Applicant who fails to attend the vetting interview shall be deemed to have given up his/her application.
- Successful applicants will be notified within 14 working days after their interviews via email or SMS, and will be arranged for lots drawing for unit allocation.
- Applicants not receiving any further notice after 14 working days from their interviews may regard their applications as unsuccessful and will not be notified separately.

7.4 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, and comply with the terms and conditions set out in the Tenancy Agreement and the House Rules and Regulations.

The Welfare Council shall have the final decision on vetting the applications and unit allocation.

7.5 Unit Allocation by Lots-drawing

- All units will be allocated according to the unit type applied and assigned by open drawing of lots. Results of unit allocation will be announced on the United Court website.
- Applicant passing the vetting interview will have one chance to enter unit allocation lots drawing via computer balloting.
- Successful applicants with unit allocation will receive a formal notification by email or SMS. Please follow the instructions to pay the deposit within specific period and go to the designated place to sign the Tenancy Agreement in person for completion of move-in procedures. Please refer to paragraph 8 for details. Otherwise, your unit allocation will be forfeited.

8. Move-in Arrangements

- Each successful applicant allocated with a unit will receive a formal notification from the Welfare Council. Applicants shall take deposit payment proof (such as bank in slips) to the designated place in person and sign the Tenancy Agreement. Please observe the move-in arrangements. Failure to do so is deemed to have declined the offer.
- Once a successful applicant has declined the offer, he/she cannot request another unit allocation.
- Upon completion of all construction works, eligible tenant will receive a Move-in notice. The tenant will pay the rent and other charges on the specific date and will be arranged to move into United Court in batches.
- Upon termination of the Tenancy Agreement or termination of the project or the allocation of public rental housing, the applicant and his/her family member(s) must return vacant possession of the transitional housing unit to the Welfare Council within 3 months from the commencement of new tenancy and give no less than 1 month's written notice to the Welfare Council.

8.1 Term (Period of Occupancy)

- Two years (subject to the term set out in the Tenancy Agreement)

8.2 House Rules and Regulations (subject to the terms and conditions set out in the Tenancy Agreement)

- The unit allocated shall only be used by the applicant and his/her family members registered in the relevant application for residential purposes. Applicant cannot assign or sublet the unit and cannot take in any lodger during the term. Illegal and unethical activities are prohibited. Otherwise the Tenancy Agreement shall be terminated immediately and the unit shall be repossessed by the Welfare Council.

- Drilling any holes or damaging any surface of the walls is prohibited.
- Smoking is prohibited in the unit and the premises of United Court.
- Flame cooking is prohibited in the unit.
- Dogs shall not be kept in the unit.
- The tenant must dispose of their garbage to the waste stations located on the ground floor of each block.
- Upon termination of the Tenancy Agreement, the tenant must deliver vacant possession of the unit in a clean and tidy condition and return all keys to United Court's Estate Office.
- The tenant must not replace and install any door lock(s), duplicate any keys to the unit and/or the mail box and transfer the resident card(s).
- The tenant must comply with the House Rules and Regulations and the Tenancy Agreement. Otherwise, the Welfare Council reserves the right to terminate the Tenancy Agreement.

8.3 Monthly Rent and Charges to be Paid Prior to Moving-In

- The rent is lower than the comparable residential market rent level in the same district and less than 40% of the prevailing public rental housing income limits of the relevant household types. The rent shall be stated in the Tenancy Agreement.
- The rent includes management fees, government rent and rates.
- The tenant must pay a deposit that is equal to one-month's rent.
- Stamp duty shall be shared equally between the tenant and the Welfare Council.
- The tenant should arrange the transfer of the account of individual electricity meter and water meter in the unit, make deposit and pay utility bills according to actual consumption.

9. Important Notes

- If any false, misrepresenting or misleading information is provided in the application form, the application will be cancelled and any unit allocated will be forfeited. The Welfare Council has the right to make final decision on whether the application form contains information which is false, untrue or misleading.
- If any persons make false declaration intentionally (including making false, untrue or misleading representation in the application form), he/she is guilty of an offence and liable to imprisonment and fine upon conviction.
- Any updates on the contact information / family particulars / financial situation must be reported in writing to the Office of United Court Transitional Housing Project (Office of United Court) immediately. Failure to do so may affect the processing of the application or lead to cancellation of the application.
- From the date of submitting the application form to the effective date of the Tenancy 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 net asset value has/have exceeded the prevailing income and/or net asset limits, notification must be immediately written to the Office of United Court for withdrawal of the application. Otherwise, the Office of United Court will cancel the application upon detection.
- Application criteria and arrangements may be amended by the Welfare Council without prior notice. Please refer to www.shwc.org.hk for details.

10. Collection of Personal Data

- **Purpose of Collection**

Personal data and other relevant information provided in the application form will be handled by the Office of United Court for the purposes of processing the application for residence in United Court and statistical survey or research, including but not limited to understanding the living conditions and the effectiveness of assistance provided to beneficiaries living in United Court, 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. The provision of personal data and other relevant information is on a voluntary basis.

- **Transfer of Information**

Where necessary, the information provided by you may be given to relevant government departments / organisations / persons for the purposes of vetting and assessing your application and for all related purposes.

- **Access to Personal Data and Enquiry**

Pursuant to the Personal Data (Privacy) Ordinance (Cap.486), you have the right to access to and/or make correction of any personal data provided. Such requests should be made in writing to the Office of United Court Transitional Housing Project at Integrated Service Complex, United Court, 1 Shan Pui Road, Tung Tau, Yuen Long, N.T.

11. Withdrawal of Application

- You can login to the system to withdraw your application prior to submission of your application. You can contact the Office of United Court to withdraw your application if the application form has been submitted by email, by post or in person.
- Please note: Once the application is withdrawn, our Acknowledgement of Application email and SMS sent to you will be revoked. Information and documents provided in the application form will be destroyed and will not be returned to you. If you make re-application after cancellation, you will need to fill in the application form and submit the supporting documents again.

12. Enquiries

Enquiries: 3751 7430 from Monday to Friday 10:00am - 5:00pm (except public holidays).

Email: uc.application@skhwc.org.hk

Website: www.skhwc.org.hk

Application Flowchart

1. Read carefully the Application Guide

2. Prepare the relevant supporting documents

3. Login to Online Application System or fill in paper form

4. Select unit type according to number of family member(s) to be living in the unit

5. Fill in personal data, current living conditions and financial status of the applicant and his/her family members

6. Submit all necessary supporting documents

7. Press "Submit Application" and complete the application procedures online, by mail or in person

8. Receive an Acknowledgement of Application by email or SMS

9. Invite eligible applicant to attend a vetting interview

10. Attend the interview, and confirm the application information and supporting documents

11. Successful applicant with allocated unit signs the Tenancy Agreement and pays a deposit

12. Pay Rent and Stamp Duty, and attend orientation

Get ready to move into United Court!

**Preparatory
Stage**

**Application
Stage**

**Interview
and Vetting
Procedures**

**Moving-in
Procedures**