

St. James' Settlement  
 Hok Yuen Street Social Housing Project  
 James' Garden  
 Application Guideline (For applicants)

## 1. Introduction

Social Housing Project, James' Garden operated by St. James' Settlement, is dedicated to provide different affordable housing units to people who are living inadequately. The project is located at 23 Hok Yuen Street (the junction of Chatham Road North and Hok Yuen Street), Hung Hom, Kowloon. Apart from temporary housing, the project aims at promoting an eco-friendly and sustainable living style. Both tenants and residents living in Kowloon City District will be benefited through the activities to strengthen individual, familial and community health.

## 2. Housing unit information

	Types of units	Area	Number of units
1	2 persons	166 sq. ft.	1

## 3. Tenancy Period

- 2 years, with additional 1 year as needed (subject to the license agreement)

## 4. Eligibility

- Hong Kong resident aged over 18 years old;
- Currently living in inadequate housing conditions such as subdivided flat, caged home or industrial building;
- Having queued for Public Rental Housing (PRH) for not less than 3 years; or
- Fulfill "Families with Newborns Flat Selection Priority Scheme", applicant who has new born baby on or after 25 October 2023, and queued for Public Rental Housing (PRH) for 2 years; or
- In urgent need of housing;
- Having a full-time job or applied for Comprehensive Social Security Assistance (CSSA);
- Have a concrete and feasible moving-out plan after the living period;
- Assessed and granted by social worker of St. James' Settlement.

## 5. Service target

- 2-4 persons – families with at least one family member at or below 17-year-old are given priority;
- Accessible units – 1-2 person family

## 6. License Fee

	Types of units	Area	Number of units	Fixed Monthly License Fees (As at 1 <sup>st</sup> February 2021)
1	2 persons	166 sq. ft.	1	\$4,440

- Fixed monthly license fee is equal the maximum level of the rent allowance under CSSA scheme, the monthly licensing fee could be adjusted according to the most updated rent subsidy granted from Social Welfare Department.
- Property management fee is HKD 1 per sq. ft.;
- Household are responsible for their own electricity and water expenses

## 7. Basic facilities provision

- The building of the site consists of 4 floors with stairs, no elevator is provided in the project;
- Individual toilet and cooking area (that allows to cook with induction cooker) are provided in every unit;
- Pre-set electric water heater, ventilating fan and air conditioner in every apartment unit.

## 8. Processing of applications and selection arrangements

- Applicants must submit the completed "Application Form" through online, email, post, or in person to St. James' Settlement .
  - Online  
Applicants can submit the application form by completing or uploading the form via "TH-E", the central and unified platform for transitional housing;
  - Email  
Applicants can download the application form, application guideline and related attachments on our website: <http://socialhousing.sjs.org.hk>; please email the completed application form to [thapp@hb.gov.hk](mailto:thapp@hb.gov.hk).
  - Mail  
Applicants can download the application form, application guideline and related attachments on our website: <http://socialhousing.sjs.org.hk>; please mail the

completed application form to: the "Task Force on Transitional Housing, Housing Bureau, P.O. Box 183, General Post Office", with the words "Application for Transitional Housing" marked on the envelope; If the application form is delayed due to insufficient postage or returned by the post office, it will not be processed;

- In person

Applicants can download the application form, application guideline and related attachments on our website: <http://socialhousing.sjs.org.hk>; Applicant can submit the completed application form by placing the form into the collection box at the Hong Kong Housing Authority Customer Service Centre..

- Applicants only need to submit the original and one copy of the supporting documents required in the list of supporting documents listed in Part 11 of the "Application Form" on the day of interview. Without required supporting documents, the application will be delayed or not be processed.
- Our staff will verify the applicant's information and application eligibility. The applicants which are eligible initially will receive the application number via SMS, which can be printed or archived by the applicant for future reference or inquiries; Lots will be drawn according to the application number and interview will be arranged. Our staff will also notify unqualified applications via SMS and return the applications.
- As the number of applicants is expected to be large, we will enter the interview selection by drawing lots. Initially eligible applicants will draw lots to list the interview order. The total number of quota of interviews in this round will be 6. The first 6 applicants of the 2 persons households will be drawn, who will be arranged for interviews according to the interview sequence number.
- The results of the draw will be published on our website: <http://socialhousing.sjs.org.hk>, and the interview sequence number of the draw result will be notified by SMS. Our staff will also notify the applicant of the interview date and time by SMS.
- Applicants attend the interview, and the social worker of St. James' Settlement is responsible for assessing the applicant's personal or family needs with professional judgment, and scoring the applicants and their families in accordance with the "Selection and Evaluation Criteria". If the applicant is absent from the interview without prior notice, the application will be cancelled.
- After passing the interview, home visits will be arranged if needed. Our staff will follow the "Selection and Evaluation Criteria" to verify whether the information provided by the

applicant, including the living condition fulfills the requirements and scoring standards. If the applicant's living condition is found to be inconsistent with the declared information, our staff has the right to adjust the score, and its position will be filled by the person with a higher score in the interview.

- Summarizing the scores of all applicants, our staff will start with the qualified applicants with the highest scores and invite applicants to draw and allocate the units one by one until the quota is full.
- After all units have been allocated, applicants who have been interviewed and passed, and have lower scores, will automatically enter the waiting list. When there is a turnover of units, the applicant with higher scores in the waiting list (for those with the same score, lots will be drawn to determine the order). Invitations will be made one by one until the quota is full.
- When there are no applicants waiting in the list for the units, a draw will be conducted again to invite qualified applicants for interviews and home visits.
- All applications will be considered unsuccessful if no notification is received within three months from the date of application. Regardless of whether they are withdrawn or unsuccessful, all application forms will be discarded and no further notice will be given; there will be a second-round application in the future if necessary.
- All applicants have the right to withdraw from the application at any time during any application process and have the right to contact us at any time to understand the status of their application, and the license agreement shall prevail.
- The tenancy period of all units shall not be more than three years. St. James' Settlement and the tenants will renew the license agreement every year. After the contract expires, they must move out of the unit; if the public rental housing is still not allocated, they must find another residence by themselves.

## 9. Allocation of unit

- When the agency confirms the successful applicants, the result will also be published on the website: <http://socialhousing.sjs.org.hk>.
- The agency invites applicants to choose the starting date of the license agreement (commonly known as the lease starting date) according to the order of scores in the interview.

- If the unit is allocated to an eligible applicant, the agency can only provide basic information of the unit and no physical visit will be arranged.
- If the unit is allocated to an eligible applicant, the agency will issue a "Notice of move-in and unit allocation " to the applicant.
- The applicant must sign and return the confirmation slip of the "Notice of move-in and unit allocation" within the specified time.
- Units will be allocated to eligible applicants once only. If applicants give up this opportunity, the application will be deemed cancelled.
- If the applicant accepts the allocated unit, the applicant will be arranged to sign the relevant occupancy documents at the designated time.
- Whether an applicant has a chance to be allocated a unit depends on the situation of the unit available for allocation at that time, family needs, family size and the scores of the interview evaluation and selection. In case of any dispute, the final decision of the agency shall prevail.

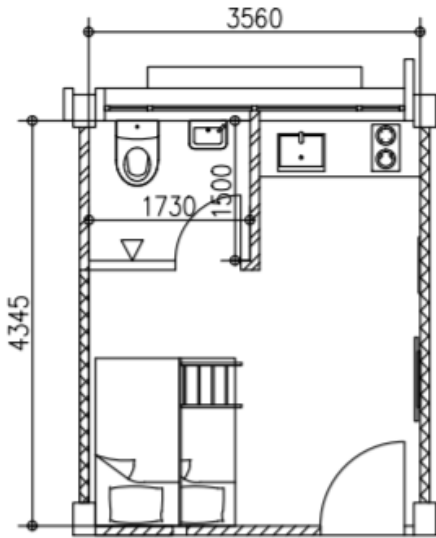
## **10. Scoring criteria**

- The agency invites applicants who meet the requirements of the project for interviews according to the draw sequence of the target groups. The social workers will evaluate according to the scoring mechanism. Applicants must reach 70/100 points to qualify for admission, and each item cannot be lower than half of the score for that item (for example, an item accounts for 20%, and a score of less than 10% is considered ineligible).
- The scoring items include the living condition, number of years waiting for public housing, financial status, financial management, move-out plan, the ability of co-living and co-existence, and employment or self-enhancement intentions.

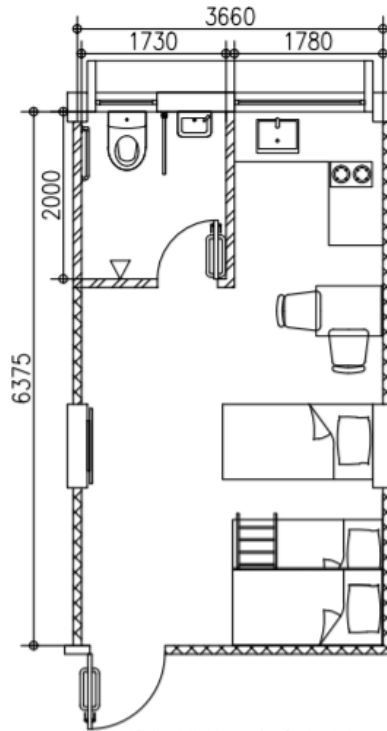
## **11. What you need to know about community development**

- "James' Garden" will be jointly operated by staff, residents, and community organizations. It values the contribution of each resident and all households are obliged to cooperate and operate together;
- "James' Garden" organizes community activities in the morning, noon and night from time to time, which will become a lively community;
- It is inevitable that there will be noise and dust on the west side of "James' Garden" under the highway. Various levels of works will be carried out, including stubbing, digging, etc. Applicants should assess the situation by themselves.

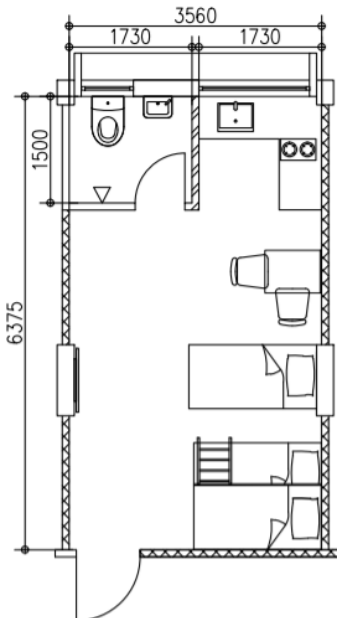
## 12. Drafted building plan



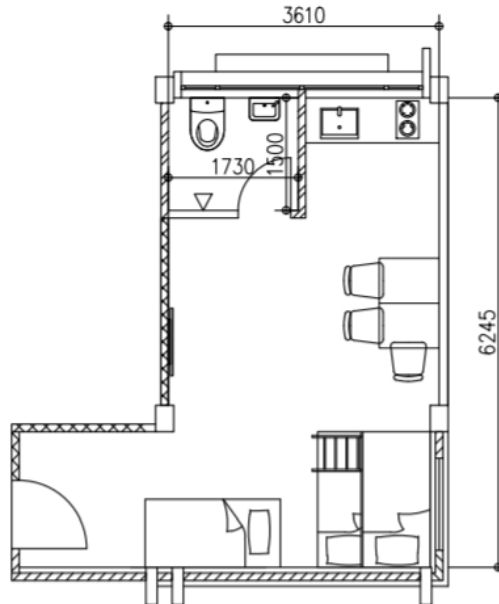
**2 person unit**  
(Furniture is not included)  
**166 sq. ft.**



**Accessible unit**  
(Furniture is not included)  
**245 sq. ft.**



**3 person unit**  
(Furniture is not included)  
**242 sq. ft.**



**4 person unit**  
(Furniture is not included)  
**281 sq. ft.**

## 13. Regulation

### 13.1 Project expectations

- Savings and Property management fee encourage residents to develop a saving habit;
- Residents are expected to make good use of the living period to learn or upgrade their work skills in order to develop their skills;
- Each resident will be assigned duty to jointly manage the social housing, and the arrangement of co-management work will be allocated by our staff according to their ability.

### 13.2 Daily living tips

- Keep quiet;
- Take care of your own children, and do not leave your children at home alone;
- Together in harmony;
- Respect the privacy of neighbors;
- Treat people with basic courtesy and respect;
- Moving time: Monday to Saturday, 9 am to 5 pm.
- Keep the room in good condition so that new tenants can be moved-in as soon as possible;
- Do not drill holes or hang anything on the wall;
- The unit compartment cannot be changed;
- Do not smoke in the unit;
- Do not use open fire for cooking;
- No pets can be kept in the unit without application;
- Keep your own unit and public space clean and tidy;
- Do not block the fire escape route;
- Dispose rubbish according to agency guidelines;
- Do not put large and non-domestic waste in the social housing, you must dispose it yourself;
- The unit is for residential purposes only, and no relatives or friends are allowed to stay overnight;
- Do not allow any outsiders to have access codes for social housing;
- Visiting time for relatives and friends is from 9 a.m. to 9 p.m., and registration is required at the security office;
- Participate in residents' duty days regularly;
- Public events will be held in public places from 9 a.m. to 9 p.m. from time to time, which may cause noise;

- It is inevitable that there will be noise and dust on the west side of "James' Garden". Various levels of works will be carried out, including stubbing, digging, etc. Residents must pay attention before making application.

### 13.3 Rental arrangements

- Pay rent on time;
- If you leave Hong Kong for more than seven days, you must notify our staff in advance;
- Rent payment period is from 1st to 10th;
- Arrangement for deposit: only accept bank deposits, not cash;
- HSBC 111-287769-001 ST JAMES' SETTLEMENT;
- East Asia 514-40-22882-6 ST JAMES' SETTLEMENT;
- Please state clearly on the payment slip: the name of the resident and the unit;
- Before submitting all the deposit slips, please photocopy or take photograph to prevent loss;
- The deposit slip must be put to the mailbox in the security room before deadline;
- The rental period of this plan is not more than three years;
- After the end of the residence period, the tenants need to arrange and move out by themselves.

\* All rules are as specified in the license agreement

## 14. Contact Information

Mailing address: 12/F, 85 Stone Nullah Lane, Wanchai, Hong Kong

Phone: 69167670

Email: [housing@sjs.org.hk](mailto:housing@sjs.org.hk)

Website: <http://socialhousing.sjs.org.hk>

Office hours: Monday to Friday: 9 a.m. to 5 p.m. (Lunch time: 1 p.m. to 2 p.m.)

Closed on Saturdays, Sundays and public holidays