



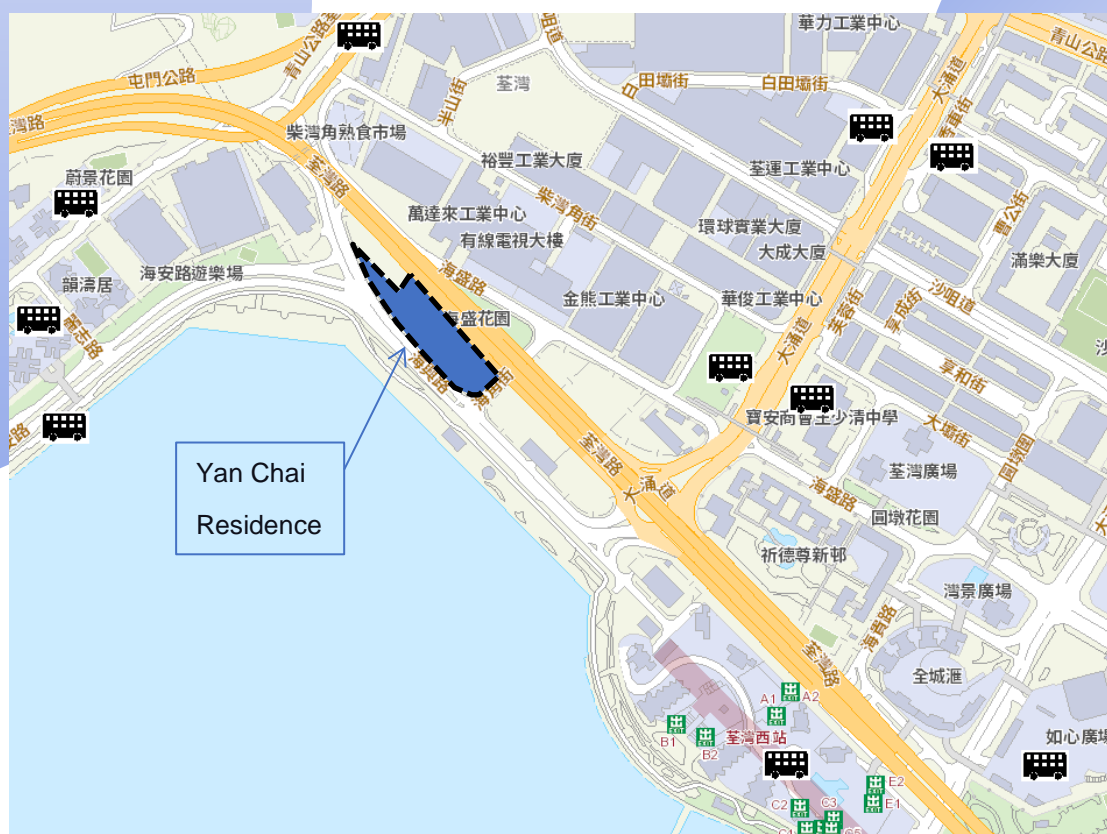
## Application Guide of Yan Chai Residence

### (Yan Chai Hospital Transitional Housing Project)

#### 1. Background

Yan Chai Hospital Board (YCH) had obtained a grant from Housing Bureau under the “Funding Scheme to Support Transitional Housing Projects by Non-government Organisations” to implement a transitional housing project - Yan Chai Residence (YCR). YCR aimed to alleviate and improve the living standards to families long waiting for public rental housing (PRH) and living in inadequate housing conditions or with imminent housing needs. Also, YCR is supported with relevant community services to build among residents a small community with caring, mutual assistance, inclusiveness and sharing.

#### 2. Location



YCR is located at 15 Hoi Hing Road (junction of Hoi Hing Road and Hoi Kok Street), where it is built with handful of facilities for living and strategically located near local and trans-district transportation systems. Tsuen Wan West MTR station, some eight minutes walk away, is paired with a bus terminus that connects the place to different locations on the Hong Kong Island, Kowloon as well as the New Territories. In addition, YCR has its own communal recreational areas and activity venues. Additional recreational facilities at Hoi Shing Garden and Tsuen Wan Promenade are within walking distance to provide a present living environment to YCR's residents.



### 3. Development Information

YCR consists of two residential buildings that provide a total of 212 living units, including 1-2 person units, 3-4 person units, 5 person units and accessible units. Total accommodation is expected to be 550 residents.

### 4. Basic Facilities

- ✧ The development consists of two 2-storey buildings that are made of steel Modular Integrated Construction System. Staircases are provided to circulate between floors.
- ✧ Each living unit is equipped with a window type air conditioner, electrical sockets, LED lights, washing machine inlet and outlet, a hang rod for drying clothes, window grille, a cooking space with a counter top, a toilet with bathing facilities, water heater, toilet paper holder, wall hung mirror and an exhaust fan, statutorily required fire sprinkler and smoke detector, and etc. (the actual provision is subject to the Furniture and Electrical Appliance Schedule in the Tenancy Agreement) .
- ✧ Each living unit is installed with an independent water meter and electricity meter.
- ✧ No parking space is available in the development.

### 5. Type of Units and Rent

Type of Unit <sup>1</sup>	Quantity	Internal Floor Area	Rent (including management fee)
1 to 2 person unit	94	Approx. 124 sq. ft.	Approx. \$2,600
3 to 4 person unit	112	Approx. 190 sq. ft.	Approx. \$3,800
5 person unit	4	Approx.406 sq. ft.	Approx. \$4,900
Accessible Unit <sup>2</sup>	2	Approx.262 sq. ft.	Approx. \$2,200

<sup>1</sup> Applicants are required to choose the type of unit according to their residence/family size.

<sup>2</sup> Applicants or their family members must have at least one disabled person with non-transient physical disabilities; the number of people living in a barrier-free unit is 1 to 2.

Applicants are required to submit supporting documents during the interview for approval, which will be evaluated by professionals.

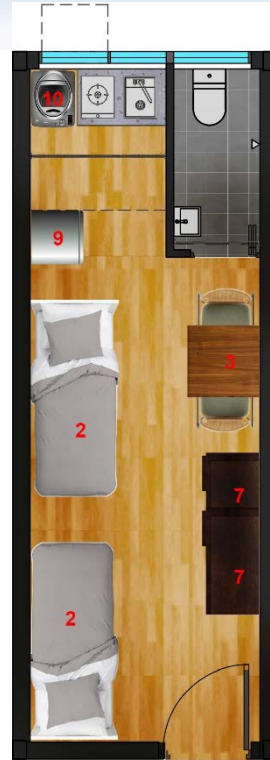
- ✧ Monthly rent is capped at 30% of the prevailing PRH income limits of the relevant household types or the maximum rent allowance under Comprehensive Social Security Assistance Scheme (CSSA).
- ✧ Tenant receiving Comprehensive Social Security Assistance Scheme (CSSA) must pay the maximum rent allowance provided by the Scheme.
- ✧ Tenant must pay a deposit (equal to one-month's rent), advance rent and stamp duty (50% of total).
- ✧ The Stamp Duty shall be borne by YCH and the tenant in equal shares
- ✧ The tenant should make application for electricity meter and water meter of the unit on his/her own and pay utility fees as billed.
- ✧ Two years for the first period of occupancy (subject to the term set out in the Tenancy Agreement) and renewal of Tenancy Agreement is subject to the actual condition and confirmation by YCH.



6. Layout (Furniture and household items are for reference ONLY)



1 to 2 person unit (Approx. 124 sq. ft.)



3 to 4 person unit (Approx. 190 sq. ft.)



5 person unit (Approx. 406 sq. ft.)



Accessible Unit (Approx. 262 sq. ft.)



### 7. Terms and Conditions for Using the Modular Flat (Subject to the Tenancy Agreement)

- ✧ The tenant is required to allow staff from the management office to enter the unit to carry out inspection and maintenance work, if necessary;
- ✧ The unit allocated shall only be used by the applicant and their family member(s) registered in the relevant application for residential purposes only. Applicant cannot assign or sublet the unit and cannot take in any lodger during the term;
- ✧ Illegal and unethical activities are prohibited. Otherwise, YCH may terminate the Tenancy Agreement immediately, and the Tenant is required to pay total rent for the remaining lease term ;
- ✧ Alteration works (including but not limited to drilling any holes, damaging any surface of the wall and hanging objects on the fire sprinkler system and covering the smoke detectors) are not permitted;
- ✧ Smoking is not permitted in the premises;
- ✧ Flame cooking is prohibited in the unit;
- ✧ Not to keep any animal, bird or livestock of any description in the unit;
- ✧ Residents must dispose of their household garbage to the designated garbage collection place on the ground floor;
- ✧ Not to replace the door locks, install additional door locks and copy the keys of the unit and mailbox;
- ✧ 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 the management office
- ✧ The tenant must comply with the House Rules and Regulations and the Tenancy Agreement. Otherwise, YCH reserves the right to terminate the Tenancy Agreement;
- ✧ The development implements the "Marking Scheme for Estate Management Enforcement." Tenant who violates the rules in the scheme will be received mark deduction of 3, 5, 7 or 15 points depending on the severity and nature of infringement. If the accumulated deduction points reach 16 points within two years, YCH will terminate the Tenancy Agreement with the tenant.



## 8. Application Criteria

Category	Criteria
Type A (Applicable to those who started to wait for public rental housing on or before 1 August 2020)	<ul style="list-style-type: none"><li>● Applicant on the waiting list for PRH for not less than 3 years. Presentation of the blue acknowledgement card (1-5 persons) issued by the Hong Kong Housing Authority (HA) is required for verification;</li><li>● Applicant and his/her family member(s) must meet HA's prevailing policies and eligibility criteria for applying for PRH (including but not limited to family size, income and asset value)</li><li>● The information of the applicant and his/her family member(s) provided in this application must be the same as that in the PRH application.</li><li>● Applicant currently lives in Tsuen Wan will be considered in a higher priority.</li></ul>
Type B	<ul style="list-style-type: none"><li>● Applicant who has not applied for PRH or has been on the waiting list for PRH for not more than 3 years. In the later case, presentation of the blue acknowledgement card (1-5 persons) issued by HA is required for verification;</li><li>● Applicant must be a Hong Kong resident of 18 years old or above;</li><li>● Applicant is living in inadequate housing conditions or with imminent housing needs, and meets the income and asset limits for applying for PRH</li><li>● Applicant currently lives in Tsuen Wan will be considered in a higher priority.</li></ul>

- ✧ Applicant can only opt for either Type A or Type B application. Repeated applications will NOT be considered within 6 months.
- ✧ Please notify YCH if there is a change in the Applicant's family status, including but not limited to: Applicant and/or his/her family member(s) is (1) pregnant, (2) given birth to a baby, (3) married, (4) migrated or (5) passed away, etc.
- ✧ Applicant submitted an application and received an official result within a period of 3 months shall not make a new application.
- ✧ If Applicant fails to meet the application criteria of their specific type, their application will be disqualified without automatically re-assigned to an appropriate type.
- ✧ Type B application is specifically cater for applicant whose has not applied for PRH or on the waiting list for PRH for less than 3 years, and living in inadequate housing conditions or with imminent housing needs.



## 9. Application Submission

### Start Date of Application

March 27, 2023 (Monday) at 12:00 pm.

### Closing Date of Application

April 28, 2023 (Friday) at 5:00 pm (based on the computer time at YCH), late application will not be accepted. (For postal application, the date stamp by Hong Kong Post shall prevail)

- ✧ Obtain of Application Form and Application Guide
- ✧ The Application Form and Application Guide can be obtained at the designated service units of YCH (Appendix A); or
- ✧ The documents can be downloaded at <https://www.yanchai.org.hk/services/social-services/Yan-Chai-Residence>

### Submission of Application Form

#### A. By Post

- ✧ Please send by post the completed application form to **Yan Chai Hospital Social Services Department, 8/F, Yan Chai Hospital Multi-services Complex, 18 Yan Chai Street, Tsuen Wan, N.T.**. Please put down "Application for Yan Chai Residence " on the envelope. (Please do not use an erasable ball pen)
- ✧ Please ensure the correct address is clearly written on the envelope and sufficient postage has been affixed. If delivery of the application form is caused by insufficient postage or other reasons, the application will not be accepted.
- ✧ Closing date of application: April 28, 2023 (Friday) (the date stamp by Hong Kong Post will be regarded as the application date by post)

#### B. In Person

- ✧ Please submit in person the completed application form at the **application box at G/F, Yan Chai Hospital Multi-services Complex, 18 Yan Chai Street, Tsuen Wan, N.T.**. Please put down "Application for Yan Chai Residence " on the envelop. (Please do not use an erasable ball pen) Late submission will not be accepted.
- ✧ Office hours are Monday to Friday: 9:00 am – 5:00 pm; (except Saturday, Sunday and public holidays)
- ✧ Closing date of application: April 28, 2023 (Friday) (Based on the date printed by YCH's date stamp)



C. Online Application

- ✧ Applicant can complete and submit an online application at <https://ychbthp.org.hk/application>
- ✧ Applicant have to submit a completed application form along with the original and one copy of the required supporting documents during interview. The original supporting documents will be returned to the Applicant upon finishing verification.
- ✧ Applicant must ensure the overall online application process is completed on their end. Late application will not be accepted.
- ✧ Closing date of application: April 28, 2023 (Friday) at 5:00pm (Based on the time on YCH's computer server)

D. By email

- ✧ Please send the completed application form to [ychthp@ychss.org.hk](mailto:ychthp@ychss.org.hk) (the file size is limited to 10 MB). Late application will not be accepted.
- ✧ Closing date of application: April 28, 2023 (Friday) at 5:00pm (Based on the time on YCH's computer server)

Important Notes

- ✧ Upon successful application submission, an 'Acknowledgement of Application' containing a unique application number will be sent to Applicant by email or SMS within 7 working days. Applicant is advised to print or save the acknowledgment for future reference.
- ✧ Please ensure that the provided email address and phone number are correct.
- ✧ All applications will be vetted. Applicants may be requested to submit additional supporting documents, if necessary.
- ✧ If Applicant makes any false statement or provides false or misleading information in the application, the application will be disqualified or any allocated living unit shall be surrendered as a result. YCH has the final right to determine whether the application contains a false statement or misleading information.
- ✧ If the applicant deliberately makes a false statement (including a statement that provides false or misleading in the application form), the application will be disqualified.
- ✧ Repeated applications will NOT be considered



## 10. Vetting Procedures

### Type A Applicant

- ✧ Shortlisted applicants and those on waiting lists will be drawn electronically for interview based on the quota for individual living unit types.
- ✧ Third party independent personnel will be invited to supervise the electronic selection of applicants for interview.
- ✧ YCH will notify shortlisted applicants and those on waiting lists by email or SMS for the arrangement of interview according to the result of the electronic selection. The result will also be announced at <https://www.yanchai.org.hk/services/social-services/Yan-Chai-Residence>. Unsuccessful applicants will not be notified individually.
- ✧ Applicant and their family members (aged 18 or above) will be invited to attend an interview and they need to bring along with them the original and one hardcopy of the required supporting documents as stipulated in the “Checklist of Supporting Documents”. A representative of YCH will meet the applicants to preliminarily verify the eligibility of their application during the interview.
- ✧ Applicant may be required to clarify or asked to submit supplementary information for their application, if necessary. If Applicant refuses or fails to provide the required supplementary information in a specified period of time, their application will be delayed or disqualified.
- ✧ Applicants and their family members (aged 18 or above) must attend the interview on the designated date and time. Requests for rescheduling will not be accepted unless due to unforeseeable circumstances. If Applicant and their family members (aged 18 or above) are absent from the interview, their application will be disqualified.
- ✧ A list of shortlisted applicants for different living unit types will be confirmed by an independent review committee to further into unit allocation.

### Type B Applicant

- ✧ An assessment will be carried out based on Applicant provided information to shortlist applicants and to determine the priority for interview. The result will be announced at <https://www.yanchai.org.hk/services/social-services/Yan-Chai-Residence>. Unsuccessful applicants will not be notified individually.
- ✧ YCH will notify shortlisted applicants and those on waiting lists by email or SMS for the arrangement of interview according to the result of the assessment.
- ✧ Applicant and their family members (aged 18 or above) will be invited to attend an interview and they need to bring along with them the original and one hardcopy of the required supporting documents as stipulated in the “Checklist of Supporting Documents”. A representative of YCH will meet the applicants to preliminarily verify the eligibility of their application during the interview. YCH will carry out unit allocation based on the result of the assessment.
- ✧ Applicant may be required to clarify or asked to submit supplementary information for their application, if necessary. If Applicant refuses or fails to provide the required supplementary information in a specified period of time, their application will be delayed or disqualified.





- ✧ If Applicants and their family members (aged 18 or above) must attend the interview on the designated date and time. Requests for rescheduling will not be accepted unless due to unforeseeable circumstances. If Applicant and their family members (aged 18 or above) are absent from the interview, their application will be disqualified.
- ✧ Home visit to eligible applicants may be requested.
- ✧ During the home visit, representatives of YCH will evaluate applicant's living conditions and verify the information provided by the applicant. A list of shortlisted applicants for different living unit types and the result of assessments will be confirmed by an independent review committee to further into unit allocation (applicants obtained higher point in the assessment will be assigned with a higher priority in unit allocation).
- ✧ Applicants obtained the same mark in the assessment will be determined electronically for priority in unit allocation.
- ✧ If the living conditions of Applicant are not tally with the information provided in the application, the application will be disqualified.
- ✧ The minimum point to be qualified under Type B application is 60 out of 100.

#### Vetting Criteria

Applicant must :

- ✧ Meet ALL application criteria; and
- ✧ Complete the vetting procedures, including successful verification of information and passing of the interview; and
- ✧ Willing to live friendly in the neighbourhood, to participate proactively in the activities organized by YCR and to believe in YCR's value.

For Type B applicant :

- ✧ The minimum point to be qualified under Type B application is 60 out of 100.
- ✧ Items to be considered in the assessment:
  - A. Financial Status and living conditions
  - B. Initiation to Stay, Social Ability and Community Inclusiveness
  - C. Recommended by local organisations /social workers/medical social workers

#### **11. Unit allocation and move-in arrangement**

- ✧ Living units will be allocated electronically under the supervision of third party independent personnel.
- ✧ YCH will notify the shortlisted applicants the result of unit allocation by SMS within 7 working days. The result will be also available at <https://www.yanchai.org.hk/services/social-services/Yan-Chai-Residence>
- ✧ All shortlisted applicants will be formally notified by YCH. Applicants shall bring along with them proof of deposit payment (such as a bank in slip) when they come to sign the Tenancy Agreement in person. Applicant who fails to do so is deemed to have the offer of unit allocation declined.



- ✧ Applicant allocated with a living unit is not eligible to request for re-assignment of living unit.
- ✧ Each shortlisted application is entitled to unit allocation once. If Applicant does not accept the result of unit allocation and refuse to move in the assigned living unit, Applicant is deemed to have the offer of unit allocation declined.
- ✧ Applicant not assigned a living unit but invited to an interview will be assigned a placement in the waiting lists according to the electronic selection.
- ✧ Applicant in the waiting lists will be allocated according to the priority of the electronic selection the living unit type of his/her own application if there is such vacancy due to a shortlisted applicant has given up his/her offer.
- ✧ Applicant shall regard his/her application unsuccessful if no formal notification received after 6 months from the closing date of the application. Unsuccessful applicants will not be informed separately.
- ✧ YCR Tenancy Agreement shall be terminated upon any one resident of a living unit is allocated with Public Rental Housing. The living unit shall be vacated and returned to YCH.
- ✧ Upon termination of Tenancy Agreement or termination of YCR itself, the living unit(s) shall be vacated and returned to YCH.
- ✧ YCH have the final right to unit allocation.

## 12. Arrangement of rent arrears

- ✧ If rental payment has been overdue more than 14 calendar days (no matter whether any legal action taken or formal notification issued previously), YCH will notify the tenant in formal writing to terminate the related Tenancy Agreement.
- ✧ YCH will demand recovery from the tenant any rental arrear and litigation cost/expense in accordance to the relevant clause(s) in the Tenancy Agreement.
- ✧ If the tenant refuses to move out of the living unit upon termination of the Tenancy Agreement, YCH reserves the right to remove and dispose of all properties in the living unit on tenant's behalf at tenant's cost without notice.

## 13. Collection of Personal Data

- ✧ Personal data and other relevant information provided in the application form will be handled by the Office of YCH for the purposes of processing the application for residence in Yan Chai Residence. The provision of personal data and other relevant information is on a voluntary basis.
- ✧ Where necessary, the information provided by Applicant may be given to relevant government departments / organisations / persons for the purposes of vetting and assessing your application and for all related purposes.
- ✧ 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 YCH



#### 14. Withdrawal of Application

- ✧ Withdrawal of application can be made in writing to YCH by email, post or in person.
- ✧ Once received the written withdrawal of application, YCH will revoke at once any “Acknowledgement of Application” previously sent to Applicant by email and SMS. All information and documents submitted for the application will be disposed of properly without returning to Applicant. If Applicant ever decide to apply for YCR again, a new application is required along with the submission of all required supporting documents.

#### 15. Enquiries

Hotline : 9506 5121 (For enquiries during non-office hours, please leave a message on WhatsApp. Our representative will respond within 3 working days from the time the message is received.)

Hotline Office hour : Monday to Friday 10 am to 8pm (except Saturday, Sunday and Public Holiday)

Email : [ychbthp@ychss.org.hk](mailto:ychbthp@ychss.org.hk)

Website : <https://www.yanchai.org.hk/services/social-services/yan-chai-residence>

QR Code – Website of YCR



QR Code – Online Application





## Appendix A - Application Form Distribution Location

Type of services	District	Location	Address	Telephone
Youth and Child Care Service	Tsuen Wan	Yan Chai Hospital Yim Tsui Yuk Shan Fuk Loi Integrated Community Development Centre	No. 9, G/F, Wing Tai House, Fuk Loi Estate, Tsuen Wan, N.T.	2487 1222
	Tin Shui Wai	Yan Chai Hospital 24th Term Board of Directors Social Services Centre – Lau Kwan Ming Children and Youth Centre	No. 6, Tin Ho Road, Tin Shui Wai, Yuen Long, N.T.	2445 0222
	Tsuen Wan	Yan Chai Hospital C.C. Everitt Day Creche	1/F., Yan Chai Hospital Multi-Services Complex, 18 Yan Chai Street, Tsuen Wan, N.T.	2439 9293
	Tsuen Wan	Yan Chai Hospital School Social Work and Support Service	Unit D, 10/F, Metex House, No. 28 Fui Yiu Kok Street, Tsuen Wan, N.T.	3707 3866
	Tsuen Wan	Yan Chai Hospital Social Work Service for Pre-primary Institutions	Unit 1010, Grand City Plaza, 1 Sai Lau Kok Road, Tsuen Wan, N.T.	2638 5355
	Kwun Tong	Yan Chai Hospital Wong Chu Wing Sze Youth Development Centre	Unit 203, 2/F., Shun Lai House, Yau Lai Estate, Yau Tong, Kowloon	2421 9451
Rehabilitation Service	Tsuen Wan	Yan Chai Hospital Yuen Yuen Institute Early Education and Training Centre	G/F., Yan Chai Hospital Multi-Services Complex, 18 Yan Chai Street, Tsuen Wan, N.T.	2409 1938
	Tsuen Wan	Yan Chai Hospital Law's Foundation Child Care Centre cum Hostel	1/F., Yan Chai Hospital Multi-Services Complex, 18 Yan Chai Street, Tsuen Wan, N.T.	2615 1714
	Tsuen Wan	Yan Chai Hospital Cheng Yu Tung Child Development Centre	Unit 227-228, Shek Fong House, Shek Wai Kok Estate, Tsuen Wan, N.T.	3956 5771
	Tai Po	Yan Chai Hospital Yim Tsui Yuk Shan Early Education and Training Centre	2/F., Social Services Building, Fu Tip Estate, 11 Chung Nga Road, Tai Po, N.T.	3695 0292



Type of services	District	Location	Address	Telephone
Rehabilitation Service	Tai Po	Yan Chai Hospital Lions Club District Support Centre (Tai Po)	Room 101,108,117-124, G/F, Fook Wo House, Tai Wo Estate, Tai Po, N.T.	2657 3331
	Tsuen Wan	Yan Chai Hospital Buddha Light Association of Hong Kong Day Activity Centre cum Hostel for Mentally Handicapped	2/F & 3/F., Yan Chai Hospital Multi-Services Complex, 18 Yan Chai Street, Tsuen Wan, N.T.	24395115
	Tsuen Wan	Yan Chai Hospital Madam Lo Lee Pui Ching Memorial Workshop	Unit No. 1-3, 100-109, Shek Fong House & Units 23-26, Shek Ho House, Shek Wai Kok Estate, Tsuen Wan, N.T.	2498 3391
	Tsing Yi	Yan Chai Hospital 35th Term Board of Directors Cheung Ching Supported Hostel	G/F., Room 127-133, Ching Yung House, Cheung Ching Estate, Tsing Yi, N.T.	2433 7667
	Tsuen Wan	Yan Chai Hospital Lei Muk Shue Rainbow Court	4/F., Hong Shue House, Lei Muk Shue Estate, Tsuen Wan, N.T.	2410 0201
	Sheung Shui	Yan Chai Hospital Mr. & Mrs. Ho Tak Sum Supported Hostel	3/F., Ancillary Facilities Block, Cheung Lung Wai Estate, Sheung Shui, N.T.	2967 8033
	Sheung Wan	Yan Chai Hospital Sheung Wan Rehabilitation Services Centre	5/F -6/F., 28 Ko Shing Street, Sheung Wan, Hong Kong	3165 1338
	Sheung Wan	Yan Chai Hospital Sheung Wan Rehabilitation Services Centre - Shine Court	7/F., 28 Ko Shing Street, Sheung Wan, Hong Kong	3165 1345
Elderly Service	Tsuen Wan	Yan Chai Nursing Home	4- 8/F., Yan Chai Hospital Multi-Services Complex, 18 Yan Chai Street, Tsuen Wan, N.T.	2409 2888
	Kwai Chung	Yan Chai Hospital Mrs. Kwok Yuk Cheung Care & Attention Home	No. 33, Lai Chi Ling Road, Kwai Chung, N.T.	2785 8723
	Kwai Chung	Yan Chai Hospital Artiste Training Alumni Association Care & Attention Home	G/F., & 1/F., Shek Kai House & Shek Wah House, Shek Lei (II) Estate, Kwai Chung, N.T.	2480 3323
	Kwai Chung	Yan Chai Hospital Chinachem Care & Attention Home	No. 35, Lai Chi Ling Road, Kwai Chung, N.T.	2371 3883
	Tsuen Wan	Yan Chai Hospital Jockey Club Care & Attention Home	2/F & 3/F., Yan Chai Hospital Multit-Services Complex, 18 Yan Chai Street, Tsuen Wan, N.T.	2408 6639



Type of services	District	Location	Address	Telephone
<b>Elderly Service</b>	Tuen Mun	Yan Chai Hospital Tsin Man Kuen Elderly Home	1/F., Oi Lok House, Yau Oi Estate, Tuen Mun, N.T.	2451 2323
	Tsing Yi	Yan Chai Hospital Hong Kong Peninsula Lions Club Elderly Home	Wing A & C, 3/F. & Wing A-C, 4/F., Hong Shun House, Cheung Hong Estate, Tsing Yi, N.T.	2433 7877
	Sha Tin	Yan Chai Hospital Li Chan Yuk Sim Elderly Home	Unit 1-10, G/F., & Unit 101-124, 1/F., Pok Chi House, Pok Hong Estate, Shatin, N.T.	2646 3022
	Sham Shiu Po	Yan Chai Hospital Lee Wai Siu Kee Elderly Home	G/F (Part) - 2/F and Dumb-waiter Room at 3/F Un Kin House, Un Chau Estate, 303 Un Chau Street, Sham Shiu Po, Kowloon	2481 1000
	Tuen Mun	Yan Chai Hospital Mrs. Tsang Wing Neighbourhood Elderly Centre	Unit 131-134, Tip Ying House, Butterfly Estate, Tuen Mun, N.T. (Main-base)	2456 1922
	Kwai Chung	Yan Chai Hospital Mr. & Mrs. Yeung Wan Neighbourhood Elderly Centre	Unit No. G1 & G3, G/F., Shing Fung House, Kwai Shing East Estate, Kwai Chung, N.T.	2480 3483
	Sham Shiu Po	Yan Chai Hospital Tang Bik Wan Memorial Neighbourhood Elderly Centre	Unit 129-134, Block 21, Shek Kip Mei Estate, Sham Shui Po, Kowloon	2779 2557
	Kowloon City	Yan Chai Hospital Ng Wong Yee Man Neighbourhood Elderly Centre	G/F and Cockloft, No.55 Hau Wong Road, Kowloon City, Kowloon	2718 8331
	Tsuen Wan	Yan Chai Hospital Fong Yock Yee Neighbourhood Elderly Centre	G/F., Yan Chai Hospital Multi-Services Complex, 18 Yan Chai Street, Tsuen Wan, N.T.	2439 6776
	Tin Shui Wai	Yan Chai Hospital Wan Shing Memorial Social Centre for the Elderly	G/F., No. 6, Tin Ho Road, Tin Shui Wai, Yuen Long, N.T.	2445 0344
	Kwai Chung	Yan Chai Hospital Mrs. Annie Chan Social Centre for the Elderly	Unit 621-624 & 626, Block 1, Kwai Shing West Estate, Kwai Chung, N.T.	2419 1717
	Sha Tin	Yan Chai Hospital Wan Shing Memorial Day Care Centre for the Elderly	Unit 47-56, G/F., Oriole House, Sha Kok Estate, Shatin, N.T.	2636 1086



Type of services	District	Location	Address	Telephone
<b>Elderly Service</b>	Tsuen Wan	Yan Chai Hospital Chan Feng Men Ling Integrated Community Development Centre	G/F., Yan Chai Hospital Multi-Services Complex, 18 Yan Chai Street, Tsuen Wan, N.T.	2615 8211
	Tuen Mun	Yan Chai Hospital Suen Choi To May Integrated Community Development Centre	Unit 1&16, G/F., Wu Tsui House, Wu King Estate, Tuen Mun, N.T.	2615 8202
	Kowloon City	Yan Chai Hospital Fung Ying Seen Koon Integrated Community Development Centre	G/F., 84 Tak Ku Ling Road, Kowloon	2615 8202
	Fanling	Yan Chai Hospital Fung Ying Seen Koon Luen Wo Integrated Community Development Centre	G/F., 27 Luen Cheong Street, Luen Wo Market, Fanling, N.T	2984 1282
	Tsuen Wan	Yan Chai Hospital Yim Tsui Yuk Shan Active Mind Centre	Unit 1-3, G/F., Wing Hong House, Fuk Loi Estate, Tsuen Wan	2614 8967
	Tuen Mun	Yan Chai Hospital Wong Wha San Wong Yee Jar Jat Day Care Centre For the Elderly	G/F., 8 Wu On Street, Tuen Mun, N.T.	2756 3288
	Tsuen Wan	Yan Chai Hospital Vera Ruttonjee Desai Health Management Centre for the Seniors	G/F., Yan Chai Hospital Multi-Services Complex, 18 Yan Chai Street, Tsuen Wan, N.T.	3427 3019
<b>Other</b>	Tsuen Wan	Yan Chai Happy Home Living Limited	G/F., Yan Chai Hospital Multi-Services Complex, 18 Yan Chai Street, Tsuen Wan, N.T.	2615 8204



## Appendix B Checklist of Supporting Documents

Identity Documents of Applicant and Family Member(s)	
<b>Mandatory Submission</b>	
Identity Documents	<ul style="list-style-type: none"><li>• Hong Kong Identity Card (aged 11 or above)</li><li>• Birth Certificate (aged below 11)</li><li>• One-way permit/ travel document/ passport or related supporting documents (person who has resided in Hong Kong less than 7 years, please provide document that shows the initial date of arrival to Hong Kong)</li></ul>
Proof of Address	<ul style="list-style-type: none"><li>• Utility (e.g. electricity/ water) bill with applicant's residential address provided</li></ul>
Proof of Rent	<ul style="list-style-type: none"><li>• Rent receipt or tenancy agreement</li></ul>
<b>Submission if applicable</b>	
Proof of Public Rental Housing (PRH) Application	<ul style="list-style-type: none"><li>• PRH application acknowledgement with application number</li></ul>
Certificate of Kinship	<ul style="list-style-type: none"><li>• Birth certificate or notarial deed</li><li>• Court order/ appointment for child(ren) custody issued by judicial authorities/ government authorities</li></ul>
Marital Status Documents	<ul style="list-style-type: none"><li>• Certificate of marriage/ statutory declaration of marriage</li><li>• For spouse who has no right to reside in Hong Kong, please provide certificate of marriage and identity document from the country of domicile</li></ul>
Divorced, Widowed, Unmarried Single Parent	<ul style="list-style-type: none"><li>• Divorce certificate/ order; for the applicant who applies with child(ren) under 18, the court order for the custody of child(ren) shall be provided</li><li>• Documents relating to undergoing divorce proceedings</li><li>• For deceased spouse, please provide marriage certificate and death certificate of spouse</li></ul>
Proof of Pregnancy over 16 Weeks	<ul style="list-style-type: none"><li>• Medical report issued by a registered medical practitioner</li></ul>
Proof of Chronic Illness / Disabled	<ul style="list-style-type: none"><li>• Medical report issued by a registered medical practitioner or recognized medical personnel</li><li>• Registration card for people with disabilities</li></ul>
Proof of Special Educational Needs (SEN)	<ul style="list-style-type: none"><li>• Assessment report for child(ren) with SEN or SEN statement issued by registered medical practitioner or letter scheduling for SEN evaluation</li></ul>

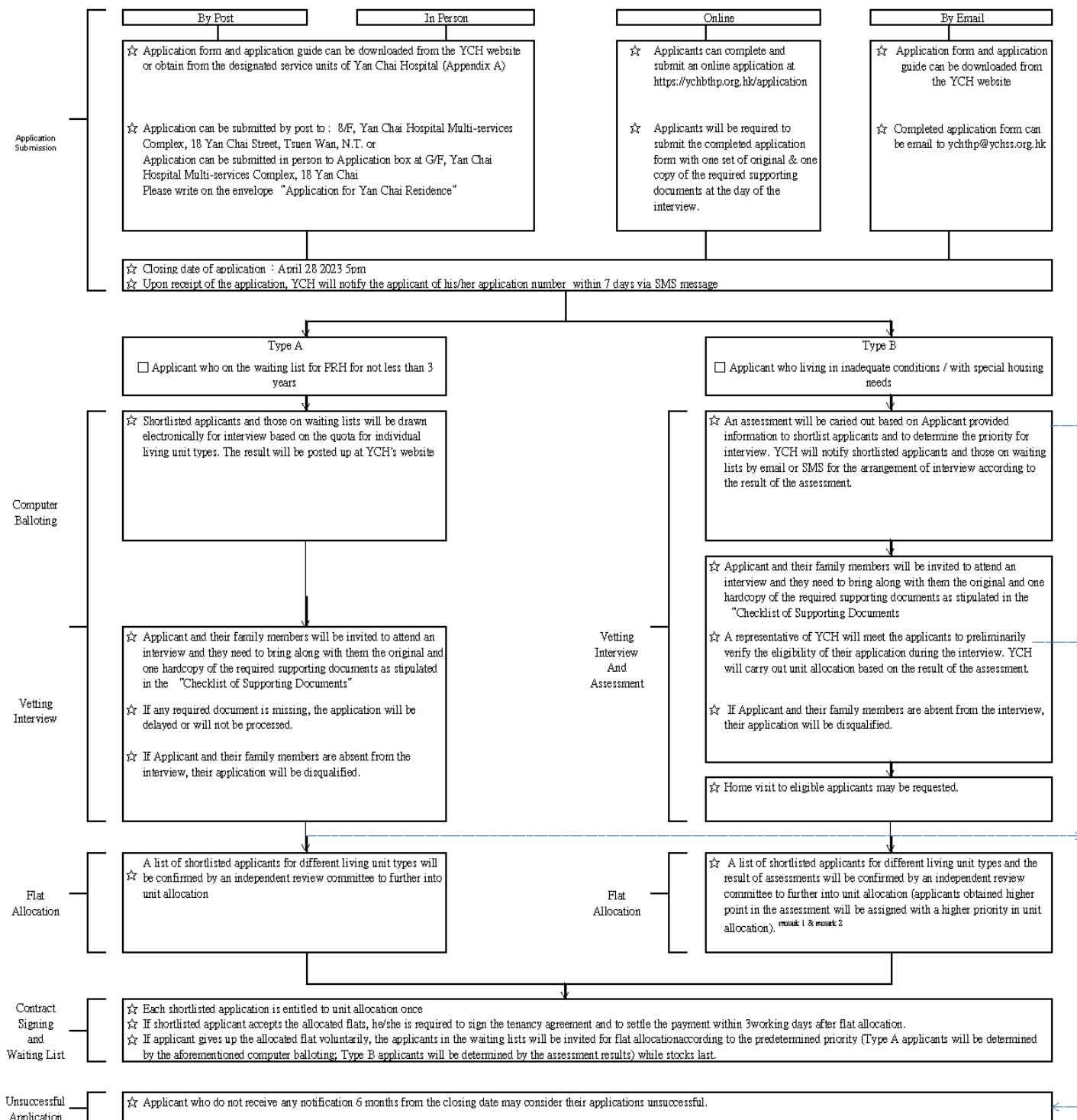




<b>Income Proof and Declaration for Applicant and Family Members (for the past 6 months (or 12 months))</b>	
<b>Mandatory Submission</b>	
Income Proof	<ul style="list-style-type: none"><li>• Employed person with a fixed employer: Tax bill, payroll slip (including company name, chop and signature) or bankbook, etc.</li><li>• Employed person with no fixed employer or self-employed: Declaration on reported income and relevant documents</li><li>• Retired/ Unemployed Applicant/ Family Members: Declaration on sources of financial support, certificate of pension fund or declaration</li></ul>
Savings	<ul style="list-style-type: none"><li>• Savings record for applicant and family members (e.g. bankbook, monthly bank statement, etc.)</li></ul>
<b>Submission if applicable</b>	
CSSA Recipient	<ul style="list-style-type: none"><li>• CSSA financial support documents</li></ul>
Assets and Other Income	<ul style="list-style-type: none"><li>• Leased/ Vacant Land/ Real Estate: Latest demand notes for rates and government rent or declaration</li><li>• Other Income (e.g. dividends, investment earnings, bonus, income from insurance plan, subsidies from relatives, allowance from retirement etc.): Bank statement or income proof from other authorized institutions</li></ul>



## Appendix C – Application Procedures



Remark 1 The applicant's assessment needs to reach 60/100 points or above to meet the eligibility criteria;

Remark 2 If applicants obtain same results, computer balloting will be held to determine the priority for flat allocation.



## Appendix D 《Marking Scheme for Estate Management Enforcement》

**Penalty points however will be allotted if he / she repeats the misdeed despite the warning.**

### **Misdeeds that will be warned before allotment of points**

<b>Type A ( 3 points )</b>
Drying clothes in public areas (except in areas designated by YCR)
Putting dripping object at window, balcony or façade
<b>Type B ( 5 points )</b>
Keeping animal, bird or livestock inside a living unit or allowing animal, bird or livestock under charge to foul public places with faeces
Disposing of domestic refuse indiscriminately, such as improper disposal in lift lobbies or inside bins without cover
Spitting in public areas
Causing mosquito breeding by accumulating stagnant water
Boiling wax in public areas
Causing noise nuisance
<b>Type C ( 7 points )</b>
Not allowing YCR or persons authorised by YCR to inspect or carry out inside a living unit or at any area pertaining to the living unit or works for which YCR is responsible or for compliance with statutory requirements or for implementation of repair, maintenance or enhancement programme covering the building of which the living unit forms part
Refusing repair of leaking pipes or sanitary fittings responsible by the tenant
Damaging down / sewage pipes causing leakage to the living unit below
Accumulating a large quantity of refuse or waste inside a living unit, creating offensive smell and hygienic nuisance
Spitting, Urinating and defecating in public places
Illegal gambling in public places
Smoking or carrying a lighted cigarette in the common area of YCR
Throwing objects from height that jeopardise environmental hygiene
Damaging or stealing YCR's property
Using a living unit for illegal purpose
<b>Type D ( 15 points )</b>
Throwing objects from height that may cause danger or personal injury

Tenants who violate the rules, will be deducted 3, 5, 7 or 15 points according to the severity of their behaviour. If the accumulated deduction point reaches 16 points within two years, YCH will terminate the Tenancy Agreement, and the tenant will pay the rent in full for the remaining lease term.