

# City Housing application

**Absolutely**

**POSITIVELY**

ME HEKE KI PŌNEKE  
WELLINGTON CITY COUNCIL

**Wellington**

Application number:

## Welcome to City Housing

You must complete all the questions on this form in order to apply for housing. Please give the completed form to City Housing, who will check it and arrange an interview with an Allocations Advisor, who will assess your housing needs and eligibility. If you'd like an interpreter present, please ask us to arrange that service.

Please indicate your preferred language:

If you'd like assistance with your application, please ask reception for help, or phone 499 4444.

You can find information about our services on our website [www.Wellington.govt.nz](http://www.Wellington.govt.nz)

## Applicant

Your name

Mr Mrs Ms Miss (please circle one)

First names

Surname or family name

Gender

Male

Female

Date of birth

Day Month Year

Country of birth

Ethnicity

First language

If you were **not** born in New Zealand – were you a migrant or a refugee the first time you came to New Zealand?  Migrant  Refugee

When did you first come to New Zealand?

Day Month Year

## Partner/ joint applicant

Your name

Mr Mrs Ms Miss (please circle one)

First names

Surname or family name

Gender

Male

Female

Date of birth

Day Month Year

Country of birth

Ethnicity

First language

If you were **not** born in New Zealand – were you a migrant or a refugee the first time you came to New Zealand?  Migrant  Refugee

When did you first come to New Zealand?

Day Month Year

# Residency and Proof of Identification

## Residency

To be eligible for housing you must be a New Zealand citizen, permanent resident or have applied for permanent residency with Immigration New Zealand.

If your partner or other family members do not have New Zealand permanent residency, City Housing may only accept this application if a genuine relationship has been identified. This will be considered on a case-by-case basis. In this instance, the main applicant must have New Zealand citizenship or permanent residency.

## Proof of identification

Please read carefully to provide the identification required for **all people** in this application

All information declared is treated as private and confidential. It will not be shared unless you give written consent or it is required by a government agency which has legal authority.

All adults who are 18 years old or above within this application must provide either **one document from Category A** or **two documents, one from Category B and one from Category C**. Children under 18 only need to provide **one** document from **either Category A or Category B**.

### Category A

- New Zealand Passport
- Overseas Passport (with New Zealand Immigration Permanent Residence Visa or Permit)
- New Zealand Immigration Service Certificate of Identity (Refugee ID card)

### Category B

- Birth Certificate for those born in New Zealand, Cook Islands, Niue and Tokelau
- Certificate of Naturalisation
- Certificate of Citizenship
- Community Services Card
- Marriage Certificate (showing place of birth)
- Residency Certificate
- Letter from New Zealand Immigration Service confirming residency status

### Category C

- Current New Zealand Driver's Licence
- Current student ID
- New Zealand 18+ card
- Other valid photo IDs

# Income, Assets and Housing Cost

## All people who are 18 years old or above within this application

### Proof of income

You must provide a **summary of earnings** from Inland Revenue for the past 12 months, **and** further financial information for the type(s) of income that apply to you:

#### **Wages/salary**

*If you receive income from wages/salary, please provide the following information:*

- a letter/statement from your employer stating how much you earn after tax each week, or
- four recent consecutive weekly payslips or two recent fortnightly payslips.

#### **Benefit/National Superannuation/non-benefit financial assistance**

*If you receive income from a benefit or National Superannuation, or non-benefit financial assistance from Work and Income, please provide the following information:*

- a 52-week income statement from Work and Income, or
- a Statement of Income (SWIFTT) from Work and Income showing a break-down of the payments.

#### **ACC/student loan/student allowance**

*If you receive income from ACC or Study Link, please provide the following information:*

- income statement with a break-down of the payments.

#### **Self-employment**

*If you are self-employed, please provide the following information:*

- a recent full financial statement of accounts (this must be verified by Inland Revenue or your accountant).

#### **Family Tax Credit**

*If you have any children under your care and you are not receiving any family support from Work and Income, please provide the following information:*

- a Certificate of Entitlement for Family Tax Credit from Inland Revenue

#### **\*Not receiving income**

*If you are 18 years old or over and do not receive any income, please provide the following information to verify this:*

- a statement/ letter from the school you are enrolled with, if you are a full-time secondary student, or
- a statement from Inland Revenue.

### Proof of assets

#### **If you have any assets, please provide proof of them.**

*The following documents are considered as proof of assets:*

- recent monthly bank statement(s) including full transactions
- share, bond or investment certificates
- statement from superannuation funds providers
- latest Property Valuation Certificate.

### Proof of housing cost

This information is important and may affect your priority for housing

#### **If you are paying any rent or board currently, please provide a proof of housing cost.**

*The following documents are considered as proof of housing cost:*

- tenancy agreement or rent increasing notice from the landlord indicating the current rent
- rent book or receipts
- letter from household member charging board
- Work and Income 52 Week Income Statement that shows the rent you are paying
- current bank statement showing automatic rent payments.

# Personal Details

## Applicant

1. Where do you currently live?

Physical address

Postal address

*(if different to physical address  
or if you expect to leave your  
current address)*

2. What telephone number can we contact you on?

Home

Work

Mobile

3. What is your email address, if applicable?

4. Who is your next of kin?

Name

Address

Telephone

Relationship

Email address

This information may be  
used in case of an emergency

## Partner/ joint applicant

5. Where do you currently live?

Physical address

Postal address

*(if different to physical address  
or if you expect to leave your  
current address)*

6. What telephone number can we contact you on?

Home

Work

Mobile

7. What is your email address, if applicable?

8. Who is your next of kin?

Name

Address

Telephone

Relationship

Email address

This information may be  
used in case of an emergency

# Personal Details

*continued*

## Family information

Who else will be living with you in your City Housing accommodation?

Please give details of all the people who will live with you.

**Everyone named in this application must live with you and have permanent residence in New Zealand.**


*Do not repeat information for you or your partner if the same information is on page 4.*

First name	Surname or family name	Gender	Date of birth	Relationship to you

## Expecting a baby?


9. Are there any legal custodial issues surrounding the children listed on this application?

Yes  No

 **If yes, please provide a letter from your solicitor, the family court, or a statutory declaration signed by the primary caregiver or custodial parent. This must include custody arrangement and days of custody.**

10. Are you or anyone in your household, to be housed with you, expecting a baby?

Yes  No

 **If yes, please provide a letter from your doctor or midwife stating when the baby is due.**


## Assets

11. Do you or anyone living with you have any cash in the bank? Yes  No

12. Do you or anyone living with you have any superannuation funds that can be accessed? Yes  No

13. Do you or anyone living with you have any stock market bonds shares or investments? Yes  No

14. Do you or anyone living with you, own or part-own any property, real estate, land, house, unit, flat or commercial property either in New Zealand or overseas? Yes  No


 **If yes to any of the above questions, please provide documentation that shows the value of these assets.**

15. Do you own a motor vehicle? Yes  No

If yes, please state the motor vehicle registration number

## Debts


16. Do you have any debts listed with collection agencies? Yes  No

 **If yes, please provide proof of debt repayments – such as a letter from the debt collection agency, or a bank statement showing the debt being repaid. An application will not be fully accepted by City Housing until the proof of debt repayments is provided.**

## Housing application

17. Why are you applying for housing?

 **Please provide proof if your current tenancy is being affected, ie a tenancy termination notice from your landlord.**

18. Have you or your partner/joint applicant applied for housing with City Housing before?

Yes  No

If yes, when?

19. Have you or anyone to be housed with you been a tenant with City Housing before?

Yes  No

20. Are you or anyone to be housed with you a current tenant or resident of City Housing?

Yes  No

*If yes to question 19 or 20, please provide details below.*

Name of person

Address

21. Where do you prefer to live?

## Current accommodation information

Applicant


22. Are you? *(Please tick one)* Renting  Boarding  Other

If other, please give details

23. How long have you stayed at this address?

24. How much rent/board do you pay per week?

\$

 **Please provide proof of your housing costs if you are paying any rent or board currently.**

## Current accommodation information

Partner/joint applicant

*(You only have to fill in this section if you are not living at the same address as the applicant)*


25. Are you? *(Please tick one)* Renting  Boarding  Other

If other, please give details

26. How long have you stayed at this address?

27. How much rent/board do you pay per week?

\$

 **Please provide proof of your housing costs if you are paying any rent or board currently.**

# Tenancy History

## Applicant

Please provide details of the three most recent places you have lived in the last three years.

Address	When/how long did you live there?	Reason for leaving
	Years/months <i>(Please circle one)</i>	
	Years/months <i>(Please circle one)</i>	
	Years/months <i>(Please circle one)</i>	

## Partner/joint application

Please provide details of the three most recent places you have lived in the last three years.

Address	When/how long did you live there?	Reason for leaving
	Years/months <i>(Please circle one)</i>	
	Years/months <i>(Please circle one)</i>	
	Years/months <i>(Please circle one)</i>	

**Please note:**

Failure to fully provide adequate information may delay the processing of your application.

# Personal Reference Details

## References

Please provide full details of your **current and previous landlords**. If you have not had any landlords, please provide full details of two people who can recommend you but **are not** related to you.

## Applicant

Name

Address

Telephone    
Day Night

Email address

Name

Address

Telephone    
Day Night

## References

Partner/joint applicant  
*(Only fill in this section if you are not living at the same address as the applicant)*

Name

Address

Telephone    
Day Night

Email address

Name

Address


Telephone    
Day Night

# Support Agency

Applicant/  
joint applicant

28. Do you, or anyone living with you, have any need for support to help you sustain your tenancy?

Yes  No

 ***If yes, please provide supporting documentation eg a specialist letter detailing your medical information and the type of property required.***

If you will be supported by any agencies during your entire tenancy with City Housing, please provide the details of those agencies.

Agency name

Support person

Contact number

Contact email

Contact address

29. Would you like your support person to be present at this interview? Yes  No

### **Important**

To assist City Housing to prioritise your housing needs and provide you with accommodation more suitable to your needs, please provide a medical certificate/support letter from your specialist detailing your medical information and the type of property required or a letter from your support agency detailing your circumstances and needs.

# Privacy Act Authority

## Declaration and authorisation

This must be completed by the applicant/s

I/We

Name

Address

I/We declare that the information contained in this application is true and correct and acknowledge the right of Wellington City Council to check the validity of the information supplied, including medical information from my doctor or support worker if applicable. If any information contained in this application is misleading or false, this application will be cancelled.

I/We authorise City Housing, Wellington City Council to:

- (a) obtain a credit reference check from debt collection agencies, and
- (b) disclose credit agency details of any debt owed
- (c) discuss and exchange information with Work and Income
- (d) discuss and obtain income information from my employer(s)
- (e) discuss and exchange information with Inland Revenue
- (f) discuss and exchange information with my doctor, specialist, support person or any other health professionals
- (g) discuss and exchange information with Immigration New Zealand
- (h) reference check with my previous and current landlords.

Signed

Applicant

Date

Spouse/Partner/Joint applicant

Date

Witnessed by

City Housing Officer

Date

# Applicant Checklist

## Applicant partner/ joint applicant

### Please note

- All questions must be answered before your application can be accepted.
- Required documents must be provided before your application can be accepted.
- Applicants with debt will only be considered on a case-by-case basis. An application will not be fully accepted by City Housing until the proof of debt repayments is provided.
- If you do not attend the arranged interview your application will be cancelled.
- After your application is accepted by City Housing, your application will be re-registered every three months. If you do not respond to the City Housing re-registration letter, your application will be cancelled.
- If you do not respond to an offer for housing, your application will be cancelled.
- If you refuse three offers for housing, your application will be cancelled.
- City Housing tenants are required to pay their rent by A/P (automatic payment) from their bank account into the Council's bank account. Work and Income clients can arrange a redirection of their benefit so that the rent is paid directly by Work and Income.
- Please bring details of your bank account(s) to your assessment interview.

### The following information must be enclosed with your application.

- A completed and signed City Housing application form.
- Valid proof of identification (such as a passport, birth certificate or driver's licence) for everyone listed on the application. See page 2.
- Latest monthly bank statements (with full transactions) for all your bank accounts.
- A copy of your Tenancy Agreement, if you are currently renting.
- A summary of earnings from Inland Revenue for the past 12 months.
- Further proof of income – such as a 52-week income statement from Work and Income or four consecutive payslips from your employer (see page 3).

### Depending on your circumstances the following information may be required.

- If you are currently boarding, please provide a letter from the person you pay board to verify this.
- If you currently own any assets, property or investments, please provide documentation to show their value.
- If there are legal issues or circumstances surrounding the custody of your child/children, and if you are legally responsible for any of the children listed on the form, please provide documentation such as a letter from your solicitor, or a letter from the Family Court to prove this.
- If your current tenancy is coming to an end, please provide verification of this.
- If you are supported by any agencies or have any special housing needs, please provide a letter from your support agency or your doctor to support this.
- If you have any debts listed by debt collection agencies, please provide proof of debt repayments – such as a letter from the debt collection agency, or a bank statement showing the debt being repaid.

## City Housing Office use only

- Application form completed and signed?
- All personal IDs received?
- All proof of income received?
- Recent monthly bank statement(s) received?
- Supporting documents received, if applicable?
- Application meets residency eligibility?
- Application meets income and asset eligibility?
- Credit check completed?
- References of previous tenancies checked?

### Interview details

Date  /  Day

Time

Interviewer

### Interpreter required

Language   Interpreter booked

### Application type

Standard  FTT