

Help with your application

If you need more information, or help filling in this form, please phone us on 04 499 4444 or visit the Arapaki Service Centre at 12 Manners Street

Support we can give you

The Council is Wellington's largest provider of affordable rental housing. We've been doing this since the 1950's and are committed to putting our customers first. We are always looking to improve our services.

We provide affordable homes to low-income households, and to those who face barriers to other types of housing. We house those most in need and help them become independent where possible.

As well as meeting income and asset limits, you must also be:

- Without adequate housing
- 18 years or older
- A permanent resident, or a New Zealand citizen, or a new arrival who has submitted an application for permanent residence or refugee status.

Introduction

Please fill out this application form carefully, and bring all the documents you need to your meeting. This will help us process your application faster.

You need to give us all the information we ask for so we can work out if we can help you.

If you do not have all the information we need, talk to us and we may be able to help

When you're done, bring the completed form and your information to the Council Service Centre. We'll check your details and contact you to arrange an interview where we will check your housing needs and eligibility. You are welcome to bring a support person to your interview.

Privacy Statement

The information on this form and attached documents provided by you will be held exclusively by Wellington City Council and used for the purpose of assessing eligibility for Wellington City Council housing and any subsidies that it provides, and for analysis and development of Councils policies. It may also be used in anonymized form for reporting and statistical purposes. The Council may validate this information with the Ministry of Social Development (MSD), New Zealand Department of Inland Revenue (IRD) or any employer.

The information you provide is protected under the Privacy Act 2020 and may be disclosed to other persons/agencies if required by law. You have the right to see the information City Housing holds about you and seek to have it corrected if you believe it is wrong.

Things we need

Documents need to be originals, or copies of documents that have been certified by a Solicitor/Lawyer, Notary Public, Registrar of the Court or Justice of the Peace

Proof of who you are

- For everyone over 18 years old who will be living in the house, we need one item from List A or two from List B.
- One item must be photo ID
- For all children under 18 years old who will be living with you, we need one item from either List A or List B

Identification options list A

- A current New Zealand passport
- A current overseas passport (with New Zealand Immigration permanent visa or permit)
- A New Zealand Immigration service certificate of identity (refugee ID card)

Identification options list B

- A birth certificate for people born in New Zealand, Cook Islands, Niue or Tokelau
- A current New Zealand drivers licence
- A certificate of citizenship
- A certificate of naturalisation
- A marriage certificate
- A residency certificate
- A letter from Immigration NZ confirming residency in New Zealand
- A current photo credit card, student ID or Community Services Card

Verify your details

- Provide evidence of your current housing costs (if you have any). This could include:
 - A current bank statement showing automatic payments
 - A letter from a household member charging board
 - An MSD statement that shows the rent you are paying
 - Tenancy agreement
 - Rent book or receipts
- If you have to leave the place you are currently staying, please provide proof of this
- If you require or receive support to live independently or are receiving mental health support, please provide a medical certificate/support letter from your GP/Doctor/health professional detailing this information.
 - Some examples include: mental health, addictions, mobility, blind or partially sighted or other physical disability.
 - You can also provide information or support letters from people including case workers, support agencies, district nurses, or social workers.

Confirm your household income

Everyone who is over 18 and will be living in the house needs to provide:

- Proof of your after-tax income for the last three months
 - You could do this by showing your payslips or bank statements, an IRD statement, a financial statement from your accountant, a breakdown of your payments from MSD or ACC
- Proof of your Family Tax Credit payments (if you have children)
 - Depending on where you get these payments from, this proof could come from either MSD or IRD.

Confirm your household assets

- Everyone over 18 who will be living in the house needs to show us what assets they have and their value
 - This could include a bank statement, property valuation, proof of bonus bonds or shares

Information about your children

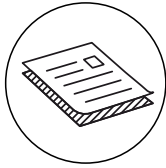
We ask for information about your children because it affects how much rent you might be asked to pay and the size of the house you are eligible for

- If there are legal issues or circumstances around the custody of any children or children in your care, please provide details of custody arrangements
 - This could be a letter from your solicitor or the family court
- If anyone in your household is expecting a baby, please provide a letter from your doctor or midwife stating when the baby is due

Evidence to support requests to live in a particular area

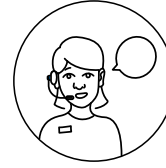
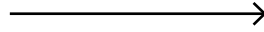
- If you want to live in a certain area, please tell us about any regular hospital appointments, school enrolment details or other requirements that you have.

What happens with my application?



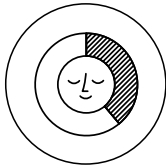
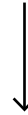
Return your form to the Arapaki Service Centre

Remember to give us all the information we need on the form. It will cause a delay if anything is missing.



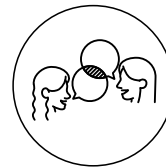
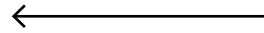
We review your application and supporting information

We review applications as soon as we can and will let you know if we need anything else.



If you are accepted we put you on the waitlist and let you know what happens next

We will let you know as soon as possible once we have decided if you meet all the criteria. We try to call first but will always send a letter with the decision in it.



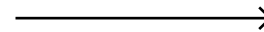
We arrange a time to meet you and discuss your application. This meeting could be in person or over the phone

We will try to meet you within a week of getting all the information we need.



When we have a home for you we will arrange a viewing

We will offer you 2 properties. If you decline them your application will be cancelled.



You sign the Tenancy Agreement and can move into your new home!

If you want to accept the home, you need to tell us quickly. Then we can agree on the date you move in the sign the agreement.

Tell us about yourself	
First and middle names:	
Surname or family name:	
Date of birth:	Gender:
Country of birth:	Ethnicity:
If you were not born in New Zealand - were you a migrant or a refugee the first time you came to New Zealand? Refugee Migrant	
How long have you lived in New Zealand?	

Tell us how we can contact you	
How can we contact you?	
Home phone:	Mobile phone:
Work phone:	Email address:
What is the best way to reach you? Phone call Text message Email	
Where do you live now?	
Is your mailing address different from where you live? If it is, please tell us your mailing address:	

Other applicant details	
First and middle names:	
Surname or family name:	
Date of birth:	Gender:
Country of birth:	Ethnicity:
If you were not born in New Zealand - were you a migrant or a refugee the first time you came to New Zealand? Refugee Migrant	
How long have you lived in New Zealand?	

Other applicant contact information	
How can we contact you?	
Home phone:	Mobile phone:
Work phone:	Email address:
What is the best way to reach you? Phone call Text message Email	
Where do you live now?	
Is your mailing address different from where you live? If it is, please tell us your mailing address:	

Who can we contact if we can't reach you?

Full name:

Address:

Relationship to you: Phone number:

Email address (if possible):

Tell us about anyone else who will be living with you

Last name	First name	Date of birth	Gender	Relationship to you

Is anyone in your household expecting a baby? Yes No

Tell us about your current housing situation

Please tick the box that describes your current housing situation:

Renting
 Boarding
 Homeless
 Other (If you ticked other, please provide details):

If you are renting or boarding what are your current weekly renting or boarding costs? \$

If you are homeless please tick the box that best describes your situation:

Temporary accommodation
 Uninhabitable housing
 Rouch sleeping
 Couch surfing
 Other (please tell us more):

Health and community support

Do you receive or require mental health support? Yes No

Do you receive or require physical health support? Yes No

Are there restrictions on where you are able to live? Yes No

Tell us about your income and assets (for everyone over the age of 18)

Did you get income from any of the following sources in the last 52 weeks?		
Wages or Salary	Yes	No
Payments from MSD (WINZ), a student loan or student allowance?	Yes	No
National superannuation	Yes	No
Accident compensation (eg ACC)	Yes	No
Income insurance (replacement/protection)	Yes	No
Farm or business income	Yes	No
Interest from savings, investments or bonds	Yes	No
Dividends from shares, unit trusts, or managed funds	Yes	No
Income from rents	Yes	No
Payments from borders or flatmates	Yes	No
Income from trusts	Yes	No
Do you have any assets?		
Savings or Bonus Bonds?	Yes	No
Ownership or part ownership of any property, real estate, land, house, unit, flat or commercial property in New Zealand or overseas?	Yes	No

Declaration and authorisation

This must be completed by the main applicant	
Name:	
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/our doctor or support worker if applicable. If any information contained in this application is misleading or false, this application will be cancelled.	
<p>I/we authorise City Housing, Wellington City Council to:</p> <ul style="list-style-type: none"> discuss and exchange information with Ministry of Social Development discuss and obtain income information from my employer(s) discuss and exchange information with IRD discuss and exchange information with my doctor, specialist, support person or any other health professionals discuss and exchange information with Immigration New Zealand 	
Signed:	
Applicant:	Date:
Other applicant/s:	Date:

Agent/Advocate

Complete this section if you want to authorise someone to act on your behalf and talk with Wellington City Council (WCC) about your application or tenancy with us

Tell us about your nominated person

Please tell us about the person you'd like to give authority to act on your behalf and talk to us about your application or tenancy

Full name:	
Name of organisation (if applicable):	Relationship to you:
Postal Address:	
Email address:	
Mobile phone:	Work phone:

Authority to act

This authority to act allows the above person to (tick all that apply)

<input type="checkbox"/> Discuss my housing application/tenancy with WCC
<input type="checkbox"/> Access my WCC City Housing file to see personal information about my application/tenancy
<input type="checkbox"/> Make decisions about my application/tenancy on my behalf

Declaration

- I authorise WCC to act on the instructions of my nominated person
- I understand that WCC is not responsible for any actions of my nominated person using this authority
- I understand that this authority comes into effect from the date WCC receives this form
- I understand that I am giving my nominated person authority to access my information by telephone, email and letter
- I understand that it is up to me to keep the information on this form up-to-date, and that I need to complete a new form if there are any changes
- I understand I can write to, or call WCC at any time to cancel this authority, and WCC will only cancel this authority if I ask them to. Cancellation will not be effective until received by WCC

Signature:	Date:
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City Housing office use only

Application form completed and signed?	Supporting documents received, if applicable?	
All personal IDs received?	Application meets residency eligibility?	
All proof of income received?	Tenancy Services Database Checked	
Date:	Time:	Interview:
Language:	Interpreter booked	
Notes:		