Help with your application

If you would like help with your application please phone the Wellington City Council Contact Centre on 04 499 4444 or visit the Council Service Centre at 12 Manners Street.

Would you like us to arrange an interpreter for your interview? ☐ Yes  ☐ No

If yes, please indicate your preferred language:

Is there anyone else you would like us to contact regarding your application?  ☐ Yes  ☐ No
If yes, please enter their details below:

Name:  Phone:

Introduction

• Please complete all the questions to the best of your ability. We need you to answer all questions and provide all the documentation we need before we can accept your application.

• Give the completed form to the Council Service Centre. Once we check your details, we'll arrange an interview for you with an allocations advisor, who will assess your housing needs and eligibility. You are welcome to bring a support person to your interview.

• See the back page for what happens next.

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, we will only accept this application if your relationship is legitimate. In this instance, the main applicant must have New Zealand citizenship or permanent residency.

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 1993 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.
# 1. Main Applicant Details

<table>
<thead>
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<th>Details</th>
<th>Information</th>
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<td>First name:</td>
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<td>Surname or family name:</td>
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<tr>
<td>Date of birth:</td>
<td>Gender:</td>
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<tr>
<td>Country of birth:</td>
<td>Ethnicity:</td>
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<td>First language:</td>
<td>Other language(s) fluent:</td>
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<tr>
<td>If you were not born in New Zealand – were you a migrant or a refugee the first time you came to New Zealand?</td>
<td>☐ Refugee ☐ Migrant</td>
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<tr>
<td>How long have you lived in New Zealand?</td>
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<tr>
<td>What is the best way to communicate with you?</td>
<td>☐ Letters ☐ Email ☐ Telephone ☐ Text message</td>
</tr>
<tr>
<td>Do you require help to understand our correspondence?</td>
<td>☐ Yes ☐ No</td>
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<td>Your current physical address:</td>
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<tr>
<td>Postal address (if different to the above, or if you expect to leave your current address)</td>
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<td><strong>Contact numbers</strong></td>
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<td>Home:</td>
<td>Work:</td>
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<td>Mobile:</td>
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## Partner / Joint Application details (if applicable)

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<th>Details</th>
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<td>First name:</td>
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**Emergency contact or someone we can contact if we can’t reach you:**

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<th>Details</th>
<th>Information</th>
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<tr>
<td>Name:</td>
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<tr>
<td>Address:</td>
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<tr>
<td>Relationship to you:</td>
<td>Phone number:</td>
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<td>Email address: (if possible)</td>
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### Please give details of all the people that will be living with you

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Date of birth</th>
<th>Gender</th>
<th>Relationship to you</th>
<th>Age</th>
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Are there any legal custodial issues surrounding any children listed on this application?  
- 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.

<table>
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<tr>
<th>Yes</th>
<th>No</th>
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Is anyone in your household expecting a baby?  
- If yes, please provide a letter from your doctor or midwife stating when the baby is due.

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<th>Yes</th>
<th>No</th>
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### Proof of identity

For all people over 18 years old who will be living with you, we require proof of identity, one from **List A** or two from **List B** below (*one of these must be photo ID*).

For all children under 18 years old who will be living with you, we require one form of identity from either **List A** or **List B** below:

**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*)

**List B**
- A birth certificate for those born in New Zealand, Cook Islands, Nuie and Tokelau
- A current New Zealand drivers licence
- A certificate of citizenship
- A certificate of naturalisation
- A marriage certificate
- A residency certificate
- A letter from the New Zealand Immigration Service confirming Residency in New Zealand
- A current photo credit card, student ID or community services card

### 2. Current accommodation information

Please tick the box that describes your current housing situation:  
- [ ] Boarding  
- [ ] Homeless  
- [ ] Renting  
- [ ] Other

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

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3
Please provide evidence of your current housing costs (if you have any) by providing any of the following:

• A current bank statement showing automatic payments
• A letter from household member charging board
• An MSD statement that shows the rent you are paying
• Tenancy agreement
• Rent book or receipts

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

☐ Temporary accommodation    ☐ Uninhabitable housing
☐ Sharing accommodation     ☐ Without shelter

Please explain why you need accommodation from City Housing:


Previous Wellington City Housing accommodation

Have you/your partner/joint applicant lived in Wellington City Housing accommodation before?    ☐ Yes    ☐ No

If yes, please provide details of previous Wellington City Council housing:

Where did you live (if housed)?

What name did you apply under?

References from previous landlords

Please provide details of where you have lived in the last three years – include any temporary, homeless shelters or institutional information. Please do not include living with family.

<table>
<thead>
<tr>
<th>Address</th>
<th>When/how long did you live there?</th>
<th>Reason for leaving</th>
<th>Landlord contact details: (name and phone, or email)</th>
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</table>
Are you currently on the social housing register with MSD?

☐ Yes – Please provide application number:

☐ No – Please explain why you are not on the social housing register:

### 3. Smokefree Tenancies

We believe City Housing Tenants have the right to live in a smokefree environment.

Are you aware that all new City Housing tenancies are smokefree from 1 October 2016?  ☐ Yes  ☐ No

Do you, or does anyone in your household smoke? *(you are not required to answer this, but it is helpful for us to know)*  ☐ Yes  ☐ No

If you are a smoker, and would like to quit, would you like information on support services available?  ☐ Yes  ☐ No

### 4. Health and Community Support

This information helps us to work with other agencies to support your needs as a tenant and to ensure we understand what accommodation will best suit your needs. You do not have to disclose information in this section, but this could make it difficult for us to offer you the right type of housing.

Do you or anyone in your household receive support to live independently?  ☐ Yes  ☐ No

If you answered yes, please detail below: *(Some examples are: case workers, support agencies, district nurses, social workers, meals on wheels or help with personal care)*

<table>
<thead>
<tr>
<th>Support provider</th>
<th>Type of support</th>
<th>Contact details</th>
<th>Who in your household receives this support?</th>
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If you answered yes, please provide a medical certificate/support letter from your GP/doctor/health professional detailing this information. Some examples include but are not limited to: mental health, addictions, mobility, blind or partially sighted, or other physical disability.

Please provide details of your GP/Doctor *(or other health professional if you are not currently registered with a GP/Doctor)*.

Name and service/medical centre:

Contact number:

Contact address:

If you answered no, do you or anyone in your household need additional health or social support of any kind?  ☐ Yes  ☐ No

Would you like someone to contact you to discuss your current support needs?  ☐ Yes  ☐ No

Do you have special housing requirements *(e.g. mobility or medical)*?  ☐ Yes  ☐ No

Were you referred to City Housing by a support agency?  ☐ Yes  ☐ No
If yes, please tick who you were referred by:

- Women's Refuge
- Downtown Community Ministry
- Capital Coast District Health Services
- Salvation Army
- Refugee Migrant Services
- Prisoner Reintegration Scheme
- Other (please provide details)

5. Proof of assets and income

Please provide the following documents with your application. (All persons over 18 years old must provide proof of income)

- A summary of earnings from the IRD for the past 12 months

- Do you earn wages or a salary from a job?
  If yes, please provide a letter/statement from your employer stating how much you earn after tax each week, payslips or bank statements covering the last three month period.

- Are you or any of your household self-employed?
  If yes, please provide ALL of the following:
  - an IRD summary covering the last 12 month period,
  - a financial statement from your accountant or IRD,
  - personal and business bank account statements covering the last three months.

- Do you, or does anyone living with you receive a benefit/national superannuation or another form of financial assistance?
  If yes, please provide a summary income statement from MSD, showing a breakdown of payments.

- Do you receive payment from ACC, student loan, or a student allowance?
  If yes, please provide an summary income statement with a breakdown of the payments, or bank statements covering the last three month period.

- Do you have children in your care that you are not receiving any family support from MSD for?
  If yes, please provide a certificate of Entitlement for Family Tax Credit from IRD

- Do you have dependants 18 years old or over?
  If yes, please provide evidence of school enrolment, or evidence of income – payslip, bank statement, statement from IRD

- Do you or anyone living with you have assets (e.g. savings, or property with value)
  If yes, please provide details:

- Do you or anyone living with you own or part own any property, real estate, land, house, unit, flat or commercial property in New Zealand or overseas?
  If yes, please proved a current property valuation certificate

6. To have your application accepted:

You must provide these documents with your application:

- A completed and signed City Housing application form
- Details of your bank account(s)
- Valid proof of identity (see table on page 3)
- Further proof of income (see section above)
- 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 IRD for the past 12 months
You may also need these:

- If there are legal issues or circumstances around the custody of any child or children in your care, please provide a letter from your solicitor or the family court stating the details of custody arrangements (see page 3).
- If anyone in your household is expecting a baby, please provide a letter from your doctor or midwife stating when the baby is due (see page 3).
- If you are currently boarding, please provide a letter from the person who charges you board to verify how much you pay (see page 4).
- If your current tenancy is coming to an end, please provide verification of this (see page 4).
- If you are supported by agencies or have any special housing needs, please provide a letter from your support agency or your doctor to support this (see page 4).
- If you have any debts listed by debt collection agencies, please provide proof of repayments – such as a letter from the debt collection agency, or a bank statement showing the debt being repaid (see page 5). Applicants with debt will be considered on a case by case basis.
- If you own any assets, please provide documentation to show their value (see page 6).

7. Declaration and authorisation

This must be completed by the main applicant

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/our 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:
- obtain a credit reference check from debt collection agencies and
- disclose credit agency details of any debt collection agencies, and
- 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
- reference check with my previous and current landlords or referees supplied.

Signed

Applicant: [Signature] Date

Spouse/partner/joint applicant: [Signature] Date

Witnessed by

Council Officer: [Signature] Date
What happens next?

1. Return this form to the Council Service Centre

2. City Housing review your application and supporting documents

3. The Council Service Centre will contact you to arrange an interview time

You are welcome to bring a support person with you. (If you don’t show up for your interview your application will be cancelled).

4. You meet with a City Housing advisor to discuss your application and accommodation requirements

5. If your application is successful we will place you on the waiting list

You’ll receive a letter with your live application number.

6. You will receive a letter when a suitable property becomes available, and to arrange a property viewing for you

We will offer you up to two properties, if you decline the second property your application will be cancelled.

7. You sign a tenancy agreement

We’ll give you the keys and you’ll need to set up an automatic payment for your rent.

8. You move into your new home!

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?
- Credit check completed?
- Recent monthly bank statement(s) received?
- References checked?
- Tenancy Services Database checked

Date: Time: Interview:

Language: Interpreter booked

Notes: