



APPLICATION FOR HOUSING

Updated November 2023

Once the application form is completed, please telephone the Council and make an appointment to come in and discuss your application with a Housing Officer.

If you need assistance to complete the form or you have some questions about the information required, simply telephone 211 1777 for help.

1. Applicants

	Title	Surname	First Names	Date of Birth
(a)	_____	_____	_____	____/____/____
(b)	_____	_____	_____	____/____/____

Smoker Yes / No (circle) **Pets** Yes / No (circle)

(No dogs, refer policy document, cat, birds or fish only)

Current Address:

Contact Phone No.:

2. Current Accommodation

Are You: Renting Boarding

Or Living in Own Home Or in Emergency Accommodation

How much rent/board do you pay? \$ _____

How long have you lived here? _____

Do you have an existing Tenancy Bond? Yes / No (circle)

Have you ever received notice to vacate? Yes / No (circle)

If "Yes", please supply the landlord's written notice.

Why do you want to move?

3. **Net Two-Weekly Income**

- (a) Social Welfare Benefit \$ _____ Type: _____
(b) Salary/Wages \$ _____ Source: _____
(c) Total \$ _____

4. **Assets and Liabilities (Total for all Applicants)**

- (a) Do you as an applicant own or have a financial interest in any house, flat or other property in New Zealand or overseas including in a Trust?

Yes / No (circle)

If "Yes" Address of Property: _____

Value of Your Share: \$ _____

Total Value of Property: \$ _____

Is the Property Mortgaged? Yes / No (circle)

If "Yes", what is the Principal Outstanding? \$ _____

- (b) Have you owned or had a financial interest in any property in the last five years including in a Trust?

Yes / No (circle)

If "Yes" Address of Property: _____

When was it sold? \$ _____

What was the sale price? \$ _____

Value of your share? \$ _____

- (c) Please list and provide statements for all financial accounts, investments, prepaid funeral account including any money you have in Trust and Kiwisaver.

Bank Account/Investment total Balance

\$

(d) Do you have any Loans or Hire Purchase Agreements?

Yes / No (*circle*)

If "Yes", please list:

5. New Zealand Residency

Are you a New Zealand Citizen? Yes / No (*circle*)

If "No", are you permitted to reside in New Zealand permanently? Yes / No (*circle*)

If you are NOT a New Zealand Citizen but ARE ALLOWED to reside in New Zealand permanently, please bring your immigration documents with you when you come for an interview.

6. Doctors Practice

Name: _____

7. Support Agency Assistant

Do you receive assistance from a support agency, e.g. Presbyterian Support Services, CCS, District Mental Health Team?

Yes / No (*circle*)

If "Yes", please give details—

Name: _____

Name: _____

Name: _____

Attach supporting medical letters and confirmation you are able to live alone.

8. Next of Kin

Name: _____

Address: _____

Telephone: _____

9. **References**

Please attach two written character references from two citizens other than relatives or alternatively the phone numbers to contact references.

Criminal Offences

Please indicate whether or not you have been convicted of any criminal offence or if you have any criminal charges pending. A criminal charge is one in which it is alleged that you have broken the law in some way.

Do not include traffic offences, other than drink driving, or convictions that are subject to Criminal Records (Clean Slate) Act 2004.

Yes/No

If yes please provide details:

10. I/We consent to the Invercargill City Council making enquiries to verify the information in my application including police checks and credit checks and recognise that all enquiries will be conducted on a confidential basis and that Invercargill City Council has the right to maintain the confidentiality of this information.

11. **Privacy Act – Disclosure and Consent**

The information that you have supplied is being collected and will be held by Invercargill City Council of 101 Esk Street, Invercargill.

The information is being collected for the sole purpose of allowing your application to Invercargill City Council for housing to be assessed and progressed and will not be held for any longer than is necessary.

The Council may provide the information within this application to a reputable credit agency for the purpose of a credit check. By signing this application you consent to such a credit check being undertaken.

You are not obliged to provide all the information requested above but your application may be declined if you fail to provide any of the requested information.

You have the right to access the information provided in this application and if any of the information is incorrect you can request that the Council correct the information.

BOND

A minimum of two weeks bond is required which will be held by tenancy services

12. **Declaration [to be completed by Applicant(s)]**

I/We (full names) _____

of (full address) _____

Nature of Occupations _____

I/We DECLARE that all statements made and all particulars contained in the application for housing are, to the best of MY/OUR knowledge, information and belief true, full and correct in each and every particular.

(Signature of Declarant)

(Signature of Declarant)

This..... day of

This..... day of

20 before me

20 before me

Signature
.....

.....
Witness Name

Witness Name
.....

.....
Occupation

Occupation
.....

.....
Address

Address
.....

.....

Proof of Identity e.g. Drivers Licence/Passport/Super Gold Card

Registration number of vehicle if you have one

Checklist

Before making an appointment with the Housing Officer to discuss your application, please ensure:	✓
1. You have completed the Application for Housing Form	
2. You have two character references	
3. You have accurately recorded your assets and earnings. This includes any investments and interest earned from investments and have statements/ payslips showing these	
4. If you have health or disability issues you wish to have taken into account, do you have a support letter from a Health Professional or Social Services Professional confirming you are able to live alone?	
5. If you have all of the above, you are now ready to phone 03 2111777 and make an appointment to see the Housing Officer. Enter appointment details below: Date: _____ Day: _____ Time: _____ With: _____	

Please note: The Housing Application is a Declaration and it is illegal to omit, or provide false, information.