

Information for applicants

Eligibility criteria

To qualify for housing, the applicant(s) must:

1. be 65 years of age or over.
2. in the case of couples, one person shall be at least 65 years of age and the other at least 60 years of age;
3. have limited financial assets;
4. hold a valid community services card; and
5. **have proof that any assets owned** are under \$40,000 (single, excluding a car, household and personal effects, and prepaid funeral arrangements), and under \$60,000 for couples;
6. **provide proof of income** e.g. payslips, NZ Superannuation payments or Inland Revenue summary of income;
7. be in reasonable health and can live independently, or have enough support in place to live independently.
8. be Tararua district residents or have family living in the district. All else being equal, Council will give priority to the applicant who has lived locally the longest;
9. have a good tenancy history verified by two referees. The referees must have been known to the applicant for at least twelve months and be unrelated to them. The letters or emails of reference must be accompanied by the referees names, addresses and contact telephone numbers.

General

Council preferred method of payment is through NZ Superannuation or direct debit.

Rent will be adjusted annually in keeping with inflation, the level of superannuation, and in relation to market rents.

A bond of two weeks rent applies.

Sub-letting and additional occupants is prohibited.

Applicants must realise they will be living as part of a complex and that they need to respect their neighbours and be able to live as part of a community.

If a tenant's circumstances change during a tenancy, where the tenant no longer meets Council's criteria for Pensioner Housing, a notice to vacate may be issued. This is based on

the needs of the tenant, the interests and wellbeing of other tenants, and to ensure pensioner housing is available for those most in need.

Tenancy is subject to the terms and conditions of the Residential Tenancies Act 1986.

Maintenance

The Council maintains the grounds of all flats. Tenants are responsible for maintaining flower/vegetable gardens of individual flats, and keeping the unit clean, smokefree and free of pests.

Any tenant damage will be charged directly to you.

Tenant will be responsible for replacing lost keys, replacement of lightbulbs and any damage caused by your visitors.

Building maintenance is carried out by Council. Council will inspect the buildings annually, but any issues should be reported to the Council housing officer.

Council has a list of regular contractors used for repairs etc. We cannot always definitely say what time or day that they will be undertaking repairs, depending on the urgency but, if you are going to be out, please let Council know this at the time of contact. We can issue the master key to the contractor to enter your unit if you give permission.

Car parking

The Council provides limited car parking at all complexes. This is dependent on which complex, as some were built without provision for individual parking.

Visitors are asked to park outside the complex unless picking up and dropping off a tenant or supplies.

Furnishing

The Council supplies fixed floor coverings throughout the unit, a heatpump, rangehood, extractor fan, television aerials, phone jack and one window treatment (blinds or curtains). Council does not supply additional screen doors or scooter sheds.

Power/phone/internet

It is the tenant(s) responsibility to ensure the utility connections are installed under their name and keep Council informed of any changes to their contact phone numbers. Please contact Council's housing officer if you need assistance.

Animals

No pets shall be permitted unless prior Pet Agreement has been signed and approved.

24 hours on-call

If there is a major problem at your unit outside of normal working hours, the Council provides an after hours service on 06 374 4080 or 06 376 0110. An on-call person will be contacted.

Assistance and wellbeing

Council staff will visit tenants quarterly to check that all is well.

Referrals to appropriate social or health services will be made if officers become aware of tenants requiring additional assistance such as with financial, health, social or disability issues.

If tenants are applying for an accommodation supplement (e.g. through WINZ) Council can provide assistance with those applications.

Waiting list

If your application is accepted and there are no rentals available immediately, your name will go on a waiting list. Please note that if you have a change of phone number/address and do not advise Council, your application will be annulled and destroyed.

Please contact Council every three months if you have not heard of any tenancy vacancies.

Applications by existing tenants wishing to shift into a vacant unit will only be considered where there is not an existing eligible waiting list, i.e. new tenants will take priority over those that want to move units.

Application for pensioner housing



Please read this first

This form will be scanned by electronic equipment. It is important that you:

- use a blue or black pen to complete this form; and
- print clearly.

Applicant details *(Please print in CAPITALS)*

Applicant 1

Title: Mr Mrs Miss Ms

First names

Surname

 / /

Date of birth

Applicant 2

Title: Mr Mrs Miss Ms

First names

Surname

 / /

Date of birth

Current residential address

Town

Postcode

How long have you lived at this address?

 0 -

Home phone number

 0 -

Mobile phone number

Email

Are you a New Zealand citizen or permanent resident? Yes No

Have you lived in a Council flat before? Yes No

How many years have you lived in the Tararua District?

Current landlord details

Name

 0 -

Home or work phone number

 0 -

Mobile phone number

Email

Office use only

NAR

Date received / /

Income details

Tick the benefit you receive:

NZ Superannuation

Supported Living Payment

Other

Do you have a valid Community Services Card?

Yes

No

If yes, please provide a copy

Do you work?

Yes

No

If yes, do you work full time or part time?

Full time

Part time

Employment details

Please provide proof of income e.g. payslips, NZ Superannuation payments or Inland Revenue summary of income.

Assets and liabilities

Please state the value of your total assets, including money and investments. Do not include car, household or personal effects, and prepaid funeral arrangements. *Asset levels affect your eligibility and cannot exceed a maximum of \$40,000 for single applicants and \$60,000 for couples (nett).*

Do you and/or your partner own or have any financial interest in any property?

Yes

No

Have you and/or your partner sold any property within the last five years?

Yes

No

References (Please print in CAPITALS)

Please name two referees (not relatives) and their relationship to you.

1.

Referee name

Address

Home phone number

Mobile phone number

Relationship to applicant(s)

2.

Referee name

Address

Home phone number

Mobile phone number

Relationship to applicant(s)

Next of kin (Please print in CAPITALS)

Next of kin name

Address

Next of kin continued...

 -

Home phone number

 -

Mobile phone number

Other details

Previous residential address

Do you smoke? Yes No

Please note that smoking is not permitted inside the units. Smoking is permitted outside only.

Do you require parking for a car? Yes No If yes, please provide vehicle registration number

Do you own a scooter? Yes No

Do you own a pet? Yes No

Type of pet

Breed

Name

Age

Colour

Desexed? Yes No

Microchipped? Yes No

How did you find out about Council housing?

Consent to private information

Please note, Council will assess your application by conducting a number of checks such as a credit and reference check before enrolling you onto our waiting list and before starting a tenancy agreement with you.

Under the provisions of the Privacy Act, I/we authorise the Council to seek verbal or written information about me/us from my/our nominated referees. Such information is supplied to the Council in confidence as evaluative material and, pursuant to the Privacy Act 1993, will be kept confidential.

Signature of applicant

 / / 2 0

Date

Signature of applicant

 / / 2 0

Date

Failure to disclose information requested in this application may lead to Council declining your application. Please read the attached information sheet when completing this application.

The following statutory declaration also needs to be completed before the application will be considered.

Statutory declaration *(Please print in CAPITALS)*

I/we

Name in full

of

Address in full

sincerely declare my/our answers to the above questions are true and correct in every particular and I/we make this solemn declaration conscientiously believing the same to be true, and by virtue of the Oaths and Declarations Act 1957.

Signature of applicant(s)

Declared at

this

day of

2 0

before me

Justice of the Peace, or solicitor of the Supreme Court, or officer authorised to take statutory declarations