**Important information for applicants**



The Nelson Tasman Housing Trust (NTHT) provides quality, affordable, healthy, rental homes for people and whānau in need.

**Criteria**

Our rental homes are for people on low-to-modest incomes. To qualify, you must either

* Be on the Ministry of Social Development Housing Register, or
* Have income less than the median local household income. Currently, this is $1150 per week for one adult, and up to $1850 for a family, depending on household size.

We strongly recommend you apply to get on the Ministry of Social Development (MSD) Housing Register. The first step is to call Work & Income on 0800 673 468 and request a ‘housing assessment.’ They will call you back to conduct a telephone interview.

It can be well worth the effort to get on the MSD Housing Register, because if you are approved, you will pay just 25% of your income on rent, when you secure a home with either NTHT or Kāinga Ora (formerly Housing NZ).

If you do not qualify for the register, but you still qualify for one of our homes, you will pay 80% of the market rent for that type of property.

**Our application and assessment process**

When we receive your fully completed application and assessment form, you will be placed on our waiting list. We will send a letter or email acknowledging that we have received your application and explain what the next steps will be. We will schedule face-to-face interviews with applicants only when we know we have an upcoming vacancy. The interview is an essential second step, so we can understand your situation and circumstances.

Please be patient - NTHT usually has just a few (4 to 5) vacancies each year, so we are not able to guarantee you a housing placement at any given time.

**Why we request this information**

NTHT is required by the government, as a charity and as a registered community housing provider, to serve people on low-to-modest incomes – so we must confirm your income. We also want to know if you have enough income to pay the rent level you are applying for, or if we can help you get further support. Our assessment process looks at many factors such as your household’s needs, home size and location preferred, reliability and responsibility as a future tenant. The information you provide helps us begin that assessment process.

**Pre-Housing Application and Assessment**

Please answer all the questions in this form. The information you provide will be used only by NTHT to confirm your application for housing and to help us assess your household’s needs. Your privacy is protected under the Privacy Act 2020.

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| **Applicant details** |
| Full name | Click or tap here to enter text. |
| Date of birth | Click or tap here to enter text. | Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Current address | Click or tap here to enter text. |
| How long have you lived there? | YearsMonths | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Please state why you are leaving this address | Click or tap here to enter text. |
| Are you likely to get the bond back? | [ ] Yes [ ] No (click one)If not why not? Click or tap here to enter text. |
| Are you a NZ citizen or resident? | [ ] Yes [ ] No (click one) |
| How much do you currently pay for rent? | Click or tap here to enter text. |
| How many bedrooms do you require? | Click or tap here to enter text. |
| Which part of town do you prefer to live in? | Click or tap here to enter text. |
| Please list the names and ages of all people who would be living with you, including children | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| What pets do you have? | Click or tap here to enter text. |
| Identification required |
| **Please provide a copy of photo identification and its number**  | [ ] Driver’s Licence [ ] Passport [ ] Other (choose one)Number:Click or tap here to enter text. |
| Work and Income number (if any) | Click or tap here to enter text. |
| Financial details |
| Are you on the MSD Housing Register?  | [ ] Yes [ ] No (please click one)If yes, what is your rating?Click or tap here to enter text. |
| What is the total combined weekly income of your household? | Click or tap here to enter text. |
| What are your income sources and amounts per week? | Wages | Click or tap here to enter text. |
| Working for Families | Click or tap here to enter text. |
| MSD Benefits | Click or tap here to enter text. |
| Accommodation Supplement | Click or tap here to enter text. |
| Temporary Additional Support | Click or tap here to enter text. |
| ACC | Click or tap here to enter text. |
| **Please provide: a printout or letter from IRD and/or MSD to confirm this information, or 4 pay slips, or copies of your last 3 months’ bank statements, to verify income.**  |
| What are your debts, and weekly repayments? Please list. | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| **Contacts and referees** |
| Name of Support Agency and Support Worker (if any) | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Emergency contact/next of kin |
| Name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Current landlord’s details |
| Name | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| May we contact this person for a reference? | [ ] Yes [ ] No (please click one) |
| **References**Please provide two referees who we can contact. Referees can be a co-worker, your employer, a support worker or religious leader, or someone who knows you reasonably well (not family or friends).One of your referees should be able to confirm your credit worthiness. If you have already provided your current landlord’s details, only one additional referee is needed. Please let these people know that NTHT may contact them for a reference. |
| Referee name 1 | Click or tap here to enter text. |
| Relationship to you | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
|  |
| Referee name 2 | Click or tap here to enter text. |
| Relationship to you | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| **Signature** |
| I have read and understood this application form. I agree to NTHT using this information as necessary to obtain personal references and a credit check (if needed) for housing with NTHT. I give NTHT permission to access MSD, Tenancy Tribunal, criminal and court records deemed relevant to my application. (Please note this information will not be used for any other purpose or disclosed to any outside party.) |
| Signed by: (insert scan or photo of signature |  |
| Date signed: |  Click or tap here to enter text. |

|  |
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| **Checklist – have you:** |
|[ ]  Answered all of the questions? |
|[ ]  Provided a copy of photo ID? |
|[ ]  Provided:* a printout or letter from IRD/MSD
* or 4 pay slips
* or copies of your last 3 months’ bank statements

to confirm your income? |

**Please send your completed form and scans of accompanying information to:**

|  |  |
| --- | --- |
| Email: | [info@ntht.org.nz](https://nelsontasmanhousingtrust.sharepoint.com/sites/everyone/Shared%20Documents/TENANCY/APPLICATION%20PACK/NTHT%20Application%20Forms/For%20Applicants/info%40ntht.org.nz) |
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Thank you for your application.