



## 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.

Applicant details			
Full name			
Date of birth		Phone	
Email			
Current address			
How long have you lived there?	Years		Months
Please state why you are leaving this address			
Are you likely to get the bond back?	<input type="checkbox"/> Yes <input type="checkbox"/> No If not why not?		
Are you a NZ citizen or resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
How much do you currently pay for rent?			
How many bedrooms do you require?			
Which part of town do you prefer to live in?			
Please list the names and ages of all people who would be living with you, including children	..... ..... ..... .....		
What pets do you have?			
Identification required			
<b>Please provide a copy of photo identification and its number (choose one)</b>	<input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Other Number:		
Work and Income number (if any)			
Financial details			
Are you on the MSD Housing Register?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your rating?		
What is the total combined weekly income of your household?			
What are your income sources and amounts per week?	Wages	.....	
	Working for Families	.....	
	MSD Benefits	.....	
	Accommodation Supplement	.....	
	Temporary Additional Support	.....	
	ACC	.....	
<b>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.</b>			

What are your debts, and weekly repayments? Please list.	
<b>Contacts and referees</b>	
Name of Support Agency and Support Worker (if any)	
Emergency contact/next of kin	
Name	
Address	
Phone	
Email	
Current landlord's details	
Name	
Phone	
Email	
May we contact this person for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick one)
<p><b>References</b></p> <p>Please provide two referees who we can contact. Referees can be a co-worker, your employer, a support worker or religious leader, or someone else who knows you reasonably well (not family or friends).</p> <p>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.</p>	
Referee name 1	
Relationship to you	
Phone	
Email	
Referee name 2	
Relationship to you	
Phone	
Email	
<b>Signature</b>	
<p>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.)</p> <p>Signed by:</p> <p>Date signed:</p>	

## Checklist – have you

	Answered all of the questions
	Provided a copy of photo ID
	Provided: <ul style="list-style-type: none"><li>• a printout or letter from IRD/MSD</li><li>• or 4 pay slips</li><li>• or copies of your last 3 months' bank statements to confirm your income</li></ul>

**Please send your completed form and accompanying information to us by one of the ways listed below:**

Email: info@ntht.org.nz  
Postal address: PO Box 140, Nelson 7040  
Drop at our office: 329 Trafalgar Square East, Nelson

**If you need help making copies, bring your originals to our office, and we will photocopy them for you.**

NTHT office hours: Mon-Thurs 9am-5pm

Thank you.