

# FAR NORTH DISTRICT COUNCIL

# HOUSING FOR THE ELDERLY

## APPLICATION FORM

### ELIGIBILITY CRITERIA

- Housing priority will be given to Applicants 60 years old and above.
- The Applicant must be a permanent New Zealand Resident or Citizen of New Zealand.
- The Applicant must not be a land or property owner and the combined value of the applicant's assets must not exceed \$20,000.

If Council are unable to find an eligible tenant, despite all reasonable attempts, Council may consider applicants who do not meet these criteria.

These applicants will be on a 6-month fixed term tenancy agreement and will pay market rent. At the end of the tenancy, if Council has received an application that meets Council's Housing for the Elderly eligibility criteria, these agreements may be reviewed and terminated.

### OTHER CONSIDERATIONS

- A health condition exists which is not compatible with the applicant's current accommodation arrangements e.g., access to suitable facilities, hospital requirements, need to be near family support.
- Applicant is homeless, has no fixed abode, Emergency or Transitional housing, overcrowding, substandard or unhealthy.
- Unable to afford private rental accommodation and has limited financial resources.
- Length of time living in the Far North District and any affiliations to the preferred locations.

## **SUPPORTING DOCUMENTATION**

- 2x forms of Government issued identification (Passport, Driver's License or Birth Certificate)
- Evidence of financial status is required such as bank account statements, proof of income, (weekly breakdown of benefit or pension payments), details of properties and assets owned
- A supporting letter from a medical practitioner (if applicable)
- References from current, most recent landlords and a character reference
- Proof of Enduring Power of Attorney or Court Appointed Agent.

## **APPLICATION PROCESS:**

- Once the Application form has been completed, it can be taken into any Council Service Centre or posted to the address on the form along with the relevant supporting documentation. Please do not send Originals.
- Applicants will be notified once the Application form has been received. The Property Support Officer will assess against the eligibility criteria and confirm once added to the Waitlist for Housing for the Elderly.
- The length of time an applicant has to wait varies depending on each application and preferred location. Unfortunately a set time frame cannot be given.
- Once a vacant unit is 'ready to let' in the Applicant's preferred location(s), the applicant(s) with the highest need(s) are invited to attend a face-to-face interview. Applicants are welcome to bring a family member or support person(s) to the interview.
- Following the interviews, the Property Support Officer will select the successful applicant(s) and will arrange a date/ time for viewing (unless interviews have been held at the specified unit).
- A joint pre-inspection date will be arranged and completed at the unit, the Tenancy Agreement will be completed and signed noting any minor damage or repairs and maintenance needed.
- A Bond Lodgement form will be signed by both parties, this will be sent with your bond payment to Tenancy Services and a receipt will be sent to you directly within three weeks of your tenancy commencement date.

### **A four-week bond and two weeks rent in advance is required to move in.**

The keys to the unit will not be released until both the tenancy commencement date and confirmation of bond and rent in advance payment has been received (whichever is the later).

All information provided in this application will be treated in strict confidence and will be considered individually.

Far North District Council reserves the right to determine both eligibility of waitlisted applicant(s) and the selection of the successful applicant(s).

**1. Applicant(s) Details:**

1a. If a couple is applying, the names of both applicants must be given.

	<b>Applicant One</b>	<b>Applicant Two</b>
First Name(s)	_____	_____
Surname	_____	_____
Date Of Birth	_____	_____
Length of Residence in Far North District	_____	_____
Are you a resident of NZ	YES / NO	YES / NO

1b. Residential Address (include postcode):

\_\_\_\_\_

\_\_\_\_\_

1c. Contact phone numbers: Landline: \_\_\_\_\_ Mobile \_\_\_\_\_

1d. Email Address: \_\_\_\_\_

**2. Current Accommodation:**

2a. Are you  Renting  In social Housing  
 Boarding  In Emergency or Transitional Housing  
 Other (please specify) \_\_\_\_\_

2b. How long have you lived in your current accommodation? \_\_\_\_\_

2c. How much rent/board are you currently paying? \$ \_\_\_\_\_ per week

2d. Have you ever been a tenant of the Far North District Council before?  
 If yes, please provide details of location and dates.

\_\_\_\_\_

\_\_\_\_\_

**3. Criminal Convictions**

3a. Do you have any previous, current or pending criminal convictions?  
If yes please provide details – date, conviction, restrictions.

\_\_\_\_\_

**4. Income and asset details**

4a. Do you own a motor vehicle, boat, caravan or other (give details):

\_\_\_\_\_  
\_\_\_\_\_

4b. Do you own any property?       YES       NO

Location: \_\_\_\_\_

4c. Have you sold any property in the last five years?       YES       NO

4d. Please give details, i.e. address, sale price, date sold, mortgage held:

\_\_\_\_\_  
\_\_\_\_\_

4e. Income from all sources weekly:

	<b>Applicant One</b>	<b>Applicant Two</b>
Total amount received	\$ _____	\$ _____
Salary/Wages or Benefit?	_____	_____
Benefit type/number	_____	_____

4f. Please give details of all assets and provide a copy of a recent Bank Statement

\_\_\_\_\_  
Cash (in Hand) \$ \_\_\_\_\_

**5. Main reason for applying for Housing for the Elderly Unit.**

\_\_\_\_\_  
\_\_\_\_\_

**6. The Far North District Council provides Housing for the Elderly in the following 12 locations.**

**Kaikohe/Hokianga area:**

Kaikohe                      Waima                      Omapere                      Rawene  
Kohukohu                      Horeke

**Bay of Islands/Whangaroa area:**

Kawakawa                      Kerikeri

**Kaitia area:**

Oxford Street                      Puckey Ave                      Awanui                      Ahipara

**Please list in order of preference your top three locations.**

1. \_\_\_\_\_                      2. \_\_\_\_\_                      3. \_\_\_\_\_

**7. Emergency Contact(s)**

Please provide details of someone who could be contacted in an emergency:

Full name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to you (e.g. next of kin, caregiver): \_\_\_\_\_

**8. References**

Please provide two referees, preferably your current/ most recent landlord and a character reference.

1) \_\_\_\_\_ Phone \_\_\_\_\_

2) \_\_\_\_\_ Phone \_\_\_\_\_

**9. Consent under the Privacy Act 1993**

Far North District Council requires your consent to collect personal information to assess suitability for a Housing for the Elderly unit.

Far North District Council will hold the information requested securely. Council is unable to assess your suitability if the authorisation section is not signed. You have the right of access to, and if necessary correction of, any of the personal information provided.

I / We authorise an officer of the Far North District Council to contact my emergency contacts, referees, solicitor, health provider, NZ Police or the Ministry of Social Development for any further information.	_____
	Signature of Applicant One
	_____
	Signature of Applicant Two

## 10. Declaration

I / We, \_\_\_\_\_

\_\_\_\_\_

do solemnly and sincerely declare that the particulars supplied are true and correct and I/ We have not left anything out.

### Check list

Please ✓ boxes below to ensure that all supporting documents have been provided.

	Two forms of Government issued identification (Passport, Driver's License or Birth Certificate)
	Evidence of financial status is required such as bank account statements, proof of income (weekly breakdown of benefit or pension payments), details of properties and assets owned
	A supporting letter from a medical practitioner (if applicable)
	References from current, most recent landlords and a character reference
	Proof of Enduring Power of Attorney or Court appointed Agent.

Note: It is the Applicant's responsibility to advise of any changes to your application including contact details. If the required documentation is not supplied or we are unable to contact you, your application will be cancelled.