

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.

	Applicant One	Applicant Two
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:

	Applicant One	Applicant Two
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.

Property Support Officer - Housing for the Elderly
 Far North District Council
 Private Bag 752
 Memorial Ave
 Kaikohe 0440

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.