

# Accommodation Supplement Application



**Work and Income**  
Te Hiranga Tangata

A service of the Ministry of Social Development

CLIENT NUMBER

## Please read this before you start

If you pay rent for a property owned or managed by Housing New Zealand, you are not entitled to receive an Accommodation Supplement

**Please complete all questions – if not applicable write N/A.**

## Name

### 1. What is your name?

First name(s)

Surname or family name

## Birth date

### 2. What is your date of birth?

Day Month Year

## Address

**Q3 note:** If you live in a rural area, a house number could include:

- RAPID number
- fire number
- emergency services number.

**Q4 note:** Mailing address includes:

- postal box (PO Box)
- rural delivery details
- C/O address.

### 3. Where do you live?

Flat/house no. Street name

Suburb

City

### 4. What is your mailing address (if different from above)?

If you live at a rural address please include your rural delivery details here:

### 5. How can we contact you?

Work phone

Home phone

Mobile phone

Email

Fax

## Assets

**Q6 note:** Examples of cash assets:

- money in bank or savings organisation
- money lent to other people or organisations
- money in Bonus Bonds, shares, debentures or government stock.

**Q7 note:** Examples of non-cash assets:

- leisure boats
- caravans
- land or buildings other than your home, eg holiday homes.

You may be required to show proof of these details.

### 6. Do you or your partner have any cash assets?

No  Yes ▶ Please provide details below:


Type of asset	You	Your partner	Jointly owned
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

### 7. Do you or your partner have any non-cash assets?

No  Yes ▶ Please provide details below:

Type of asset	Total value	Money owing
	\$	\$
	\$	\$

## Rent

 You may be asked to bring something that proves how much you pay, eg rent book, tenancy agreement.

### 8. Do you pay rent?

No ▶ Go to Question 13  Yes ▶ Please provide details below:

### 9. What is the total amount of rent paid for your home each week?

\$

### 10. How much of this do you pay for yourself and your family?


\$

### 11. What is the name, address and telephone number of the person you pay rent to?


### 12. Do you live in a property owned or managed by Housing New Zealand?

No ▶ Go to Question 13  Yes ▶ You are not entitled to receive an Accommodation Supplement

## Board

 Please bring something that proves how much you pay.

Board includes:

- food
- power
- cost of room
- telephone.

### 13. Do you pay board?


No ▶ Go to Question 16  Yes ▶ Please provide details below:

### 14. What is the total amount of board you pay for yourself and your family each week?

\$

### 15. What is the name, address and telephone number of the person you pay board to?


## Home owner


 Please bring something that proves how much you pay for mortgage, insurance, etc.

Please only include mortgages that relate to the purchase or alteration of the home.

Include both interest and principal.

Do not include contents insurance.

Include water rates if you pay them separately.

 Please bring in receipts for repairs and maintenance.

### 16. Do you own the home you live in?

No ▶ Go to the Privacy Statement  Yes ▶ Please provide details below:

	Name of company	Amount of payment	How often is the payment (weekly, monthly, 2-monthly 6-monthly, yearly)?
First mortgage	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Other mortgage	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
House insurance	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Ground lease	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Mortgage insurance	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Rates	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Water rates	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

### 17. What was the total cost of repairs and maintenance in the last 12 months?

\$

### 18. If you have a Housing New Zealand mortgage, what is your interest rate?

%

### 19. Have you received a Rates Rebate?

Yes ▶ Amount \$  Rating year 1 July

No to 30 June

## Privacy statement

The legislation administered by the Ministry of Social Development allows us to check the information that you give us in this form.

This may happen when you apply for a benefit and at any time after that.

### The Privacy Act 1993 requires us to tell you that:

- The information you give us is collected under the authority of the legislation administered by the Ministry of Social Development.
- The information will be held by the Ministry of Social Development.
- The information is collected for the purposes of the legislation administered by the Ministry of Social Development (including Work and Income, Child, Youth and Family and other service lines of the Ministry), and in particular for:
  - granting benefits and other assistance under the Social Security Act 1964
  - providing employment related services
  - statistical and research purposes
  - providing advice to Government
  - care and protection needs of children
  - providing support and services for you and your family
  - providing education related services.
- Work and Income may contact health providers to verify any health related information you give us.
- Work and Income may give employers information about you to find you employment. Where Work and Income refer you to a job vacancy, we may also contact the employer to discuss the result of any job interview that you attend.
- Work and Income may share information you have given us with childcare centres to administer your entitlement to childcare.
- Other information that you give us on your skills, aspirations, family circumstances etc, and that is not required to assess your entitlement to a benefit may be used to provide a better service to you by the Ministry of Social Development.
- The information you give us may be compared with information held by Inland Revenue, the Ministry of Justice, the Department of Corrections, the New Zealand Customs Service, the Department of Internal Affairs, the Accident Compensation Corporation, Housing New Zealand Corporation, Ministry of Health and Immigration New Zealand. It may also be compared with social security information (for example, pension or benefit information) held by other governments (including Australia and the Netherlands).
- Under the Tax Administration Act 1994, if you have dependent children, the information you give us may be shared with Inland Revenue for the purpose of administering Working for Families Tax Credits. Inland Revenue may also:
  - use the information for the purposes of child support, student loans and taxation
  - disclose it to the Department of Labour, Statistics New Zealand, the Ministry of Justice, the Accident Compensation Corporation, and the Ministry of Education
  - disclose your personal information to your partner.
- Under the Privacy Act 1993 you have the right to ask to see all information we hold about you, and to ask us to correct that information.
- You are not required to give us information, but if you do not give us all the information we ask for, your application for benefits may be declined.

## Client declaration

### I agree that:

- I have completed all the questions in this *Accommodation Supplement Application* form, (or this form has been completed for me), and the information I have given is true and complete.
- The conditions for receiving this supplement have been explained to me and I understand these conditions.
- I am aware of and understand the Privacy Act statement contained in this form.

Client's signature

Day	Month	Year

## OFFICE USE ONLY

### Additional information:


### Decision


Processor's signature

▶
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Day	Month	Year

Authenticator's signature

▶
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Day	Month	Year

10%      100%      Critical data

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Checker's signature

▶
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Day	Month	Year

Bring up

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Day	Month	Year