



**Nelson Tasman Housing Trust**

Office: 329 Trafalgar Square East, Nelson  
 Postal: PO Box 140, Nelson 7040  
 Phone: 0800 266 325  
 Email: [info@nelsonhousing.org.nz](mailto:info@nelsonhousing.org.nz)  
[www.nelsonhousing.org.nz](http://www.nelsonhousing.org.nz)

# Pre-tenancy application form

The information you provide is for applying for this tenancy and may be used for a credit and reference check. Your privacy is protected under the Privacy Act 1993.

|  |                |
|--|----------------|
| <b>Please state number of bedrooms you require in a house and the area you prefer to live in.</b>              |                |
|  |                |
| <b>Applicant details</b>   |                |
| Full name:   | Date of Birth: |
| Phone number:  | Mobile phone:  |
| Email:   |                |
| Current address:   |                |
| How long have you lived there?   | Years: Months: |
| Please state why you are leaving this address:   |                |
|  |                |
| <b>Are you a NZ citizen or resident?</b>   |                |
| <b>How much do you currently pay for rent?</b>   |                |
|  |                |
| <b>Identification</b>  |                |
| Please provide photo identification: photocopy of your driver's license or passport or other <b>photo ID</b> . |                |
| Make, model and Registration number of car.  |                |
| Alternative form of ID:  |                |
| <b>What is the total combined weekly income range of your household?</b>                                       |                |
|  |                |
| <b>What is the source of your income?</b>  |                |
|  |                |
| <b>Names and ages of all people that would be living here including yourself and all children.</b>             |                |
| -  | -              |
| -  | -              |
| -  | -              |
| -  | -              |
| <b>What pets do you have?</b>  |                |
|  |                |

**Have you applied to be assessed for social housing through MSD or are you currently on the Social Housing Register? If not please call MSD Housing on 0800 673 468 to be assessed before you submit this application form.**

**Emergency contact**

Name:

Address:

Phone number:

Mobile phone:

Email:

**Current landlord's details**

Landlord's name:

Phone number:

Mobile phone:

Email:

May we contact this person for a reference? Yes / No

(Please circle)

**References**

Please provide two referees that we can contact. Referees can be a friend, co-worker, your employer or someone who knows you well.

One of your referees should be able to provide a reference about your credit worthiness. If you have already provided your current landlord's details, only one additional referee is needed. Please let these people know we may be contacting them for a reference.

Referee name 1:

Relationship to you:

Phone:

Email:

Referee name 2:

Relationship to you:

Phone:

Email:

**Signature**

I have read and understood this application form. I agree to this information being used as necessary to obtain personal references and a credit check.

Signed by:

Date signed:

**Stage 2 - Nelson Tasman Housing Trust – Application Check-list** - Please provide the supporting documents from the list below. Use a separate sheet of paper if needed, to complete your application.  
**Please Note:** if we do not receive all information requested, we will not be able to process your application.

|   |  |
|---|--|
| <b>Applicants Full Name and Date of Birth</b>   |  |
| <b>Current Address</b>  |  |
| <b>Contact Phone number</b>   |  |
| <b>Email Address</b>  |  |
| <b>Date housing needed</b>  |  |
| <b>Photo ID: Type and Number</b>  |  |
| <b>What is the total weekly income from all sources for your household? You must provide the following:</b> <ul style="list-style-type: none"> <li>• 52 Week Income printout from IRD and</li> <li>• Last 4 payslips</li> <li>• Working for Families – printout or letter from IRD</li> <li>• MSD printout if you are on benefits, including supplementary (Accommodation Supplement, Temporary Additional Support, Special benefit, Disability Allowance)</li> </ul> | Wages: (circle one) Weekly / Fortnightly     \$<br>Working for Families                             \$<br>MSD benefits                                         \$<br>Accommodation supp                             \$<br>Supplementary total                             \$ |
| <b>What is the total amount of your debts? How much are the weekly payments?</b>  | Total \$<br>Weekly payments \$   |
| <b>Last 3 months bank statements from all accounts:</b><br>We use these statements to further verify your income, regular expenses & debt repayments.   | Yes / No   |
| <b>Have you provided a current budget sheet</b> from a budget advice provider? NTHT require a <i>current</i> budget sheet.  | Yes / No   |
| <b>Do you have a bond at your current address?</b> Are you likely to get it back? If not, why not?  |  |
| <b>Tenancy Tribunal</b> - have you ever been to a Tenancy Tribunal Hearing? What for?<br><b>NTHT will complete a Tenancy Tribunal Check.</b>  |  |
| <b>Have you recently applied for social housing with MSD 0800 673 468?</b> If not, why not?   |  |
| Do you have good relationships with neighbours?<br>How are you at resolving conflicts? Can you give an example? Use a separate sheet if necessary to explain.   |  |
| <b>Have you provided 2 references</b> that can support your application, who are not family or friends?   |  |
| <b>Are you working with any support agency?</b> Names and letters of support if appropriate.  |  |
| <b>Have all adults completed and signed the Ministry of Justice forms?</b> All adults to complete.  |  |
| <b>Have you completed all sections in the NTHT Pre Application Form?</b>  |  |

## **A Guide to the Assessment Process for Social Housing through MSD**

### **Nelson Tasman Housing Trust is not Housing New Zealand or MSD.**

NTHT advise that if you are in serious housing need, it may be useful for you be assessed for Social Housing by the Ministry for Social Development (MSD).

Here is a guide to help you apply:

- 1. Phone MSD Housing Assessment Line on 0800 673 468 to request a Social Housing assessment.**
2. If you meet the criteria during the initial telephone assessment, an appointment will be made for you, either face-to-face with the Case Manager for Housing at your local Work and Income office, or by phone. **Make sure that you bring any documents that MSD have requested with you to the appointment.**
3. If you are approved for the Social Housing Register, you will be told by MSD, and given a letter of confirmation.
4. **Once you have been placed on the social housing register, Nelson Tasman Housing Trust may be able to offer you an Income-Related Rent (IRR) which is 25% of your weekly household income (MSD assess and confirm this amount).**

# Nelson Tasman Housing Trust

## Permission to access credit information

---

I give Nelson Tasman Housing Trust permission to access my credit and personal information, Tenancy Tribunal records, Criminal and Court Fines History or any other information held by any relevant department or agency that NTHT deem to be relevant to my application or any tenancy that I am offered with NTHT.

My details are:

FULL NAME

---

DATE of BIRTH

---

PLACE of BIRTH

---

CURRENT ADDRESS

---

Drivers Licence:

Number

Version:

---

Sign

Date

---

This information will only be used for the purpose of assessing applications and will only be part of the criteria used to make decisions regarding tenancy.

This information will not be used for any other purpose and will not be disclosed to any outside party or any party within Nelson Tasman Housing Trust not directly involved in the application process.



## Request for Criminal Conviction History – Third Party

### Confidential when completed

REQUEST BY THIRD PARTY UNDER THE PRIVACY ACT 1993 FOR A COPY OF AN INDIVIDUAL'S CRIMINAL CONVICTIONS HELD ON THE MINISTRY OF JUSTICE'S COMPUTER SYSTEMS.



### How to fill out this form and the definitions used in this form

1. You will have been provided this form by a third party\* to complete
2. Complete all the questions from Step 2 on – start with “Your details”
3. Please write as neatly as possible
4. Send back to the third party for them to check and send off.

\*Third party is the person, potential employer or recruitment agency who has requested the criminal conviction check and will be sent the results. (The third party must complete the front page of this form).

## Step 1 Third party to complete this section

### Third party name details

Full name of third party:

Full name of the person or organisation the third party **is acting for** (if applicable):  
(i.e. the person or organisation who requested the third party to carry out a criminal conviction check).

Third party reference number (if applicable):

### Third party return address details

Name of the person to return request information to:

PO Box or  
Street Address:

Suburb:

Town/City:

State/Province:


Post Code: Country:

Signature of third party:

X

**OFFICE USE ONLY**  
MOJ REQUEST NUMBER

## Step 2 **Your details** (please print)

 **Important: make sure the name and date of birth you write in here matches your identification in Step 3**

### Your Personal Details

Surname: \_\_\_\_\_ First name: \_\_\_\_\_  
Middle names (separated by commas): \_\_\_\_\_  
Date of birth:    Male  Female   
Place of birth: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

### Previous names – Maiden names, other names you are known as, or have used

| Surname | First name | Middle names (separated by commas) |
|---------|------------|------------------------------------|
|---------|------------|------------------------------------|

### Your Postal Address

PO Box or  
Street address: \_\_\_\_\_  
Suburb: \_\_\_\_\_  
Town/City: \_\_\_\_\_  
State/Province: \_\_\_\_\_  
Post Code: \_\_\_\_\_ Country: \_\_\_\_\_


### Current residential address if different to postal address

Street address: \_\_\_\_\_  
Suburb: \_\_\_\_\_  
Town/City: \_\_\_\_\_  
State/Province: \_\_\_\_\_  
Post Code: \_\_\_\_\_ Country: \_\_\_\_\_

**Please list any other New Zealand addresses you have lived at in the last 10 years**

|                 |            |
|-----------------|------------|
| Street address: |            |
| Suburb:         |            |
| Town/City:      | Post Code: |
| Street address: |            |
| Suburb:         |            |
| Town/City:      | Post Code: |
| Street address: |            |
| Suburb:         |            |
| Town/City:      | Post Code: |

### Step 3 Your identification

 Please attach a legible photocopy of your identification which must contain your signature. This can be any one of the following:

- New Zealand Driver Licence** – can be current or expired within the last 2 years, but cannot be cancelled, defaced or a temporary licence.
- New Zealand Passport** – can be current or expired within the last 2 years, but cannot be cancelled or defaced. Must show your signature.
- Overseas Passports** – must be current and cannot be expired, cancelled or defaced. Must show your signature.
- New Zealand Firearms Licence** – must be current and cannot be expired or defaced.

If you do not have any of these forms of identification, you will need to complete Step 5.

### Step 4 Your authority to release information to a third party

I authorise the Criminal Records Unit, Ministry of Justice, to release a copy of my criminal convictions, subject to section 7 of the Criminal Records (Clean Slate) Act 2004, to the third party.

**Tick the report required**

Criminal and traffic convictions report      Traffic convictions report

I want a copy of the information provided to the third party    Yes      No

Your signature:

Date:



## Step 5 Proof of identity

### Only complete if you do not have a driver licence, passport or firearms licence

You will need to ask someone who can confirm your identity to fill in this section. If you are unable to get someone to complete Step 5, then you must complete a statutory declaration. The relevant form can be obtained from your local District Court or go to [www.justice.govt.nz/services/criminal-records](http://www.justice.govt.nz/services/criminal-records)

#### The person who identifies you must:

- Have known you for more than 12 months
- Be aged 18 years or over
- Have a day time phone number and be contactable during normal business hours
- Not be a relative (a relative is a person connected by blood or marriage), and
- Not live at the same address.

#### Identifier to complete

Identifier's  
surname:

Identifier's  
first name:

Identifier's middle names (*separated by commas*):

PO Box or  
Street address:

Suburb:

Town/City:

State/Province:

Post Code:

Country:

Telephone:

Mobile:

Email:

#### I declare that I have personally known

Surname:

First name:

Middle names (*separated by commas*):

For \_\_\_\_\_ years and vouch for their identity.

Signature of the identifier:

X

## Checklist for the third party



**Please ensure this form is fully completed to avoid processing delays.**

**Step 1:** Third party contact name and address details are completed in full, otherwise we will return this request to the "individual" (person you sent the form to for completion).

**Step 2:** Contains individual's full name and date of birth.

**Step 3:** Copy of individual's identification is attached to this request; and, the signature on the identification matches the individual's signature in Step 4.

**Step 4:** The individual has authorised this request by signing and dating the form.

**Step 5 (if applicable):** Confirmation of the individual's identity if they do not have a valid identification.

### **Sending your form to the Ministry**

Send this form and copy of identification to:

Criminal Records Unit, Ministry of Justice, National Office, SX 10161, Wellington.

### **Service standard**

The Ministry of Justice will process this request within the agreed service delivery times in your contract with the Ministry of Justice. If you do not hold a contract with the Ministry of Justice, we will endeavour to process this request within 20 working days of the date we receive this completed application.