



Important information for applicants

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 incomes. To qualify, you must either be on the Ministry of Social Development Housing Register, or if you don't qualify for the register, your income needs to be under 70% of the median NZ household income (for 2023, this is \$1200 per week).

To assist your application to NTHT, we recommend you apply to be placed on the Ministry of Social Development (MSD) Housing Register. The first step in this process is to call Work and Income on 0800 673 468. 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.

If you do not qualify for the Register, but you still qualify for one of our homes, you will pay 70-80% of the market rent for that type of property.

Our application process

When we receive your fully completed application, 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 once we know we have an upcoming vacancy. The interview is an important second step, so we can understand your situation and circumstances.

Please be patient - NTHT usually has just a few (4-5) vacancies each year, so we are not able to guarantee you a housing placement at any given time.

Pre-Housing Application / Assessment

Please answer all the questions in this form. The information you provide will be used only to apply for NTH housing. 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			
Please provide a copy of photo identification and its number (choose one)	<input type="checkbox"/> Driver's Licence <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		
Please provide: a printout or letter from IRD and/or MSD to confirm this information, or 4 pay slips. Plus, provide copies of your last 3 months' bank statements, to verify your income and expenses.			

What are your debts, and weekly repayments? Please list.	_____ _____ _____
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Contacts and referees

Name of Support Agency and Support Worker (if any)	_____ _____
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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)
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References

Please provide two referees who we can contact. Referees can be a co-worker, your employer, pastor or someone who knows you reasonably well (not family or friends).

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.

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 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.)

Signed by: _____

Date signed: _____

Checklist – have you:	
	Answered all of the questions?
	Provided a copy of photo ID?
	Provided a printout or letter from IRD/MSD, or 4 pay slips, to confirm your income?
	Provided copies of your last 3 months' bank statements to confirm income and expenses?

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

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

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 for your application.