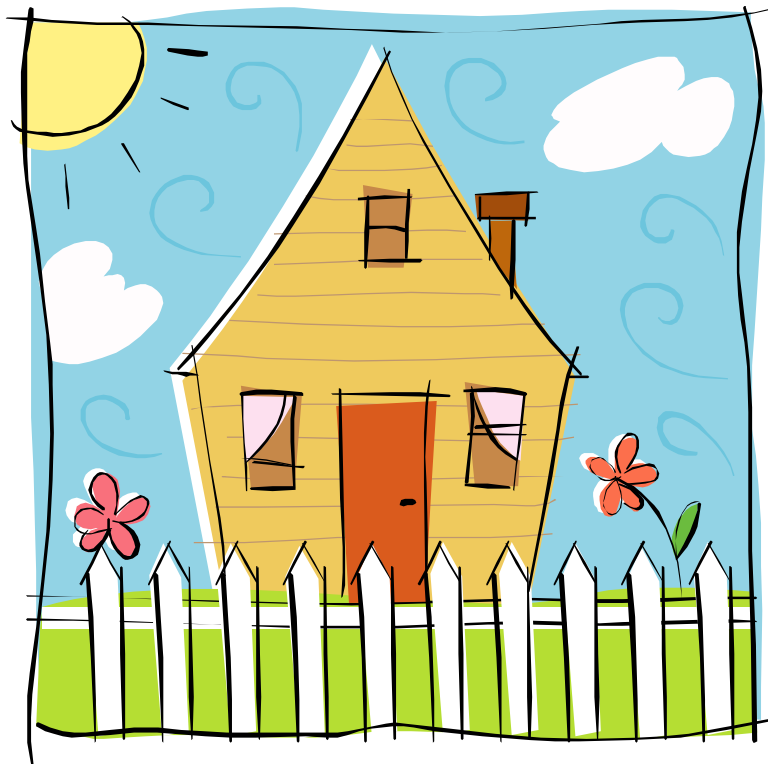




*Waitaki* DISTRICT  
COUNCIL

# Community Housing

## Application



# Community Housing - Applicant Criteria Policy

The following has been adopted as **Council's applicant criteria policy**:

1. All applicants must be able to care for themselves.
2. All applicants must provide at least two written referees' reports verifying their character and willingness to adapt to living in a close community environment.
3. "Category A" applicants are those aged over 60 years on a permanent benefit who possess less than \$20,000 in total assets for a single person, \$30,000 for a couple, not including a car.
4. "Category B" applicants are those aged over 60 years on a permanent benefit with assets exceeding the permissible amount for Category A applicants and who have been assessed as having a specific need for community housing.
5. "Category C" applicants are those on a permanent sickness or invalids benefit who possess less than \$20,000 in total assets and who have been assessed as having a specific need for community housing.
6. "Category D" applicants are classified as being all other applicants who have been assessed as having a specific need for community housing.

The following has been adopted as **Council's Unit Allocation Policy**:

All applicants will be interviewed prior to unit allocation to determine suitability for Council's housing units.

All applicants must either be able to care for themselves or require minimum supervision and support from community support providers. Prior to unit allocation and where appropriate, Council will require written confirmation from a health professional to ensure tenants are able to live independently.

All applicants must demonstrate a willingness to adapt to living harmoniously in a close community environment, either through providing appropriate referees that can be verified and contacted by Council, and/or through the interview process.

1. Units are to be let on the basis that the tenant is on a three-month trial to assess the tenant's suitability.
2. While it is unlikely that a tenant will be asked to vacate the unit, all tenants must be aware their occupancy of the unit is strictly at the pleasure of Council, (subject to the Residential Tenancies Act 1986).
3. Units are to be offered to in order, Category A and B applicants.
4. To determine which of the Category A and/or B applicants will be allocated a unit, written support from a health professional and alternative accommodation availability is to be considered.
5. With regard to Category B, C and D applicants, in determining a 'specific need' for community housing, the following matters will be taken into consideration:
  - The applicant's current living situation
  - The applicant's ability to afford housing in the private markets
  - The applicant's requirement for accessibility to essential services
  - The extent to which a Council housing unit will enable the applicant to live independently in the community or to 'age in place'
  - The availability of suitable alternative accommodation

**WAITAKI DISTRICT COUNCIL**  
**APPLICATION FOR COMMUNITY HOUSING UNIT**

Date of Application: \_\_\_\_\_

**FULL NAME :** Mr/Mrs/Ms/Miss \_\_\_\_\_ Age: \_\_\_\_\_

Present Address : \_\_\_\_\_ Phone: \_\_\_\_\_

Lived there since: \_\_\_\_\_ (date) Occupation : \_\_\_\_\_

Marital Status: \_\_\_\_\_ Name of Husband/Wife/Partner: \_\_\_\_\_

Dependents living with you: \_\_\_\_\_

Do you own a pet? Yes/No If yes, brief details: \_\_\_\_\_

Do you smoke? Yes/No

**ACCOMMODATION DETAILS:**

Where else have you resided in recent years and for how long?

\_\_\_\_\_

Do you own your present residence? \_\_\_\_\_ If not, who is the Landlord? \_\_\_\_\_

Landlord's Address: \_\_\_\_\_ Weekly Rental: \_\_\_\_\_

Details of present accommodation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Application: \_\_\_\_\_

\_\_\_\_\_

Preferred location for Housing Unit (circle) **Oamaru** **Hampden** **Palmerston**

College Street Dacre Street Exe Street Reed Street Swale Street Usk Street

Please note or attach any details you believe may assist your application or any further information you would like to include.

**FINANCIAL DETAILS:**

Page Two

Please include all Assets and Liabilities except Car, Furniture, and Personal Effects:

Cash in Hand \_\_\_\_\_

Owing to Mortgage \_\_\_\_\_

Cash in Bank \_\_\_\_\_  
\_\_\_\_\_

Owing on other Loans \_\_\_\_\_

Cash Invested \_\_\_\_\_

Other Liabilities \_\_\_\_\_

Land and Buildings \_\_\_\_\_

Other Assets \_\_\_\_\_

**TOTAL ASSETS = \$** \_\_\_\_\_

**TOTAL LIABILITIES = \$** \_\_\_\_\_

**Annual Income: \$** \_\_\_\_\_

**Source:** \_\_\_\_\_

**NEXT OF KIN:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**DECLARATION**

I declare the above information is true and correct. I acknowledge and accept Council's requirements that applicants must be able to care for themselves and tenants are expected to contribute positively to the close community environment the units foster. I have attached personal references from two persons, other than relatives, who have known me for at least two years. I accept Council has the sole right to determine my suitability for a unit and I agree to provide further details if requested.

\_\_\_\_\_

Date: \_\_\_\_\_

**(Signature of Applicant)**

.....  
.....

**FOR OFFICE USE ONLY**

Flat No: \_\_\_\_\_

Street: \_\_\_\_\_

Town: \_\_\_\_\_

Tenancy Begins \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

# Waitaki District Council Community Housing Units Rentals

**A BOND EQUAL TO TWO WEEKS RENT IS REQUIRED AT  
COMMENCEMENT OF TENANCY**

Location	Unit type	Weekly Rental
16 College Street (11 units)	I Double Bedroom	\$86.00
	I Double Bedroom renovated	\$90.00
1 Dacre Street (4 Units)	Bed Sit	\$70.00
	Bed Sit renovated	\$75.00
19 Exe Street (6 units)	I Double Bedroom	\$92.00
41/43 Reed Street (23 units)	I Double bedroom - units	\$92.00
	Renovated Units	\$97.00
14 Swale Street (14 units)	One Double bedroom units	\$86.00
	Renovated	\$92.00
18 Usk Street (8 units)	Bed Sit – units	\$70.00
	One double bdrm units	\$86.00
	One double bdrm renovated	\$92.00
<b>Palmerston</b> (22 units)		
135 Ronaldsay Street	Units 1-6 & 10-13	
48 Copinsha Street	Units 14-25	
<b>Commercial Rates (as below)</b>	Single bedroom	\$70.00
	Single bedroom renovated	\$86.00
	One Double bedroom	\$86.00
	One Double bedroom renovated	\$102.00
Single bdrm \$102.00		
Double bdrm \$113.00		
Renovated \$10.00 extra		
<b>Hampden</b> (3 Units)	One Double bedroom units	A.\$95.00 B.\$86.00 C.\$92.00