

# Accommodation Supplement application form



MINISTRY OF SOCIAL DEVELOPMENT  
TE MANATŪ WHAKAHIATO ORA

Accommodation Supplement helps with rent, board or home ownership costs.

If you pay rent to Kāinga Ora or a community housing provider, you won't be able to get an Accommodation Supplement.

Write your Client number here. It can be found on your Community Services Card or SuperGold Card.

Client number

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## Tell us your details

1

### What is your full name?

First and middle names

Surname or family name



2

### What date were you born?

Day Month Year

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## Tell us how we can contact you

3

### Where do you live?

Flat/House number

Street name



Suburb

Town/City



4

### Is your mailing address different from where you live?

No

Yes



If yes, tell us your mailing address

  


5

### How else can we contact you?

Tick the best way for us to first contact you

Home phone	( )	
Mobile phone	( )	
Other phone	( )	
Email		

- HOW TO ANSWER Q3**  
If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.
- HOW TO ANSWER Q4:**  
Mailing address can include a PO Box, rural delivery details, or C/O address.
- HOW TO ANSWER Q5:**  
Please only give us contact details you'd like us to use.

## Tell us about who you live with

6

### What other people live at your residence? (Tick all that apply)

- I live alone [Go to question 8](#)
- My partner and/or dependent children [Go to question 8](#)
- The people listed below (don't list your partner or dependent children)

First name	Surname or family name	Relationship to you

Our definitions of renters and boarders are:

- **Renters:** people who pay for accommodation only
- **Boarders:** people who pay a fixed amount for accommodation, food and utilities, and are not included on the tenancy agreement. This includes people living in a boarding house (with food provided) or social housing property and are not the head tenant.

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### Do any of the people you live with, listed in Q6 above, pay you board or rent?

- No [Go to question 8](#)       Yes [If yes, please provide details below](#)

#### HOW TO ANSWER Q7:

'Self-contained' means there is a kitchen or a kitchenette and a bathroom. If it's a caravan or campervan it needs to have facilities for:

- day-to-day living
- sleeping
- preparing and cooking food.

It must also have a:

- Sink
- Toilet

#### HOW TO ANSWER Q7:

The floor area for the whole home can be found by looking up the address on [qv.co.nz](http://qv.co.nz)

**Person 1**

Full name of renter or boarder			
Date of birth    /    /			
Phone number    (    )			
Email address			
Do they pay you rent or board? <input type="checkbox"/> Rent <input type="checkbox"/> Board			
How much do they pay?    \$		How often?	
When did they start paying?    /    /			
Does this person live in a self-contained part of the property?			
<input type="checkbox"/> No <a href="#">Go to next person or question 8</a>			
<input type="checkbox"/> Yes <a href="#">What is the floor area of the self-contained part of property?</a>			
Length of the space (in metres)	Multiply	Width of the space (in metres)	Floor area (in metres <sup>2</sup> )
<input type="text"/>	×	<input type="text"/>	= <input type="text"/>
What is the total floor area of the whole property?			<input type="text"/> metres <sup>2</sup>

**2 HOW TO ANSWER Q7:**  
 'Self-contained' means there is a kitchen or a kitchenette and a bathroom. If it's a caravan or campervan it needs to have facilities for:

- day-to-day living
- sleeping
- preparing and cooking food.

It must also have a:

- Sink
- Toilet

**2 HOW TO ANSWER Q7:**  
 The floor area for the whole home can be found by looking up the address on [qv.co.nz](http://qv.co.nz)

**Person 2**

Full name of renter or boarder \_\_\_\_\_

Date of birth      /      / \_\_\_\_\_

Phone number    (      ) \_\_\_\_\_

Email address \_\_\_\_\_

Do they pay you rent or board?     Rent     Board

How much do they pay? \$ \_\_\_\_\_      How often? \_\_\_\_\_

When did they start paying?      /      / \_\_\_\_\_

Does this person live in a self-contained part of the property?

No    **Go to next person or question 8**

Yes    **↓ What is the floor area of the self-contained part of property?**

Length of the space (in metres)	Multiply	Width of the space (in metres)	Equals	Floor area (in metres <sup>2</sup> )
<input type="text" value="."/>	×	<input type="text" value="."/>	=	<input type="text" value="."/>

What is the total floor area of the whole property?   

**Person 3**

Full name of renter or boarder \_\_\_\_\_

Date of birth      /      / \_\_\_\_\_

Phone number    (      ) \_\_\_\_\_

Email address \_\_\_\_\_

Do they pay you rent or board?     Rent     Board

How much do they pay? \$ \_\_\_\_\_      How often? \_\_\_\_\_

When did they start paying?      /      / \_\_\_\_\_

Does this person live in a self-contained part of the property?

No    **Go to next person or question 8**

Yes    **↓ What is the floor area of the self-contained part of property?**

Length of the space (in metres)	Multiply	Width of the space (in metres)	Equals	Floor area (in metres <sup>2</sup> )
<input type="text" value="."/>	×	<input type="text" value="."/>	=	<input type="text" value="."/>

What is the total floor area of the whole property?   

**Person 4**

Full name of renter or boarder \_\_\_\_\_

Date of birth      /      / \_\_\_\_\_

Phone number    (      ) \_\_\_\_\_

Email address \_\_\_\_\_

Do they pay you rent or board?     Rent     Board

How much do they pay? \$ \_\_\_\_\_      How often? \_\_\_\_\_

When did they start paying?      /      / \_\_\_\_\_

Does this person live in a self-contained part of the property?

No    **Go to question 8**

Yes    **↓ What is the floor area of the self-contained part of property?**

Length of the space (in metres)	Multiply	Width of the space (in metres)	Equals	Floor area (in metres <sup>2</sup> )
<input type="text" value="."/>	×	<input type="text" value="."/>	=	<input type="text" value="."/>

What is the total floor area of the whole property?   

**ATTACHMENT FOR Q7:**  
 If more than 4 other people live at your address, please write these details about each one on a separate sheet of paper, and bring them with this application form.

## Tell us about your assets

8

### Do you or your partner have any of the following cash assets?

- Money in bank or other savings  No  Yes
- Bonds, shares, debentures or stocks  No  Yes
- Money lent to other people or organisations  No  Yes
- Other cash assets  No  Yes

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### If you answered 'yes' to any of the assets listed above, please write the details below.

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

10

### Do you or your partner have any of the following non-cash assets?

- Property you don't live in  No  Yes
- Boat, caravan or motorhome  No  Yes
- Other  No  Yes

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### If you answered 'yes' to any of the non-cash assets listed above, please write the details below.

Type of asset	How much is it worth?	How much do you owe on it?
	\$	\$
	\$	\$
	\$	\$

## Are you involved in a trust?

12

### Are you involved in a trust, or have you ever been involved in a trust?

'Involved' means one or more of the following:

- you've set up a trust, usually by making a gift of assets or property
- you've transferred assets to a trust
- you make decisions about managing a trust
- you benefit from a trust, for example, by receiving income such as trust distributions.

No  Yes **↓ If yes, please write the name of the trust**

Name of trust

## Payments from Work and Income

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### Do you already get any of the following payments from Work and Income?

- Jobseeker Support
  - Sole Parent Support
  - Supported Living Payment
  - Youth Payment
  - Young Parent Payment
- No **Go to question 14**  Yes **Go to question 16**

## Tell us about income in the last 52 weeks?

14

### Do you or your partner get income from any of the following sources?

- Wages or salary  No  Yes
- Termination pay  No  Yes
- Redundancy pay  No  Yes
- Accident compensation (eg ACC)  No  Yes
- Income insurance (replacement/protection)  No  Yes  Jointly with partner
- Farm or business income  No  Yes  Jointly with partner
- Payments from self-employment or contract work  No  Yes  Jointly with partner
- Interest from savings, investments, or bonds  No  Yes  Jointly with partner
- Dividends from shares, unit trusts, or managed funds  No  Yes  Jointly with partner
- Income from rents  No  Yes  Jointly with partner
- Payments from boarders or flatmates  No  Yes  Jointly with partner
- Child Support payments (private arrangement or through Inland Revenue)  No  Yes
- Other income for a child  No  Yes
- Maintenance payments  No  Yes
- Payments from a former partner  No  Yes
- Student Allowance, scholarship, or Student Loan living cost payments  No  Yes
- Overseas pension, benefit or allowance payments  No  Yes
- Other superannuation or retirement scheme income (government or private)  No  Yes
- Income from an estate, if you've inherited money  No  Yes  Jointly with partner
- Income from trusts  No  Yes  Jointly with partner
- Other  No  Yes  Jointly with partner

**ATTACHMENT FOR Q14:**

Bring a copy of your business accounts.

**INFORMATION FOR Q14:**

In this application form, 'partner' means the person you're married to or in a civil union or relationship with, not a business partner.

**ATTACHMENT FOR Q15:**

You may need to show us proof of income.

15

### Did you answer 'yes' or 'jointly with partner' to any of the sources of income listed in question 14?

No  Yes

**↓ If yes, tell us the total before-tax amounts, for the income you expect to get**

Where will the income come from?	You	Your partner	Jointly with partner	How often do you expect the payment?
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

**HOW TO ANSWER Q15:**

How often do you expect the payment, such as weekly, fortnightly, monthly, one-off.

The types of income you need to include are listed in question 14.

16

Do you run your own business?

 No[Go to question 19](#) Yes

17

Do you claim back part of the home you live in as a business expense from Inland Revenue at the end of each tax year?

 No[Go to question 19](#) Yes

18

What is the amount you claim back from Inland Revenue?

19

Do you rent out some of your residence (not used for accommodation purposes) to another person or organisation?

 No[Go to question 24](#) Yes

20

What is the space they rent?

  

21

What is the floor area of the space they use?

Length of the space (in metres)	Multiply	Width of the space (in metres)	Equals	Floor area (in metres <sup>2</sup> )
<input type="text" value="."/>	×	<input type="text" value="."/>	=	<input type="text" value="."/>

22

What is the total floor area of the whole property?

 metres<sup>2</sup>

23

How much do they pay you?

Amount	How often (eg weekly)?	Start date of payment
<input type="text" value="\$"/>	<input type="text"/>	<input type="text" value="/ /"/>

24

Do you pay rent?

 No[Go to question 30](#) Yes

25

Do you pay rent to Kāinga Ora or an approved community housing provider?

 No Yes[You won't be able to get Accommodation Supplement](#)

26

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

**INFORMATION FOR Q17:**

For example a room you use as an office.

**HOW TO ANSWER Q18:**

If you don't know the exact amount please estimate it, based on the percentage of your home used for the business. Talk with us if you're not sure.

**Other rent payments****HOW TO ANSWER Q19:**

For example:

- a person pays you to use your garage to park their car in each week
- an organisation rents a bedroom they use as an office.

**HOW TO ANSWER Q20:**

For example a bedroom or garage.

**Tell us about rental costs****INFORMATION FOR Q24:**

By rent we mean the amount you pay is for your accommodation only and doesn't include other costs such as food or electricity.

**ATTACHMENT FOR Q27:** **27**

You may need to show proof of what you pay for rent.

**ATTACHMENT FOR Q28:** **28**

You may need to show proof of what you pay for water rates.

**INFORMATION FOR Q29:** **29**

If your landlord gets a benefit or pension from us, we may need to contact them. We need this information so we can correctly identify them.

**How much of this total amount do you pay for you and your family?**

\$

**Do you pay water rates separately from your rent?**

No  Yes **↓ If yes, tell us how much you pay**

\$  How often?

**Tell us about the person or organisation you pay rent to:**

Person's or organisation's full name

Person's or organisation's contact details

Address	<input type="text"/>
Phone number	( <input type="text"/> ) <input type="text"/>
Email	<input type="text"/>

If paid to a person, what is their date of birth (if known)?  Day  Month  Year

**Tell us about board costs**

**INFORMATION FOR Q30:**

By board we mean the amount you pay for your accommodation where it includes food costs and may also include other costs like electricity.

**HOW TO ANSWER Q31:**

For example, food, electricity, telephone.

**ATTACHMENT FOR Q31:**

You may need to show proof of what you pay for board.

**INFORMATION FOR Q32:**

If your landlord gets a benefit or pension from us, we may need to contact them. We need this information so we can correctly identify them.

**30 Do you pay board?**

No **Go to question 33**  Yes **↓ If yes, list what costs your board includes**

**31 What is the total amount of board you pay for you and your family?**

\$

**32 Tell us about the person or organisation you pay board to:**

Person's or organisation's full name

Person's or organisation's contact details

Address	<input type="text"/>
Phone number	( <input type="text"/> ) <input type="text"/>
Email	<input type="text"/>

If paid to a person, what is their date of birth (if known)?  Day  Month  Year

## Tell us about home ownership costs

33

Do you own the home you live in?

No

[Go to the signature section](#)

Yes

34

What are your home ownership costs?

	Who do you pay?	How much do you pay?	How often do you make the payment (such as weekly, monthly or yearly)?
First mortgage		\$	
Other mortgage		\$	
House insurance		\$	
Mortgage insurance		\$	
Rates		\$	
Ground lease		\$	
Water rates		\$	
Body corporate fees		\$	

35

Did you have to pay for repairs and maintenance to your home in the last 12 months?

No

Yes



If yes, write the total amount

\$

36

Have you received a rates rebate in the last 52 weeks?

No

Yes

Amount

\$

Rating year 1 July

20

to 30 June

20

## Signature

The information I've provided in this form is true and complete.

Applicant's name (print)

Applicant's signature

Day

Month

Year