

Change of address, accommodation costs, or people who live with you form



Please complete this form for any of the following changes.

- Your address or contact details have changed.
- The amount you pay for your accommodation has changed, for example, your rent, board or home ownership costs.
- The people who live with you at your address have changed, or the amount they pay has changed.

Client number

--	--	--	--	--	--	--	--

Your client number can be found on your Community Services Card or SuperGold Card if you have one.

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

--	--	--

HOW TO ANSWER Q3:

If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

3

Where do you live?

Flat/House number Street name

--	--

Suburb

--

Town/City

--

HOW TO ANSWER Q4:

Mailing address can include a PO Box, rural delivery details, or C/O address.

4

Is your mailing address different from where you live?

No Yes

↓ If yes, please tell us your mailing address

HOW TO ANSWER Q5:

Please only give us contact details you would like us to use.

5

How else can we contact you?

Tick the best way for us to contact you

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

6

What are the changes you need to tell us about, and when did they happen? (tick all that apply)

My address has changed

→ Date of change

--	--	--

The amount I pay for my accommodation has changed

→ Date of change

--	--	--

The people I live with and/or what they pay have changed

→ Date of change

--	--	--

Tell us about the people in your household

7 **INFORMATION FOR Q7:**
If the people you live with get a benefit or pension from us, we'll match your information with theirs, and we may need to contact them.

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.

7

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

- I live alone **Go to question 9**
- My partner and/or dependent children **Go to question 9**
- 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.

8

Do any of the people you live with, listed in Q7 above, pay you board or rent?

- No **Go to question 9** Yes **↓ If yes, please provide details below**

HOW TO ANSWER Q8:
'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 Q8:
The floor area for the whole home can be found by looking up the address on 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	Go to next person or question 9		
<input type="checkbox"/> 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)	Floor area (in metres ²)
<input type="text"/>	×	<input type="text"/>	= <input type="text"/>
What is the total floor area of the whole property?			<input type="text"/> metres ²

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ATTACHMENT FOR Q8:

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.

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 9**

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 ²)
<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 9**

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 ²)
<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 9**

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 ²)
<input type="text" value="."/>	×	<input type="text" value="."/>	=	<input type="text" value="."/>

What is the total floor area of the whole property?

9

Do you run your own business?

No

Go to question 12

Yes

INFORMATION FOR Q9:

For example a room you use as an office.

10

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 12

Yes

HOW TO ANSWER Q11:

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.

11

What is the amount you claim back from Inland Revenue?

Other rent payments

12

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

No

Go to question 17

Yes

HOW TO ANSWER Q12:

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.

13

What is the space they rent?

14

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 metres²)

×

=

HOW TO ANSWER Q13:

For example a bedroom or garage.

15

What is the total floor area of the whole property?

metres²

16

How much do they pay you?

Amount

How often (eg weekly)?

Start date of
payment**Rent**

17

Do you pay rent?

No

Go to question 23

Yes

INFORMATION FOR Q17:

By rent we mean the amount you pay for your accommodation only and does not include other costs such as food or electricity.

18

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

ATTACHMENT FOR Q19:

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

19

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

ATTACHMENT FOR Q20: **20**
You may need to show proof of what you pay for water rates.

Do you pay water rates separately from your rent?

No Yes **↓ If yes, tell us how much you pay**
\$ How often?

INFORMATION FOR Q21: **21**
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.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

INFORMATION FOR Q22: **22**
Public housing properties are provided by Kāinga Ora and approved community housing providers.

Are you and/or your partner tenants living in a public housing property?

No Yes **You are not entitled to an Accommodation Supplement**

Board

23

Do you pay board?

No **Go to question 26** Yes **↓ If yes, tell us what costs your board includes**

24

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

\$

INFORMATION FOR Q25: **25**
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.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Tell us about home ownership costs

26

Do you own the home you live in?

No

[Go to the signature section](#)

Yes

HOW TO ANSWER Q27:

Only include mortgages you used to buy or alter your home. Include both interest and principal.

List any other mortgages such as a second mortgage or revolving mortgage.

Don't include contents insurance.

27

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		\$	

ATTACHMENT FOR Q27:

You'll need to show proof of your home ownership costs.

28

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

No

Yes



Please write the total amount

\$

ATTACHMENT FOR Q28:

Bring receipts for any repair and maintenance costs.

29

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

No

Yes

Amount

\$

Rating year 1 July

20

to 30 June

20

ATTACHMENT FOR Q29:

Bring proof of your rates rebate.

Signature

The information I have provided is true and complete.

Your name (print)

Your signature

Day

Month

Year