

Income and assets form



MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

Client number

It's on your Community Services Card, or if you've applied for support from StudyLink or Work and Income before it's on a letter from us.

Tell us about yourself

1

What is your full name?

First and middle names

Surname or family name

2

What date were you born?

Day Month Year

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

HOW TO ANSWER Q5:

Please only give us contact details you'd like us to use.

5

How else can we contact you?

Tick the best way for us to first contact you

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

Tell us about the people in your household

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



INFORMATION FOR Q6:

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 Q6:

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.

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.

7

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

Person 1

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 metres²)

_____ × _____ = _____

What is the total floor area of the whole property? _____ metres²

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:

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HOW TO ANSWER Q7:
 The floor area for the whole home can be found by looking up the address on qv.co.nz

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.

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

What is the total floor area of the whole property?

Tell us about income in the last 52 weeks?

8

Did you or your partner get income from any of the following sources in the last 52 weeks?

- 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 Q8:

Bring a copy of your business accounts.

INFORMATION FOR Q8:

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

9

Did you answer 'yes' or 'jointly with partner' to any of the sources of income listed in question 8?

- No Yes

↓ If yes, tell us the total before-tax amounts, for the last 52 weeks

Where did the income come from?	Payment made to?		
	You	Your partner	Jointly with partner
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

ATTACHMENT FOR Q9:

You need to show us proof of income you've received in the last 52 weeks.

2 HOW TO ANSWER Q10:

Other types of payment include advantages such as free or subsidised goods and services (for example, free food, subsidised accommodation).

10

Did you or your partner get other types of payment apart from money in the last 52 weeks?

No Yes

↓ If yes, tell us about the type of payment and its value

Type of payment	Where did it come from?	Its value
		\$
		\$
		\$
		\$
		\$
		\$

2 HOW TO ANSWER Q11:

The types of income you need to include here are listed on page 4.

11

Do you or your partner expect to get income or other payments in the next 52 weeks?

No Yes

↓ If yes, write the details below. Tell us the before-tax amounts

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

12

Do you run your own business?

No **Go to question 15** Yes

1 INFORMATION FOR Q13:

For example a room you use as an office.

13

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 15** Yes

2 HOW TO ANSWER Q14:

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.

14

What is the amount you claim back from Inland Revenue?

\$

Other rent payments

15

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

No **Go to question 20** Yes

2 HOW TO ANSWER Q15:

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.

16

What is the space they rent?

2 HOW TO ANSWER Q16:

For example a bedroom or garage.

17

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

18

What is the total floor area of the whole property?
 metres²

19

How much do they pay you?

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

Tell us about your assets

20

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

Money in bank or other savings	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Bonds, shares, debentures or stocks	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Money lent to other people or organisations	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Other cash assets	<input type="checkbox"/> No	<input type="checkbox"/> Yes

21

If you answered 'yes' to any of the assets listed in question 20, please write the details below.

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

22

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

Property you don't live in	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Boat, caravan or motorhome	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Other	<input type="checkbox"/> No	<input type="checkbox"/> Yes

23

If you answered 'yes' to any of the non-cash assets listed in question 22, please write the details below.

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

**ATTACHMENT FOR Q20:**

You may be asked to provide proof of your assets and their value.

**HOW TO ANSWER Q22:**

Examples of property you don't live in include land, holiday home, bach/crib, investment property.

**ATTACHMENT FOR Q23:**

You may be asked to provide proof of these details.

Are you involved in a trust?

24

Are you or your partner 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

ATTACHMENT FOR Q24:

You'll need to show us trust documents, such as the trust deed, deed of debt, gift statements, accounts.

Tell us about your accommodation costs

25

Do you get board or rent payments from another person?

No

Go to the Signature section on page 8

Yes

Go to question 26

INFORMATION FOR Q26:

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

26

Do you pay rent?

No

Go to question 31

Yes

27

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

No

Yes

28

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

ATTACHMENT FOR Q29:

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

29

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

ATTACHMENT FOR Q30:

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

30

Do you pay water rates separately from your rent?

No

Yes



If yes, tell us how much you pay

How often

HOW TO ANSWER Q31:

For example food, electricity, telephone.

INFORMATION FOR Q31:

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

31

Do you pay board?

No

Go to question 34

Yes



If yes, tell us what costs your board includes

ATTACHMENT FOR Q32:

You'll need to show proof of what you pay for rent or board.

32

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

INFORMATION FOR Q33:

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.

33

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

Person's or organisation's full name

Person's or organisation's contact details

Address	
Phone number	()
Email	

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"/>

34

Do you own the home you live in?

No **Go to the Signature section** Yes

35

What are your home ownership costs?

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.

	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		\$	

HOW TO ANSWER Q35:

ATTACHMENT FOR Q35:

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

36

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

No Yes **→ If yes, please write the total amount** \$

37

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 have given you is true and complete.

Applicant's name (print) Applicant's signature Day Month Year

Applicant's partner's name (print) Applicant's partner's signature Day Month Year