



Tenant Home Ownership Grant

Household application for Tenant Home Ownership Grant eligibility

IMPORTANT

1

This is only for Kāinga Ora – Homes and Communities tenants wishing to apply for the Tenant Home Ownership Grant to purchase the property that they currently tenant.

IMPORTANT

2

To be completed by all applicants and their spouses, partners, de-facto partners, or joint purchasers.

IMPORTANT

3

This application is not for First Home Grant.
A separate application needs to be completed for this.

The Tenant Home Ownership Grant is a grant of 10% of the purchase price up to a maximum of \$20,000 to assist eligible tenants to purchase the Kāinga Ora property that they are currently living in.

To apply for the grant, please complete and submit this Tenant Home Ownership Grant application form.

For more information and details on Tenant Home Ownership, go to kaingaora.govt.nz/tenant-home-ownership or call us free on 0508 935 266.

This form has been designed to be completed by up to three applicants:

Primary Applicant (primary contact person for this application, must be the registered Kāinga Ora tenant)

Applicant Two (spouse, partner or de facto partner of primary applicant)

Applicant Three

If there are more than three applicants applying for the Tenant Home Ownership Grant please contact us free on **0508 935 266**.

We would recommend you read through the following notes before you begin to fill in this form. The application checklist on the following page will ensure you have all the supporting documentation required so that we can process your application in a timely manner (within 10 working days).

NOTES

Note 1. Eligibility criteria

To be eligible for a Tenant Home Ownership Grant, you, and any person/s you are applying with, must:

- Be aged 18 years or older
- Be a New Zealand citizen or permanent resident and currently residing in New Zealand
- Be a first time home buyer and not currently own any other property or land (previous home owners may be eligible for a Tenant Home Ownership Grant if their income, assets and liabilities represent a financial position that would be expected of a person who has never owned a property – see Note 2.)
- Be planning to live in the house for at least three years and not purchase it for investment purposes
- Have earned a total income in the last 12 months of:
 - **\$95,000** or less before tax for an individual buyer; or
 - **\$150,000** or less before tax for a individual buyer with one or more dependents; or
 - **\$150,000** or less before tax for 2 or more buyers regardless of the number of dependents (see Note 5)
- Be pre-approved by a lender and hold a valid finance pre-approval letter or certificate that shows the maximum amount that can be borrowed.

Note 2. Previous home owners

If you are a previous home owner, you may be eligible to buy the property if you meet all the other qualifying criteria and your realisable assets (see **Note 3.**) do not add up to more than \$80,000 for all named/intended property purchasers.

Note 3. Realisable assets

Realisable assets are belongings that you can sell to help buy a house. Kāinga Ora – Homes and Communities considers the following to be realisable assets:

- Money in bank accounts (including fixed and term deposits)
- Shares, stocks and bonds
- Investments in banks or financial institutions
- Building society shares
- Boat or caravan (if the value is over \$5,000)
- Other vehicles (such as classic motorbikes or cars – not being used as your usual method of transport)
- Other individual assets valued over \$5,000
- Deposit funds paid to real estate agent.

Note 4. Tenant Home Ownership Grant

If you meet the eligibility criteria and are successful in buying the Kāinga Ora property you are living in, you will be eligible to receive a grant of 10 percent of the purchase price. The maximum grant received is capped at \$20,000.

Note 5. Income certificate

This form must be completed by all applicants intending to purchase and live in the property, regardless of whether they are receiving an income.

If you, and any other person/s applying for a Tenant Home Ownership Grant are on salary, wages, a benefit or earn no income at all, you will need to provide income details to Kāinga Ora.

Salary/wage earners

To get a certificate of earnings for the last 12 months, please follow these steps:

1. Go to **ird.govt.nz**
2. Login using your IRD Online Services username and password
3. Go to 'Income Tax'
4. Click on 'More'
5. Go to 'My income'
6. Select 'Print Income Details'
7. Change the 'From' date to today's date but change the year to one year earlier (i.e., 01-Nov-2021 becomes 01-Nov-2020)
8. Change the 'To' date to today's date
9. Select 'Print income Details'
10. Right mouse click and select 'Print' and save as a PDF file. This will create a PDF document which can be emailed.

Non-earners – no income in the last 12 months

To get confirmation that no taxable income has been earned in the last 12 months, please follow these steps:

1. Go to **ird.govt.nz**
2. Login using your IRD Online Services username and password
3. Go to 'Income Tax'
4. Click on 'More'
5. Go to 'My income'
6. Select 'Print Income Details'
7. Change the 'From' date to today's date but change the year to one year earlier (i.e., 01-Nov-2021 becomes 01-Nov-2020)
8. Change the 'To' date to today's date
9. Select 'Print income Details'
10. Right mouse click and select 'Print' and save as a PDF file. This will create a PDF document which can be emailed.

Self-employed

If you are self-employed you will need to provide a copy of your personal IR3 statement and copies of Notices of Assessment and Return Acknowledgement for the last year.

NOTES CONTINUED

Note 6. Returning applications

Completed applications are to be scanned and emailed to **thogrant@kaingaora.govt.nz**

If you are unable to scan and email the application, they can instead be posted to:

Tenant Home Ownership Grant
Kāinga Ora - Homes and Communities
Private Bag 76913
Manukau City
Auckland 2241

To find out more about the Tenant Home Ownership Grant, call us free on **0508 935 266** or visit **kaingaora.govt.nz/home-ownership/tenant-home-ownership/**

Note 7. Processing applications

Applications will be assessed within 10 working days of Kāinga Ora receiving them (provided they are complete and all supporting documentation is included).

Note 8. First Home Grant applications

To apply for the First Home Grant, a separate application needs to be completed. You can either download an application or apply online at **kaingaora.govt.nz/first-home-grant**

Initially you should apply for pre-approval which is valid for six months.

Applications will be processed within 10 working days of Kāinga Ora – Homes and Communities receiving them (providing they are complete and all supporting documentation is included).

APPLICATION CHECKLIST

Please use the checklist below to ensure that you have all of the required supporting documents for your application. If you do not supply all of the required documents, this will delay the processing of your application.

For all person/s applying for approval for a Tenant Home Ownership Grant, please provide the following with your application: (tick)

- Proof of all income earned:
 - Certificate of income for the last 12 months if employed or if you are a non-earner or beneficiary; or
 - Note:** Certificates of income can be obtained from **ird.govt.nz** – see **Note 5**.
 - Copies of your IR3, Notice of Assessment and Return Acknowledgement and tax return for the last year if you are self-employed.
- A copy of your New Zealand passport, birth certificate, or confirmation of permanent residency if you are not a New Zealand citizen.
- A copy of a valid finance pre-approval letter or certificate from a lender with the maximum amount that can be borrowed.

A YOUR DETAILS**1 YOUR NAME** (TICK ONE) Mr Mrs Miss Ms Other PLEASE STATE _____

FIRST NAME _____

SURNAME _____

2 RESIDENCYAre you a NZ citizen or permanent NZ resident? Yes No**3 YOUR DATE OF BIRTH** / /
DAY / MONTH / YEAR**4. GENDER** Male Female**5. YOUR CURRENT PHYSICAL ADDRESS**

UNIT NUMBER _____

STREET NUMBER _____

STREET ADDRESS _____

SUBURB OR RD _____

TOWN OR CITY _____

POSTCODE _____

6 YOUR POSTAL ADDRESS (IF DIFFERENT FROM YOUR PHYSICAL ADDRESS)

UNIT NUMBER _____

STREET NUMBER _____

STREET ADDRESS _____

SUBURB OR RD _____

TOWN OR CITY _____

POSTCODE _____

7 YOUR CONTACT NUMBER

CONTACT DETAILS

HOME _____

MOBILE _____

8 YOUR EMAIL ADDRESS

9 ARE YOU A KĀINGA ORA TENANT? Yes No

If yes, what is your reference number? _____

10 WHAT IS YOUR MARITAL STATUS? Single Married De facto Civil union Divorced**11 WHAT ETHNICITY DO YOU IDENTIFY WITH? (PLEASE TICK)** NZ European Māori Samoan Tongan Cook Island Niuean
 Chinese Indian Not stated Other (PLEASE STATE) _____

B INCOME DETAILS**12 HOW MUCH INCOME HAVE YOU EARNED (BEFORE TAX) IN THE LAST 12 MONTHS?**

(UP TO APPLICATION DATE)

Wages/salary	\$
Self-employed	\$
Benefit	\$
Dividends/interest	\$
ACC compensation	\$
Other (PLEASE STATE)	\$
TOTAL	\$

Certificates of income can be obtained from www.ird.govt.nz – see **Note 5**.**C FINANCE DETAILS****13 WHO IS YOUR LENDER?****14 HOW MUCH FINANCE HAS YOUR LENDER PRE-APPROVED?**

(COMBINED AMOUNT FOR ALL APPLICANTS)

\$

15 ARE YOU A MEMBER OF KIWISAVER? Yes No**16 IF YES, ARE YOU APPLYING FOR THE FIRST HOME GRANT?** (SEE NOTE 8) Yes No**D PROPERTY STATUS****17 WHICH OF THE FOLLOWING BEST DESCRIBES YOU?**

- I currently own property/land in New Zealand or overseas
- I have previously owned property/land (Go to Section E) in New Zealand or overseas
- I have never owned property/land (Go to Section F on page 10) in New Zealand or overseas

E PROPERTY STATUS**18 WHAT IS THE VALUE OF YOUR REALISABLE ASSETS?**

Money in bank accounts (INCLUDING FIXED AND TERM DEPOSITS AND MONEY BEING USED FOR REAL ESTATE DEPOSIT)	\$
Shares, stocks and bonds	\$
Building society shares	\$
Investments in banks or financial institutions (SUCH AS UNIT TRUSTS)	\$
Boat or caravan (IF THE VALUE IS OVER \$5,000)	\$
Other vehicles (SUCH AS CLASSIC MOTORBIKES OR CARS – NOT BEING USED AS YOUR USUAL METHOD OF TRANSPORT)	\$
Other individual assets valued at \$5,000 or more	\$
TOTAL	\$

For more information about realisable assets see Note 3.

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For more information about realisable assets see Note 3.

F DEPENDANT DETAILS**DO YOU HAVE ANY DEPENDENTS IN YOUR HOUSEHOLD?** Yes No

A person who has dependents has the responsibility for part-time care or full-time care of a child/ children or other dependents. In most cases dependents will be children, but this definition applies equally to dependent adults in the household. If you have dependents in your household we require their details.

IF YES, THEN WE REQUIRE THE FOLLOWING:

FIRST NAME(S) _____ DATE OF BIRTH / / _____

SURNAME _____

FIRST NAME(S) _____ DATE OF BIRTH / / _____

SURNAME _____

FIRST NAME(S) _____ DATE OF BIRTH / / _____

SURNAME _____

FIRST NAME(S) _____ DATE OF BIRTH / / _____

SURNAME _____

FIRST NAME(S) _____ DATE OF BIRTH / / _____

SURNAME _____

G PRIVACY STATEMENT

The information that you provide to Kāinga Ora – Home and Communities will be used to:

- assess if you qualify for a Tenant Home Ownership Grant.
- assist in research and evaluation of the Tenant Home Ownership Grant initiative.

This information will be held by Kāinga Ora – Homes and Communities and any other authorised person/ agency in accordance with the Privacy Act 1993. You have the right to access, or request the correction of, any information held by Kāinga Ora – Homes and Communities about you or your Tenant Home Ownership application. You agree that Kāinga Ora – Homes and Communities can use this information to administer the Tenant Home Ownership initiative.

You agree that Kāinga Ora – Homes and Communities can request information about you from the following persons/agencies, and you authorise them to give information they hold about you to Kāinga Ora – Homes and Communities including:

- Work and Income (Ministry of Social Development).
- Inland Revenue Department (IRD).
- Accident Compensation Corporation (ACC).
- Your employer, or any other person from whom you receive income.

H STATUTORY DECLARATION

You can make your declaration in front of anyone authorised to take a statutory declaration. These include:

- Justices of the Peace
- Barristers and solicitors of the High Court of New Zealand
- Notary publics
- Registrars and Deputy Registrars of the Supreme Court, Court of Appeal, High Court and District Court
- Member of Parliament
- A registered legal executive (fellow of the NZILE).

I, (FULL NAME OF **PRIMARY APPLICANT**)

OF (ADDRESS IN FULL)

(OCCUPATION)

I, (FULL NAME OF **APPLICANT TWO**)

OF (ADDRESS IN FULL)

(OCCUPATION)

I, (FULL NAME OF **APPLICANT THREE**)

OF (ADDRESS IN FULL)

(OCCUPATION)

I STATUTORY DECLARATION CONTINUED

Solemnly and sincerely declare that:

- I have read and understood the Privacy Statement (Section F).
- I give permission for information about me to be used, given and received in accordance with my consents under the Privacy Statement.
- All the information and attached documentation given in this application is complete, true and correct.
- All the information attached to this application is complete, true and correct.
- I am applying as an individual/combined household and not as a company or trustee or a trust.
- I understand there is a condition to live in the house for at least three years from settlement date, and I/we undertake to comply with this condition.
- I do not currently own property.
- I do not have an unregistered/registered interest in property that I could reasonably be expected to live in or sell.
- I understand that Kāinga Ora – Homes and Communities has the right to decline my application for a Tenant Home Ownership Grant.
- Approval for a Tenant Home Ownership Grant in no way obligates Kāinga Ora – Homes and Communities to guarantee that I/we will be able to purchase the property that I tenat from Kāinga Ora – Homes and Communities.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature of the person(s) making declaration:

PRIMARY APPLICANT (SIGNATURE)

DECLARED AT _____ ON THIS _____ DAY OF _____ 20____

BEFORE ME (NAME) _____ (TITLE) _____

(SIGNATURE) _____

APPLICANT TWO (SIGNATURE)

DECLARED AT _____ ON THIS _____ DAY OF _____ 20____

BEFORE ME (NAME) _____ (TITLE) _____

(SIGNATURE) _____

APPLICANT THREE (SIGNATURE)

DECLARED AT _____ ON THIS _____ DAY OF _____ 20____

BEFORE ME (NAME) _____ (TITLE) _____

(SIGNATURE) _____

