



Confirmation of circumstances for income-related rent

How to fill out this form

1. Fill out questions 1 to 4.
2. Look at the table we sent in the letter with this form.

If the information is not correct:

Fill out the rest of the form, giving us the information we ask for where there has been a change. Go to Step 3.

If the information is correct:

3. Read the obligations and privacy sections.
4. Book an appointment with your case manager.
5. Take this form to the appointment. If have any changes, you will also need to take information about these with you to your appointment.

If you need help completing this form or need more information, you can call us free on **0800 673 468**.

If someone has filled out this form on behalf of you or your partner (if you have one), the helper needs to complete the helper's statement on page 21.

Please update your contact details

HOW TO ANSWER Q1:

The person filling out this form must be named on the tenancy agreement.

This person is Tenant 1 for the purpose of this form.

1 Who is the tenant filling out this form?

First name and family name or surname

2 If you have received a benefit, pension or extra financial help from us before, write your client number here if you know it. This number can be found on your Community Services Card or SuperGold Card if you have one.

Client number | |

3 What is the address of the property you are a tenant in?

Flat/House number Street name

Suburb

Town/City

HOW TO ANSWER Q4:

4

Please tell us who we can contact about this form. The contact person must be someone who is named on the tenancy agreement.

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

Are you the person we should be contacting?

No

Please give the name of the person we should be contacting below and their contact details

First name and family name or surname

Yes

Please give contact details below

Tick the best way for us to make contact

Home phone	()	
Work phone	()	
Postal address (only give if it's different from the address you live at)		
Mobile phone	()	
Email		

Tell us about your household

Please look at the table in the letter we sent with this form and let us know if the details for any members of your household have changed.

HOW TO ANSWER Q5:

5

If you need to give details for more than four people, you can get a copy of this form from our website www.housing.msd.govt.nz or call us.

Have any of the people listed in the table moved out?

No

Go to question 6

Yes

Please tell us how many in the box provided and give details below

Number of people who have moved out

Person 1

Full name

Moved out

Day Month Year

Person 2

Full name

Moved out

Day Month Year

Person 3

Full name

Moved out

Day Month Year

Person 4

Full name

Moved out

Day Month Year

HOW TO ANSWER Q6:

By household members we mean anyone living in the house, including you and your partner, other people on the tenancy agreement, boarders and all dependent children.

If you need to give details for more than four people, you can download additional pages from our website www.housing.msd.govt.nz or call us.

HOW TO ANSWER Q6:

By board we mean the amount they pay to you for their accommodation. It may include costs such as food and electricity.

6

Is there anyone else living with you who is not listed? (Includes everyone in the household.)

No [Go to question 7](#)

Yes [Please provide details below](#)

Number of people who are not listed

Person 1

What is their full name What date were they born?
Day Month Year

What is their relationship to you

What date did they move in?
Day Month Year

Do they pay board? No Yes [How much do they pay each week?](#) \$

Person 2

What is their full name What date were they born?
Day Month Year

What is their relationship to you

What date did they move in?
Day Month Year

Do they pay board? No Yes [How much do they pay each week?](#) \$

Person 3

What is their full name What date were they born?
Day Month Year

What is their relationship to you

What date did they move in?
Day Month Year

Do they pay board? No Yes [How much do they pay each week?](#) \$

Person 4

What is their full name What date were they born?
Day Month Year

What is their relationship to you

What date did they move in?
Day Month Year

Do they pay board? No Yes [How much do they pay each week?](#) \$

Tell us about your income and assets

Each tenant named on the tenancy agreement AND their partner (if they have one) must individually answer this part of the form.

Tenant 1 must complete questions 7 to 35. Their partner and/or other tenants must complete questions 36 to 64.

If you need to give income details for more than two people, you can download additional pages from our website www.housing.msd.govt.nz or call us.

Tenant 1

7

What is your name?

First name and family name or surname



HOW TO ANSWER Q8:

Financial assistance includes New Zealand Superannuation, Veteran's Pension, and any benefit or other payment you receive from Work and Income or StudyLink. As we have this information on your file already, you do not need to tell us about it.

Income other than financial assistance includes payments like those in question 10.

8

Have you received any income other than financial assistance from the Ministry of Social Development over the past 52 weeks?

No



[Go to Obligations on page 18](#)

Yes

9

Has the income we have listed for you changed?

No



[Go to Obligations on page 18](#)

Yes



[Please answer all questions 10 to 35](#)

Tell us about income in the last 52 weeks

10

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

- 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, dividends from shares, unit trusts, or managed funds No Yes Jointly with partner
- Payments for members of boards of trustees or local body No Yes
- Family tax credit No Yes Jointly with partner
- Minimum family tax credit No Yes Jointly with partner
- Income from rental properties No Yes Jointly with partner
- Payments from boarders No Yes Jointly with partner
- Paid parental leave No Yes
- Income from caring for a person No Yes
- Maintenance payments No Yes
- Payments from a former partner No Yes
- Scholarship or study grant No Yes
- Overseas pension, benefit or allowance payments No Yes
- Other superannuation or retirement scheme income (government or private) No Yes Jointly with partner
- Income from an estate, if you have inherited money No Yes Jointly with partner
- Income from trusts No Yes Jointly with partner
- Other No Yes Jointly with partner

ATTACHMENT FOR Q10:
You may be asked to show us proof of your business accounts.

INFORMATION FOR Q10:
In this application form, 'partner' means the person you are married to or in a civil union or relationship with, not a business partner.

If you have a partner they need to complete this information in full on page 12 of this form.

ATTACHMENT FOR Q11:
You may be asked to show us proof of income you have received in the last 52 weeks and details of your income for the last 26 weeks.

11

Did you answer 'Yes' or 'Jointly with partner' to any of the sources of income listed in question 10? If yes, tell us the total amounts that you personally received. (Your partner will need to fill in the amounts that they received in their section of the form.)

No Yes



Tell us the total amounts, for the last 52 weeks

Where did the income come from?	Amounts	
	Before tax	After tax
	\$	\$
	\$	\$
	\$	\$
	\$	\$

HOW TO ANSWER Q12:

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

12

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

No Yes

↓ Please tell us about the type of payment and its value

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

HOW TO ANSWER Q13:

The types of income you need to include here are listed on page 5.

13

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

No

Yes – You will need to let us know when you receive these payments

Tell us about your work in the last 52 weeks

Tell us about your current work

14

Are you working now?

No

↶ Go to question 19

Yes

INFORMATION FOR Q14:

By 'work' we mean any employment for which you get paid or get other advantages for, such as free or subsidised board, payments in kind, or drawings from a business.

HOW TO ANSWER Q15:

If you have more than one job please record details of your other employers on a separate sheet of paper and attach to this form.

For each job include the information asked for in questions 16, 17 and 18.

15

What type of work do you do?

Full-time

Part-time

Casual

Seasonal

Self-employed

Voluntary

HOW TO ANSWER Q16:
If you are self-employed, write the name of your company or business.

16

What is the name of the employer you work for or business you own?

Employer/business name

Employer/business address

Employer/business phone number

Employer/business email and fax

ATTACHMENT FOR Q16:
You may be asked to show us proof of your self-employment earnings.

HOW TO ANSWER Q17:
Include the amount you are paid and also the value of things you get from your employer instead of money.

If your income varies week to week – provide an average (for example, the average of your last four weeks' pay). Include wages, salary and income from your business.

17

How much are you paid each week?

Type of payment (include goods or services)	Amount before tax	Amount after tax
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$

18

How much is taken from your pay each week for any of the following?

Deductions	Amount
KiwiSaver or other superannuation schemes	\$
Student loan	\$
ACC premiums and levies	\$
Other	\$

Please give details below

Tell us about any work in the last 52 weeks

19

Have you had any work in the last 52 weeks that you are no longer doing?

No Yes

HOW TO ANSWER Q20:
If you have had more than one job end in the last 52 weeks please record details of all other employers on a separate sheet of paper.

For each job include the employer's:

- name
- address
- phone number
- email and/or fax, and
- the job's start and end dates.

If you are self-employed, write the name of your company or business.

20

Who did you last work for?

Employer's name

Employer's address

Employer's phone number

Employer's email and/or fax

HOW TO ANSWER Q21:

We need the last date of work to show us the date of your change of circumstance. We may ask for your final payslip.

21

How long did you work there?

Date you started work

Day	Month	Year

Date of last day at work

Day	Month	Year

HOW TO ANSWER Q22:

Holiday pay includes long-service leave payments and termination pay includes payments in lieu of notice.

22

Did you get any of the following payments when you left?

No

Go to question 23

Yes

Please tick the box and write in the before-tax amount

Sick pay

\$

Holiday pay

\$

Termination pay

\$

Redundancy pay

\$

Other

\$

HOW TO ANSWER Q23:

Do not include any of the payments you received in question 22.

23

How much was your pay for the four weeks before you left?

Amount before tax	Amount after tax
\$	\$
\$	\$
\$	\$
\$	\$

Tell us about any ACC payments

24

Are you receiving or do you qualify for earnings-related accident compensation payments from ACC or another workplace accident insurer?

No

Go to question 26

Yes

25

How much are you getting paid?

Weekly		Lump sum	
Before tax	After tax	Before tax	After tax
\$	\$	\$	\$

Tell us about any insurance cover

26

Are you receiving or do you qualify for insurance payments to replace all or part of your income if you cannot work?

No

Go to question 28

Yes

Please write the name of the insurance company or scheme below

27

How much do you get from insurance?

Weekly		Lump sum	
Before tax	After tax	Before tax	After tax
\$	\$	\$	\$

Tell us about your assets

ATTACHMENT FOR Q28:
You may be asked to provide proof of your assets and their value.

28

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

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

29

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

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

HOW TO ANSWER Q30:
Examples of property you do not live in include land, holiday homes, bach/crib, investment properties.

30

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

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

ATTACHMENT FOR Q31:
You may be asked to provide proof of these details.

31

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 with a trust?

32

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

'Involved' means one or more of the following:

- you have set up a trust, usually by making a gift of assets or property
- you have 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



Please write the name of the trust



ATTACHMENT FOR Q32:

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

Are you getting extra income?

33

Are you receiving or do you qualify for a social security benefit, pension or allowance from overseas?

No



Go to question 34

Don't know



Go to question 34

Yes



Please tell us if this information has already been supplied to MSD

No

Yes



INFORMATION FOR Q34 AND Q35:

For Working for Families Tax Credits, Inland Revenue will be able to give you a breakdown of your payments.

34

Do you get family tax credit?

No



Go to question 35

Yes



Please tell us how much you get and how often

Weekly

\$

Fortnightly

\$

Annually

\$

35

Do you get minimum family tax credit?

No



Go to page 18

Yes



Please tell us how much you get and how often

Weekly

\$

Fortnightly

\$

Annually

\$

Tenant 2 or partner of Tenant 1

36

What is your name?

First name and family name or surname

HOW TO ANSWER Q37:

Financial assistance includes New Zealand Superannuation, Veteran's Pension, and any benefit or other payment you receive from Work and Income or StudyLink. As we have this information on your file already, you do not need to tell us about it.

Income other than financial assistance includes payments like those in question 39.

37

Have you received any income other than financial assistance from the Ministry of Social Development over the past 52 weeks?

No



Go to page 18

Yes

38

Has the income we have listed for you changed?

No



Go to page 18

Yes



Please answer all questions 39 to 64

Tell us about income in the last 52 weeks

39

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

- 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, dividends from shares, unit trusts, or managed funds No Yes Jointly with partner
- Payments for members of boards of trustees or local body No Yes
- Family tax credit No Yes Jointly with partner
- Minimum family tax credit No Yes Jointly with partner
- Income from rental properties No Yes Jointly with partner
- Payments from boarders No Yes Jointly with partner
- Paid parental leave No Yes
- Income from caring for a person No Yes
- Maintenance payments No Yes
- Payments from a former partner No Yes
- Scholarship or study grant No Yes
- Overseas pension, benefit or allowance payments No Yes
- Other superannuation or retirement scheme income (government or private) No Yes Jointly with partner
- Income from an estate, if you have inherited money No Yes Jointly with partner
- Income from trusts No Yes Jointly with partner
- Other No Yes Jointly with partner

ATTACHMENT FOR Q39:

You may be asked to show us proof of your business accounts.

INFORMATION FOR Q38:

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

ATTACHMENT FOR Q40:

You may be asked to show us proof of income you have received in the last 52 weeks and details of your income for the last 26 weeks.

40

Did you answer 'Yes' or 'Jointly with partner' to any of the sources of income listed in question 39? If yes, tell us the total amounts that you personally received.

No Yes



Tell us the total amounts, for the last 52 weeks

Where did the income come from?	Amounts	
	Before tax	After tax
	\$	\$
	\$	\$
	\$	\$
	\$	\$

HOW TO ANSWER Q41:

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

41

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

No Yes



Please tell us about the type of payment and its value

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

HOW TO ANSWER Q42:

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

The types of income you need to include here are listed on page 12.

42

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

No

Yes – You will need to let us know when you receive these payments

Tell us about your work in the last 52 weeks

Tell us about your current work

43

Are you working now?

No



Go to question 48

Yes

INFORMATION FOR Q43:

By 'work' we mean any employment for which you get paid or get other advantages for, such as free or subsidised board, payments in kind, or drawings from a business

HOW TO ANSWER Q44:

If you have more than one job please record details of your other employers on a separate sheet of paper.

For each job include the information asked for in questions 45, 46 and 47.

44

What type of work do you do?

Full-time

Part-time

Casual

Seasonal

Self-employed

Voluntary

HOW TO ANSWER Q45:
If you are self-employed, write the name of your company or business.

45

What is the name of the employer you work for or business you own?

Employer/business name

Employer/business address

Employer/business phone number

Employer/business email and fax

ATTACHMENT FOR Q47:
You may be asked to show us proof of your self-employment earnings.

HOW TO ANSWER Q46:
Include the amount you are paid and also the value of things you get from your employer instead of money.
If your income varies week to week – provide an average (for example the average of your last four weeks' pay). Include wages, salary and income from your business.


46

How much are you paid each week?

Type of payment (include goods or services)	Amount before tax	Amount after tax
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$

47

How much is taken from your pay each week for any of the following?

Deductions	Amount
KiwiSaver or other superannuation schemes	\$
Student loan	\$
ACC premiums and levies	\$
Other  Please give details below	\$

Tell us about any work in the last 52 weeks

48

Have you had any work in the last 52 weeks that you are no longer doing?

No  **Go to question 53** Yes

HOW TO ANSWER Q49:
If you have had more than one job end in the last 52 weeks please record details of all other employers on a separate sheet of paper.
For each job include the employer's:

- name
- address
- phone number
- email and/or fax, and
- the job's start and end dates.

49

Who did you last work for?

Employer's name

Employer's address

Employer's phone number

Employer's email and fax

If you are self-employed, write the name of your company or business.

HOW TO ANSWER Q50:

50

We need the last date of work to show us the date of your change of circumstance. We may ask for your final payslip.

How long did you work there?

Date you started work

Day	Month	Year

Date of last day at work

Day	Month	Year

HOW TO ANSWER Q51:

51

Holiday pay includes long-service leave payments and termination pay includes payments in lieu of notice.

Did you get any of the following payments when you left?

No [Go to question 52](#)

Yes [Please tick the box and write in the before-tax amount](#)

<input type="checkbox"/> Sick pay	\$	<input style="width: 150px;" type="text"/>
<input type="checkbox"/> Holiday pay	\$	<input style="width: 150px;" type="text"/>
<input type="checkbox"/> Termination pay	\$	<input style="width: 150px;" type="text"/>
<input type="checkbox"/> Redundancy pay	\$	<input style="width: 150px;" type="text"/>
<input type="checkbox"/> Other	\$	<input style="width: 150px;" type="text"/>

HOW TO ANSWER Q52:

52

Do not include any of the payments you received in question 51.

How much was your pay for the four weeks before you left?

Amount before tax	Amount after tax
\$	\$
\$	\$
\$	\$
\$	\$

Tell us about any ACC payments

53

Are you receiving or do you qualify for earnings-related accident compensation payments from ACC or another workplace accident insurer?

No [Go to question 55](#)

Yes

54

How much are you getting paid?

Weekly		Lump sum	
Before tax	After tax	Before tax	After tax
\$	\$	\$	\$

Tell us about any insurance cover

55

Are you receiving or do you qualify for insurance payments to replace all or part of your income if you cannot work?

No [Go to question 57](#)

Yes [Please write the name of the insurance company or scheme below](#)

56

How much do you get from insurance?

Weekly		Lump sum	
Before tax	After tax	Before tax	After tax
\$	\$	\$	\$

Tell us about your assets

57

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

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

58

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

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

59

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

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

60

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?
	\$	\$
	\$	\$
	\$	\$
	\$	\$

ATTACHMENT FOR Q57:
You may be asked to provide proof of your assets and their value.

HOW TO ANSWER Q59:
Examples of property you do not live in include, land, holiday homes, bach/crib, investment properties.

ATTACHMENT FOR Q60:
You may be asked to provide proof of these details.

Are you involved with a trust?

61

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

'Involved' means one or more of the following:

- you have set up a trust, usually by making a gift of assets or property
- you have 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



Please write the name of the trust

Are you getting extra income?

62

Are you receiving or do you qualify for a social security benefit, pension or allowance from overseas?

No



Go to question 63

Don't know



Go to question 63

Yes



Please tell us if this information has already been supplied to MSD

No

Yes

INFORMATION FOR Q63 AND Q64:

For Working for Families Tax Credits, Inland Revenue will be able to give you a breakdown of your payments.

63

Do you get family tax credit?

No



Go to question 64

Yes



Please tell us how much you get and how often

Weekly

\$

Fortnightly

\$

Annually

\$

64

Do you get minimum family tax credit?

No



Go to page 18

Yes



Please tell us how much you get and how often

Weekly

\$

Fortnightly

\$

Annually

\$

Confirmation of circumstances for income-related rent

Obligations and privacy

Each person who completes this form needs to read and complete the obligations and privacy section.

This part of the application form:

- lists the obligations for the applicant and partner
- explains what will happen if obligations are not met
- includes a signature page for you and your partner (if you have one) to sign
- explains how we protect the information given to us, and what we can do with it.

Obligations

Change in circumstances

I understand that while I'm a social housing tenant with an income-related rent, I must tell the Ministry of Social Development immediately if either my partner (if I have one) or I have changes that might affect my rate of income-related rent.

I understand that I also have to let the Ministry of Social Development know about changes in circumstances of other tenants in my household and their partners that might affect my rate of income-related rent.

I understand that these changes include:

- other people moving in or moving out of the property I am renting
- work situation changes
- relationship changes
- leaving New Zealand for any length of time
- a child that comes into or leaves my/our care
- changes to income or financial circumstances
- receiving other help that changes my situation
- changes in names, contact details, or the name of a child in my/our care
- my partner (if I have one) or I moving out of the property I am renting.

What happens if you don't tell us about changes in your circumstances

I understand that if I don't tell the Ministry of Social Development about changes in circumstances while I'm a social housing tenant and paying an income-related rent, that:

- my rate of income-related rent may be reviewed and go up or down
- I may have to pay the difference between any higher rate of income-related rent that should have been calculated for me and the rate of income-related rent that was calculated for me for any earlier period of time
- I may be prosecuted and fined and/or imprisoned
- I may not have housing that best meets my needs
- I may no longer be eligible for social housing at all.

Privacy Statement

The legislation administered by the Ministry of Social Development allows us to check the information that you give us. This may happen when you apply for social housing and at any time after that. The Privacy Act 1993 means we have to tell you why we collect the information and what we will do with it.

Why we collect information

The information you give us or your social housing provider is collected by the Ministry of Social Development (including Work and Income, Senior Services, StudyLink and other service lines of the Ministry) to administer the Social Security Act 1964, the New Zealand Superannuation and Retirement Income Act 2001, and the Housing Restructuring and Tenancy Matters Act 1992, and in particular for:

- working out if you are eligible for social housing, and your need and priority for housing assistance
- calculating your rate of income-related rent
- working out what type of house you and your family need
- providing housing options and advice and related services
- statistical and research purposes
- providing advice to government
- reviewing benefits/pensions and other assistance.

The information will be held by the Ministry of Social Development and/or your social housing provider.

The Ministry of Social Development and your social housing provider will exchange information about you in order to provide you with your correct rate of income-related rent and the most appropriate type of housing.

The Ministry of Social Development is not involved in the tenant/landlord relationship you have with your social housing provider.

We may contact health providers

The Ministry of Social Development may contact health providers to check any health-related information you give us in relation to the type of housing you need. This may happen if you require a modified home as a result of your or another household member's disability.

We may compare the information you give us with other government-held information

The information you give the Ministry of Social Development or your social housing provider may be compared with information held by other government agencies such as Inland Revenue, the Ministry of Justice, the Department of Corrections, the New Zealand Customs Service, the Department of Internal Affairs, the Accident Compensation Corporation, Ministry of Health and the Ministry of Business, Innovation and Employment. It may also be compared with social security information (for example, pension or benefit information) held by other governments (including Australia and the Netherlands).

We may use your information to give you a better service

The Ministry of Social Development may use other information that you give us or your social housing provider that is not required to assess your eligibility for social housing or income-related rent (for example, your wish to move to other housing or need for other housing assistance) to provide a better service to you.

You have the right to see and correct your information

Under the Privacy Act 1993 you have the right to ask to see all information we hold about you, and to ask us to correct that information.

Signature page for confirmation of circumstances for income-related rent

Tenant 1

By ticking the boxes and signing this form, you agree to meet your obligations.

- I understand that the information I have provided will be used to work out if my rate of income-related rent has changed.
- I have read (or had explained to me) and understand the obligations and privacy statements contained in this form.
- I have read (or had explained to me) and understand what will happen if I don't meet my obligations.
- I understand my responsibility to let the Ministry of Social Development know about any changes in circumstances, including changes in my circumstances or those of my partner (if I have one) and the circumstances of other tenants in my household and their partners, and understand what will happen if I do not do this.
- The information I have provided is true and complete.

Name (print)	Signature	Date						
<input type="text"/>	<input type="text"/>	<table border="1"><tr><td style="width: 20%;"><input type="text"/></td><td style="width: 20%;"><input type="text"/></td><td style="width: 60%;"><input type="text"/></td></tr><tr><td style="text-align: center;">Day</td><td style="text-align: center;">Month</td><td style="text-align: center;">Year</td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>						
Day	Month	Year						

Signature page for confirmation of circumstances for income-related rent

Tenant 2 or partner of Tenant 1

By ticking the boxes and signing this form, you agree to meet your obligations.

- I understand that the information I have provided will be used to work out if my rate of income-related rent has changed.
- I have read (or had explained to me) and understand the obligations and privacy statements contained in this form.
- I have read (or had explained to me) and understand what will happen if I don't meet my obligations.
- I understand my responsibility to let the Ministry of Social Development know about any changes in circumstances, including changes in my circumstances or those of my partner (if I have one) and the circumstances of other tenants in my household and their partners, and understand what will happen if I do not do this.
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Day	Month	Year						

Helper's statement

Complete this if you have helped Tenant 1 to complete this application form.

What is your full name?

First and middle names

Surname or family name

What are your contact details?

Address

Phone number

Tick the box for the statement that applies

I completed this application form at the request of the person applying for income-related rent. They told me they understand what they are signing. The statements and answers I have completed are true and complete as given to me by the person applying.

Helper's signature

Date

Day

Month

Year

Helper's statement

Complete this if you have helped Tenant 2 or the partner of Tenant 1 to complete this application form.

What is your full name?

First and middle names

Surname or family name

What are your contact details?

Address

Phone number

Tick the box for the statement that applies

I completed this application form at the request of the person applying for income-related rent. They told me they understand what they are signing. The statements and answers I have completed are true and complete as given to me by the person applying.

Helper's signature

Date

Day

Month

Year

Signature page for confirmation of circumstances for income-related rent

Tenant 1: please keep this page as your copy.

By ticking the boxes and signing this form, you agree to meet your obligations.

- I understand that the information I have provided will be used to work out if my rate of income-related rent has changed.
- I have read (or had explained to me) and understand the obligations and privacy statements contained in this form.
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		Day	Month	Year

Signature page for confirmation of circumstances for income-related rent

Tenant 2 or partner of Tenant 1: please keep this page as your copy.

By ticking the boxes and signing this form, you agree to meet your obligations.

- I understand that the information I have provided will be used to work out if my rate of income-related rent has changed.
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