Including a partner form

If you have applied for a social housing assessment and your partner is not going to be signing the tenancy agreement, your partner needs to provide some additional information.

What you need to do

You must answer questions 1 – 8.

Your partner must answer questions 9 – 32 in this form.

You both need to:

- read and complete the obligations and privacy section (pages 11 to 12)
- make an appointment with Work and Income
- bring some documents to your appointment. Talk to us if you or your partner do not have the documents, have given them to us recently or if there might be a delay getting them.

What you need to bring

Proof of who you are

Please bring identification that you have given us before, such as a driver licence or passport, or Community Services Card.

What your partner needs to bring

Proof of who your partner is:

If they were born in New Zealand, bring one type of official identification that has their full legal name and their date of birth (for example, their birth certificate, passport, driver licence, firearms licence, deed poll).

If they were born overseas, bring proof that they have a right to live in New Zealand (for example, a citizenship certificate, a New Zealand passport, a passport from another country with residence class visa or proof of permanent residence).

If their name has changed, bring a marriage certificate, deed poll, or other proof of the name change.

Two more documents that help to prove who they are (for example, a marriage certificate, bank statement, phone or power account, driver licence).

A form or letter from Inland Revenue showing their tax number.

Proof of their bank account details, such as a bank statement or deposit slip.

One of the documents your partner brings must be at least two years old.

INFORMATION NOTE:
Documents need to be originals, or copies of documents that have been certified as a **true copy** by a Solicitor/ Lawyer, Notary Public, Registrar of the Court or Justice of the Peace.

What both of you need to bring

Depending on your partner's answers you both may also need to bring the following documents. We also tell you what to bring in the form - look for the 📎:

	For you	For your partner
Proof of your assets and their value.	☐	☐
Proof of payments, if you receive a benefit, allowance or pension from overseas.	☐	☐
Full birth certificates for each dependent child in your care.	☐	
Your marriage or civil union certificate, for your relationship.	☐	
Your business accounts, if you have your own business.	☐	☐
Proof of any before-tax income for the 52 weeks before the application (for example, wages, holiday pay and any other income).	☐	☐
Trust documents, if you are involved in a trust (for example, trust deed, deed of debt, gift statements, accounts).	☐	☐

You must give us all the information we need.

If you do not have all the information we need, talk with us and we may be able to help.

If we find out later that any information you give us is not true, or that you knew information you should have told us and did not tell us, this may affect your eligibility for social housing or your priority on the social housing register. You might need to pay money back, we may impose a penalty, and you could be prosecuted.

Including a partner form

As the applicant you must answer questions 1 to 8.

Tell us about yourself

Write your client number here. It can be found on your Community Services Card.

Client number ☐☐☐ | ☐☐☐ | ☐☐☐

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

Tell us how we can contact you

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

3 Where do you live?

Flat/House number

Street name

Suburb

Town/City

4 How else can we contact you?

Tick the best way for us to contact you

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

Tell us about your partner

Tell us about your partner

5 **What is your partner's full name?**

6 **What is your partner's date of birth?**

Day Month Year

7 **What is your relationship status with your partner?**

Tick one of the following boxes

☐ Married ☐ In a civil union ☐ In a relationship

8 What date did your relationship start?

Day Month Year

Including a partner form

This section must be completed by your partner.

Tell us about yourself

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

Client number ☐☐☐ | ☐☐☐ | ☐☐☐

Write the names you have been known by

ATTACHMENT FOR Q9:
Bring proof of your identity. What you need to bring is explained on page 1.

9 **What is your full name?**

☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other

First and middle names

Surname or family name

10 Is the name on your birth certificate the same as above?

☐ No ↓ **Tell us the name that is on your birth certificate** ☐ Yes

First and middle names

Surname or family name

HOW TO ANSWER Q11:
For example, have you had married names, English names, changes by deed poll, or aliases?

ATTACHMENT FOR Q11:
Bring your marriage certificate, deed poll, or other proof of any name change

11 **Have you ever been known by any other name?**

☐ No ☐ Yes ↓ **Write them all out below**

1.

2.

12 What name would you like us to call you?

☐ The name I wrote in Question 9 ☐ The name I wrote in Question 10

☐ Other ↓ **Write the full name**

Tell us more about you

13 **What date were you born?**

Day | Month | Year

14 **Are you:**

☐ Male ☐ Female

ATTACHMENT FOR Q15: Bring a form or letter from Inland Revenue showing your tax number.

15 **What is your Inland Revenue tax number?**

ATTACHMENT FOR Q16: You will need to provide proof of your bank account details, such as a bank statement or deposit slip.

16 **What bank account would you want your payments to be paid into?**

The account is in the name of:

The account number is:

Bank | Branch | Account number | Suffix

Tell us how we can contact you

17 **Where do you live?**

Flat/House number | Street name

Suburb

Town/City

HOW TO ANSWER Q17: If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

18 **Is your mailing address different from where you live?**

☐ No ☐ Yes **Tell us your mailing address**

HOW TO ANSWER Q18: Mailing address can include a postal box (PO Box), rural delivery details, or C/O address.

19 **How else can we contact you?**

Tick the best way for us to contact you

Home phone	( )	
Mobile phone	( )	
Other phone	( )	
Fax	( )	

HOW TO ANSWER Q19: Please only give us contact details you would like us to use.

20 **Do you agree to get emails from us?**

☐ No ☐ Yes **Tell us your email address** ☐ I don't have an email address

Tell us your ethnicity

INFORMATION FOR Q21:
We collect this information for statistics that we use in research and future development work.

21 **Tick the group(s) you most identify with.**

- [ ] Māori → **Which tribe(s) or iwi?**
- [ ] New Zealand European
- [ ] Niuean
- [ ] Samoan
- [ ] Indian
- [ ] Other European
- [ ] Tokelauan
- [ ] Tongan
- [ ] Chinese
- [ ] Cook Island Māori
- [ ] Other → **Please write below**
- [ ] Do not want to answer

Tell us about your residence status

HOW TO ANSWER Q22:
This means you consider New Zealand your home, you are a legal resident, you usually live here and you intend to stay.

22 **Do you usually live in New Zealand?**

- [ ] No
- [ ] Yes

23 **What best describes your residence status in New Zealand?** Tick only one box.

- [ ] New Zealand citizen by birth — **Go to question 26**
- [ ] Granted New Zealand citizenship — Date citizenship granted Day Month Year — **Go to question 24**
- [ ] Granted permanent residence — Date permanent residence granted Day Month Year — **Go to question 24**
- [ ] Other → **What is your residence status?**

24 **When did you arrive in New Zealand?**

Day Month Year

25 **What country were you born in?**

Tell us about your income and assets

Tell us about income in the last 52 weeks?

26

ATTACHMENT FOR Q26:
Bring a copy of your business accounts.

HOW TO ANSWER Q26:
In this application, 'partner' means the person you are married to or in a civil union or relationship with, not a business partner.

Did you 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	☐ 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 have inherited money	☐ No	☐ Yes	☐ Jointly with partner
Income from trusts	☐ No	☐ Yes	☐ Jointly with partner
Other	☐ No	☐ Yes	☐ Jointly with partner

ATTACHMENT FOR Q27:
You need to show us proof of income you have received in the last 52 weeks.

27

Did you answer 'Yes' or 'Jointly with partner' to any of the sources of income listed in question 26?

☐ No ☐ Yes **Tell us the total before-tax amounts, for the last 52 weeks**

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

HOW TO ANSWER Q28: Other types of payment include advantages such as free or subsidised goods and services (for example, free food, subsidised accommodation).

28 **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 Q29: 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 8.

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

☐ No ☐ Yes **Please write the details below. Tell us the before-tax amounts**

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

Tell us about your assets

ATTACHMENT FOR Q30: You may need to show us proof of your assets and their value.

30 **Do you 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

31 **If you answered 'yes' to any of the assets listed in question 30, please write the details below.**

Type of asset	You	Jointly owned
	$	$
	$	$
	$	$

HOW TO ANSWER Q32: Examples of property you do not live in include, land, holiday homes, bach/crib, investment properties.

32 **Do you 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 Q33: You may be asked to provide proof of these details.

33 **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?

ATTACHMENT FOR Q34:
You will need to show us trust documents; such as the trust deed, deed of debt, gift statements, accounts and so on.

34 **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**

Name of trust

Are you getting extra income?

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

☐ No

☐ Don't know

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

☐ No ☐ Yes

INFORMATION FOR Q36 AND Q37:
For Working for Families Tax Credits, Inland Revenue will be able to give you a breakdown of your payments.

36 **Do you get family tax credit?**

☐ No

☐ Yes **Please tell us how much you get and how often**

☐ Weekly $

☐ Fortnightly $

☐ Annually $

37 **Do you get minimum family tax credit?**

☐ No

☐ Yes **Please tell us how much you get and how often**

☐ Weekly $

☐ Fortnightly $

☐ Annually $

Including a partner
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 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

By signing this form:

- I understand that the information I have provided will be used to work out my eligibility for social housing, my need and priority for social housing assistance, my housing requirements, and to calculate my income-related rent.
- I have read (or had explained to me) and understood my obligations and what will happen if I do not meet my obligations.
- I have read (or had explained to me) and understood the Privacy Statement contained in this form.
- 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.
- I understand that if I have applied for financial assistance for bond and/or rent in advance and if I am eligible at the time of placement, this will be paid to the social housing provider if I accept the offer of a social housing property.
- The information I have provided in this form is true and complete.

Client's name (print)	Client's signature	Date Day Month Year

Partner's name (print)	Partner's signature	Date Day Month Year

If we find out later that any information you gave us is not true, or that you knew information you should have told us and did not tell us, we may stop paying your benefit. You might need to pay money back, we may impose a penalty and you could be prosecuted.