



**Waimate**  
District Council



22 March 2022

## **Community Housing Policy 324**



# CONTENTS

- POLICY OVERVIEW.....3**
- 1.0 Purpose .....3
- 2.0 Scope .....3
- 3.0 Responsibilities .....3
  
- PROCEDURES.....3**
- 4.0 Eligibility Criteria .....3
- 5.0 Application Requirements .....4
- 6.0 Processing of Applications .....4
- 7.0 Tenancy Conditions .....5
- 8.0 Associated Documents .....5
- 9.0 Document Control .....5

## **POLICY OVERVIEW**

### **1.0 Purpose**

- 1.1 To outline the eligibility criteria for the Waimate District Council (WDC) community housing units, and
- 1.2 To outline the requirements for submitting, and mechanism of processing, applications for the aforementioned units.

### **2.0 Scope**

- 2.1 27 WDC-owned residential units, located at Kennedy Crescent, Waimate.

### **3.0 Responsibilities**

- 3.1 The WDC may delegate any of the functions and responsibilities outlined in the present policy to external agencies, where appropriate.

## **PROCEDURES**

### **4.0 Eligibility Criteria**

- 4.1 Maximum of 2 prospective tenants may apply for the same unit.
- 4.2 Where 2 applicants apply for the same residential unit, they must have one of the marital status below:
  - a. Married, or
  - b. De facto relationship, or
  - c. Civil union.
- 4.3 Applicant(s) must be New Zealand citizens or permanent residents.
- 4.4 Applicant(s) must be recipient of one of the following long-term Work & Income welfare benefits:
  - a. New Zealand Superannuation, or
  - b. Veteran's Pension, or
  - c. Disability Allowance.
- 4.5 Applicants must have a present housing need. If an applicant's current accommodation is unsuitable for any reason, such reasons must be outlined and submitted with the application form.

- 4.6 Where an applicant who owns a property becomes a tenant at a WDC community housing unit, then:
- a. The property must be sold or listed for sale within 30 days of mutual signing of the Tenancy Agreement, and
  - b. The WDC is to be advised of either the sale, or the listing, of the property.
- 4.7 Applicants on limited income may be considered on an individual basis, subject to the following conditions:
- a. If approved, tenancy is to be offered on temporary basis only.
  - b. Where a more eligible applicant, as determined by the eligibility criteria, is to be placed in a unit already occupied by a limited income tenant, the temporary tenant will be given a 90-days' notice to vacate the residential unit.
- 4.8 Applicant(s) must be able to care for themselves. A letter of confirmation to that effect, by a registered general practitioner or specialist, must be submitted with the application.
- 4.9 In processing and determining applications, the WDC reserves the right to consider factors beyond the outlined minimum eligibility criteria, as to be able to consider any special circumstances.

## **5.0 Application Requirements**

- 5.1 Applications are to be made either online, via the Tenancy Service portal, or by completing hardcopy forms. (See Section 8) Hardcopy forms are to be directly submitted to the WDC-authorized partner agency, LJ Hooker Waimate, currently located at 83 Queen Street, Waimate 7924.
- 5.2 Applicant(s) are to give consent to the WDC for conducting a credit check for the purpose of assessing tenancy viability.
- 5.3 In order to determine suitability, applicants are to provide either contact details of their current landlords, or, in case of homeowner applicants, a character reference letter.

## **6.0 Processing of Applications**

- 6.1 Where an application is approved but no residential unit is immediately available for occupancy, the applicant will be placed on the WDC residential unit waiting list. In such a circumstance, the applicant will be advised accordingly, including their position on the waiting list.
- a. Where an applicant is to decline 2 offers of tenancy, the applicant may be removed from the waiting list.
- 6.2 Where the responsibility for processing an application is delegated to an external agency, then:
- a. The said agency is to obtain the approval of the WDC's Community & Strategy Group Manager, in their capacity as the owner of the community housing portfolio, on all decisions on submitted applications prior to advising applicants.

- b. Assessment reports are to be made available to the WDC Community & Strategy Group Manager for review.

## 7.0 Tenancy Conditions

- 7.1 A 3-weeks bond and 2-weeks advance rent is required to commence tenancy.
- 7.2 Subletting WDC residential units, in any form, is strictly forbidden.
- 7.3 Review of residential units rent is conducted annually as part of the WDC Fees & Charges review.

## 8.0 Associated Documents

- 8.1 [Pre-tenancy Application Form](#)
- 8.2 [Residential Tenancy Agreement](#)

## 9.0 Document Control

|                                |                                    |
|--------------------------------|------------------------------------|
| Document owner:                | Community & Strategy Group Manager |
| Effective:                     | 22 March 2022                      |
| Previous review date(s):       | 12 March 2019                      |
| Next review date:              | March 2025                         |
| Policy can only be amended by: | Resolution of Council              |
| Council resolution number:     | 2022/30                            |