

Temporary Accommodation Assistance Application

If you need help with this form call us on ☎ **0800 673 227**.

Please read this before you start

If you are a Canterbury homeowner who has had to leave your home as a result of the earthquake, and now face additional accommodation costs, you may qualify for Temporary Accommodation Assistance.

This payment is available to you if you intend to move back to your property once it is repaired or if your property is in the 'Red Zone' and you are eligible to receive a Government Offer. If you are from the 'Red Zone' you must also intend to remain in Canterbury once you have received a settlement from either the Government or your insurance company.

If you receive rent or board from another person occupying your damaged property you will not qualify for Temporary Accommodation Assistance.

What to bring

Please ask for help if:

- you do not have any of the documents we have asked for
- you think there could be a delay in providing this information.

When you apply for Temporary Accommodation Assistance, you will need to complete this application form and provide the following for both you and your partner (if you have one):

- For New Zealand born clients, one form of government-issued documentation stating your full legal name and date of birth (eg your birth certificate, passport, driver licence, firearms licence, deed poll, etc)
- For clients born overseas, proof of your lawful residence in New Zealand (eg New Zealand passport, other country passport with residence visa, citizenship certificate, etc)
- Two more documents supporting your identity. These could include your marriage certificate, bank statement, phone or power account, driver licence, etc)

Note: One of the documents requested above must be at least 2 years old.

- Full birth certificates for your children
- Proof of any name change
- Marriage or civil union certificate (if you have one)
- A form or letter from Inland Revenue showing your IRD (tax) number
- Proof of your temporary accommodation costs
- Proof of bank account details
- Proof of who the affected property is owned by (eg rates demand, Certificate of Title, Trust Deed)
- Proof that you need to vacate your property
- Your house and/or contents insurance policy
- If your insurance policy has not covered temporary accommodation, proof that your property is being rebuilt and that you must move out while this happens
- Proof from your insurance company that cover for temporary accommodation costs has stopped
- If you are from the 'Red Zone', proof that your insurance company did not accept your claim (if applicable).

We prefer to see your original documents. If you bring copies, they need to be certified, which means that the original document was copied, stamped and signed by an officer at Work and Income, a Solicitor or a Justice of the Peace. If you provide copies that are not 'certified', they will not be accepted.

Once you have completed your application, please take it to your nearest Canterbury Earthquake Temporary Accommodation Service, or a Work and Income Service Centre.

Privacy Statement

The legislation administered by the Ministry of Social Development allows us to check the information that you give us in this form.

This may happen when you apply for assistance and at any time after that.

The Privacy Act 1993 requires us to tell you that:

- The information you give us is collected under the authority of the legislation administered by the Ministry of Social Development.
- The information will be held by the Ministry of Social Development.
- The information is collected for the purposes of the legislation administered by the Ministry of Social Development (including Work and Income, Child, Youth and Family and other service lines of the Ministry), and in particular for:
 - granting benefits and other assistance under the Social Security Act 1964
 - statistical and research purposes
 - providing advice to Government
 - care and protection needs of children
 - providing support and services for you and your family.
- The information you give us may be compared with information held by Inland Revenue, the Ministry of Justice, the Department of Corrections, the New Zealand Customs Service, the Department of Internal Affairs, the Accident Compensation Corporation, Housing New Zealand Corporation, Ministry of Health and Immigration New Zealand. It may also be compared with social security information (for example, pension or benefit information) held by other governments (including Australia and the Netherlands).
- Under the Tax Administration Act 1994, if you have dependent children, the information you give us may be shared with Inland Revenue for the purpose of administering Working for Families Tax Credits. Inland Revenue may also:
 - use the information for the purposes of child support, student loans and taxation
 - disclose it to the Department of Labour, Statistics New Zealand, the Ministry of Justice, the Accident Compensation Corporation, and the Ministry of Education
 - disclose your personal information to your partner.
- The information you give us may be shared with other agencies for the purpose of co-ordinating services to assist you or your family with earthquake related temporary accommodation, financial and social needs.
- 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.
- You are not required to give us information, but if you do not give us all the information we ask for, your application for assistance may be declined.

Obligations

Changes in your living situation include:

- marriage or separation
- starting or ending a civil union
- starting or ending a de facto relationship with someone of the same or opposite sex
- change in the number of children supported.

I must tell the Temporary Accommodation Service or Work and Income immediately if either my partner or I:

- receive an offer from the Government
- receive full settlement from the Government and/or my/our insurance company
- there is a change to my/our insurance entitlement for temporary accommodation
- move back into my/our own home or are advised when I/we are able to move back into my/our home
- receive income in respect of the damaged property
- intend to travel overseas
- have changes to personal details (such as name, address or bank account details)
- have changes to my/our living situation
- am imprisoned/held in custody on remand
- have any other changes that may affect my/our assistance.

Important

I understand that:

- if I have made a false statement **or**
- if I have failed to answer all the questions in full **or**
- if I do not tell the Temporary Accommodation Service or Work and Income about changes in my life that might affect my entitlement or rate

then

- my assistance may be reviewed and cancelled **and**
- I may have to pay back the total amount of any overpayment that I have received **and**
- the Temporary Accommodation Service or Work and Income may impose a penalty (up to three times the value of the overpayment) **or**
- I may be prosecuted and fined or imprisoned.

Please check that you have all relevant "What to bring" items on the front of this form.

Additional information

Your client number is:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Information required by

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Day Month Year

Contact name

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Temporary Accommodation Assistance Application

CLIENT NUMBER

**Please read this
before you start**

Please complete all questions – if not applicable write N/A.

Personal details

1. What is your name?

First name(s)

Surname or family name

2. Are you known by or have you used any other names?

No Yes ▶ Please provide details below:

1.

2.

3. Are you: Male Female

4. What do you want to be called?

Mrs Miss Ms Mr No title Other

5. What is your date of birth?

Day Month Year

6. How can we contact you?

Work phone

Home phone

Mobile phone

Email

Fax

Q2 note: Give any other names that you use now or have used in the past (including your maiden name).

Q4 note: Please tick one box to show the title you want to be known by.

Past benefits

7. Have you ever received any type of assistance from Work and Income or had a Community Services Card?

No Yes ▶ What was your client number?

Q7 note: This includes assistance from StudyLink, Income Support or The Department of Social Welfare.

Residency

Q8 note: Tick one box.

8. Indicate which describes your residency situation:

New Zealand citizen (by birth) ▶ Go to Question 12

New Zealand citizen (other) ▶ Go to Question 10
Date of citizenship
Day Month Year

Permanent resident ▶ Go to Question 10
Date permanent residence granted
Day Month Year

Other ▶ Go to Question 9

9. What is your residency status?

Residency – continued

Q12 note: This means that you consider New Zealand your home, you are a legal resident, usually live here and intend to stay permanently.

10. When did you arrive in New Zealand?
Day Month Year

11. Where were you born?

12. Do you usually live in New Zealand?

No Yes

Ethnic group

Q13 note: You don't have to answer this question if you don't want to. This information is for statistics and will be used for research and future development work.

13. To what ethnic group do you believe you belong?

New Zealand Maori ▶ Which tribe(s)/iwi?

New Zealand European Niuean Samoan Indian

Other European Tokelauan Tongan Chinese

Cook Island Maori Other ▶ Please specify below:

Tax number

14. What is your Inland Revenue tax number?

Bank details

Office use only

Verified by

15. What bank account do you want the assistance paid into?

The account is in the name of:

The account number is:

Bank	Branch	Account number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Dependent children currently in your care

Q16 note: Please give the names of any children that you financially support and are living with you as a member of your family, including:

- stepchildren
- children at boarding school
- adopted children
- grandchildren
- mokopuna.

16. Do you have dependent children in your care?

No ▶ Go to Question 17 Yes ▶ Please provide details below:

Child's full name	Date of birth
1 <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Relationship to you	Other parent's name
<input type="text"/>	<input type="text"/>

Child's full name	Date of birth
2 <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Relationship to you	Other parent's name
<input type="text"/>	<input type="text"/>

Child's full name	Date of birth
3 <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Relationship to you	Other parent's name
<input type="text"/>	<input type="text"/>

Child's full name	Date of birth
4 <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Relationship to you	Other parent's name
<input type="text"/>	<input type="text"/>

Partner

Q17 note: A partner is your spouse (husband or wife), your civil union partner, or a person of the same or opposite sex with whom you have a de facto relationship.

17. Do you have a partner?

- No ▶ Are you: Single Living apart/ separated Divorced
 Widowed Civil union dissolved
- Yes ▶ Are you: Married In a civil union In a relationship
▶ Please provide details below:

18. What is your partner's name?

First name(s)

Surname or family name

19. What is your partner's date of birth?

Day Month Year

Property affected by the earthquake



Please provide proof of who owns the property (eg rates demand, Certificate of Title, Trust Deed).

Q21 note: If you live in a rural area, a house number could include:

- RAPID number
- fire number
- emergency services number.

20. Who is the owner of the property?

- I/We own the property (with or without a mortgage)
- The property is owned by a trust
- Someone else owns the property

21. What is the address of the property affected by the earthquake that you are required to move out of?

Flat/house no.

Street name

Suburb

City

22. Is this property in the 'Red Zone'?

- No ▶ Go to Question 29 Yes

23. Are you eligible to receive a Government Offer?

- No ▶ Go to Question 27 Yes

24. Have you received a Government Offer?

- No
- Yes ▶ What is the expiry date of the offer?
- Day Month Year

25. Have you accepted the Government Offer?

- No ▶ Go to Question 27
- Yes

26. Have you already received full settlement from the Government and/or your insurance company?

- Yes No ▶ Who are you waiting on settlement from?
- Government Insurance Company

27. Is your property uninhabitable?


- Yes No ▶ Please explain why you have moved out:

28. Do you intend to remain in Canterbury once you have received a settlement from the Government or your insurance company?

- No Yes

Go to Question 32

Property affected by the earthquake – continued

 You must provide proof that you need to vacate your property. This could be from your insurance company, local authority or an authorised contractor.

Q31 note: An approximate date is sufficient.

29. Why have you had to move out of this address? Please tick all that apply.

- Rebuild
 Land remediation
 Repair to home
 Property uninhabitable

30. What damage occurred to your home which has meant that you need to move out?


Please briefly describe below:

31. Do you intend to move back to your home once it is habitable again?

- No
 Yes ▶ When do you expect to return to your home?

Day
Month
Year

Insurance details

 You must provide proof of your insurance details.

32. What type of insurance do you have on your home?

- House insurance
 Contents insurance
 Neither ▶ Please discuss with the Temporary Accommodation Service

33. Does your insurance policy cover temporary accommodation?

- No ▶ Please discuss with the Temporary Accommodation Service
 Yes ▶ Has your insurance company accepted your claim for temporary accommodation?
 No ▶ Please discuss with the Temporary Accommodation Service
 Yes ▶ When will/did the payments expire?

Day
Month
Year

Temporary accommodation details

Q35 note: Mailing address includes:

- postal box (PO Box)
- rural delivery details
- c/o address.

34. What is the address of your temporary accommodation?

Flat/house no. Street name

Suburb City

35. What is your mailing address (if different from above)?

If you live at a rural address please include your rural delivery details here:

36. What type of temporary accommodation costs are/will you be paying?

Type of costs	How much
Rent	\$
Board	\$
Hotel/Motel	\$
Marae	\$
Other ▶ Please describe the type of costs below:	\$

If you have answered other, please describe the type of costs below:

Please ask your partner to fill in the Partner's Details section on page 7.

Partner's Details

PARTNER CLIENT NUMBER

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Please ask your partner to complete this section and sign page 9.

Personal details

1. What is your name?

First name(s)

Surname or family name

Q2 note: Give any other names that you use now or have used in the past (including your maiden name).

2. Are you known by or have you used any other names?

No Yes ▶ Please provide details below:

1.
2.

3. Are you: Male Female

Q4 note: Please tick one box to show the title you want to be known by.

4. What do you want to be called?

Mrs Miss Ms Mr No title Other

5. What is your date of birth?

Day	Month	Year

Past benefits

6. Have you ever received any type of assistance from Work and Income or had a Community Services Card?

No Yes ▶ What was your client number?

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Residency

Q7 note: Tick one box.

7. Indicate which describes your residency situation:

- New Zealand citizen (by birth) ▶ Go to Question 11
- New Zealand citizen (other)
 Date of citizenship ▶ Go to Question 9
 Day Month Year
- Permanent resident
 Date permanent residence granted ▶ Go to Question 9
 Day Month Year
- Other ▶ Go to Question 8

8. What is your residency status?

9. When did you arrive in New Zealand?

Day Month Year

10. Where were you born?

11. Have you lived in New Zealand continuously for two years at any one time since becoming a New Zealand citizen or permanent resident?

- No ▶ Talk to us about other assistance you may be able to get Yes

Q12 note: This means that you consider New Zealand your home, you are a legal resident, usually live here and intend to stay permanently.

12. Do you usually live in New Zealand?

- No Yes

Ethnic group

Q13 note: You don't have to answer this question if you don't want to. This information is for statistics and will be used for research and future development work.

13. To what ethnic group do you believe you belong?

- New Zealand Maori ▶ Which tribe(s)/iwi?
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- Other European Tokelauan Tongan Chinese
- Cook Island Maori Other ▶ Please specify below:

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■	■	■

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 - use the information for the purposes of child support, student loans and taxation
 - disclose it to the Department of Labour, Statistics New Zealand, the Ministry of Justice, the Accident Compensation Corporation, and the Ministry of Education
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Obligations

Changes in your living situation include:

- marriage or separation
- starting or ending a civil union
- starting or ending a de facto relationship with someone of the same or opposite sex
- change in the number of children supported.

I must tell the Temporary Accommodation Service or Work and Income immediately if either my partner or I:

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- move back into my/our own home or are advised when I/we are able to move back into my/our home
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- if I have failed to answer all the questions in full **or**
- if I do not tell the Temporary Accommodation Service or Work and Income about changes in my life that might affect my entitlement or rate **then**
 - my assistance may be reviewed and cancelled **and**
 - I may have to pay back the total amount of any overpayment that I have received **and**
 - the Temporary Accommodation Service or Work and Income may impose a penalty (up to three times the value of the overpayment) **or**
 - I may be prosecuted and fined or imprisoned.

Important

Client's declaration

The information I have given, or that has been given about me in this application is true and complete. I/We understand the conditions and obligations for receiving this assistance. I am/We are also aware of and understand the Privacy Act statement contained in the applicant's form.

Name (print)

Client's signature

Date

Day	Month	Year

Spouse/partner's name (print)

Spouse/partner's signature

Date

Day	Month	Year

OFFICE USE ONLY

Decision:

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Checklist:

- Rate to pay is correct
- Cancellation date is entered into SWIFTT
- Letter has been prepared for client
- UCVII note completed

Processor's initials

Checker's initials

Processor's signature

Day	Month	Year

Approver's signature

Day	Month	Year

Checker's signature

Day	Month	Year

10%	100%	Critical data

Bring up

B

F

Day	Month	Year