

Rotorua District Council
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Rotorua Mail Centre
Rotorua, 3046
New Zealand
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Dear Applicant

APPLICATION CHECKLIST PROCESS

Thank you for applying for Rotorua District Council Housing for the Elderly.

For Council to consider your application, please ensure that you complete all of the required items on the checklist.

Please Note: Your application will be *returned to you un-processed* if any questions are unanswered and the relevant information/documents needed are not enclosed with the application.

Checklist

- Meet the criteria of 55+ on a sickness benefit or 60+ on a permanent benefit.
- Provide evidence of date of birth
- Provide evidence of New Zealand residency (if required)
- All income details are declared—including type of benefit (copy of confirmation from WINZ, is attached) and all other income received.
- All assets are declared. If property has been sold in the past five years, then enclose a copy of the final settlement statement.
- Details of existing accommodation costs: supply confirmation amount of rental/ board currently paid
- A landlords reference is enclosed
- Next of Kin is identified, including name, address and phoned number and relationship to you.
- Completed Medical Statement
- You have signed the application form in front of a Justice of the Peace or a duly authorised person.

Once you have checked off all the tick boxes please return your application form to the Rotorua District Council, Community Policy and Resources Department.

Kind Regards,

Carole Parker
Community Services Officer
Phone: 07 348 4199 extn: 8115
Fax: 07 350 0206