



**Thank you for your interest in Council's Housing Units.**

**The following items are contained for your information:**

- **General information paper**
- **Electricity suppliers contact details**
- **Application form for a Council Housing Unit**
- **Tenancy Agreement**

Thank you for requesting an information/application pack for a Council Housing Unit.

Please read the information fully.

Fill in the application forms and have both declarations (statutory and privacy) signed by a Justice of the Peace.

You will require two references.

If elderly, you will also require a letter from your GP indicating your state of health and that you are safe to live alone.

The application, references and GP letter should be sent back to the Community Services Coordinator for processing.

A letter will be sent to you when our checks have been completed.

If you wish to view our Council Housing Units please ring me to arrange an appointment on 03 4190200

Viewing will also be determined if we have a vacant unit at the time.

**Loesje Morrison**  
**COMMUNITY SERVICES COORDINATOR.**



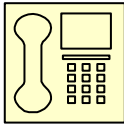
## **AGREEMENTS**

Attached is a sample of the tenancy agreement for the units. The agreement is in accordance with the Residential Tenancies Act 1986. A copy of the completed agreement will be supplied to the tenant.



## **LOCKS**

The tenant is not to change any locks at the units. Council holds master keys for access to the units in the event of an emergency. Spare keys can be arranged by contacting the nearest Service Centre.



## **TELEPHONE**

All units have telephone cabling provided. However, if the tenant requires a telephone, it is their responsibility to arrange for the connection and disconnection of the service. Payment of all accounts is also the responsibility of the tenant.



## **ELECTRICITY**

The tenant shall be responsible for the electricity account.



## **MOTOR VEHICLES**

Some of the locations provide offstreet parking and limited covered parking. The allocation of parking space is on a first served, first come basis. The covered parking is charged at \$5 per week. Please indicate in your application if you require allocation of a covered park.

For those locations without offstreet parking, the tenants are requested not to park their vehicles on the grass in order to prevent damage to the ground, especially during winter.



## **GROUNDS MAINTENANCE**

The Council has arranged for contractors to undertake the maintenance of the grass and some gardens. The tenant is free and encouraged to maintain and plant the gardens surrounding the unit.

Any items of maintenance required on the grounds can be reported to the nearest service centre for the appropriate action.



## **GENERAL MAINTENANCE**

Council conducts annual inspections to ascertain what the maintenance requirements are for each unit. This inspection also allows Council to check and update future maintenance plans.

Council will undertake most of the maintenance on the units and contractors will be engaged to do the maintenance. Should your unit require attention please contact the nearest Service Centre to advise them of your requirements.

The replacement of light bulbs is the responsibility of the tenant.

When the unit is vacated it will be inspected to check for any damage and the general cleanliness.



**If you require any information relating to the availability of units, facilities and rent, please contact your nearest Council office.**

<b>Lawrence Service Centre</b>	5 Peel St, Lawrence Ph: 03 485 9909 Fax: 03 485 9013
<b>Milton Service Centre</b>	124-126 Union St, Milton Ph: 03 417 8109 Fax: 03 417 8332
<b>Tapanui Service Centre</b>	Suffolk Street, Tapanui Ph: 03 204 8306 Fax: 03 204 8302
<b>Main Office (Balclutha)</b>	1 Rosebank Terrace, Balclutha Ph: 03 419 0200 Fax: 03 418 3185
<b>Office hours Monday to Friday</b>	8.30am to 5.00pm



The following two companies supply electricity to the Clutha District.

To have your electricity connected, please contact your preferred supplier on their freephone number.

<b>Company</b>	TrustPower Limited	Meridian Energy Limited
<b>Address</b>	Private Bag 12023, Tauranga	PO Box 345, Oamaru
<b>Telephone</b>	07 574 4800	0800 463 743
<b>Facsimile</b>	07 574 4843	0800 263 743
<b>Freephone</b>	0800 87 87 87	0800 463 743
<b>Email</b>	<a href="mailto:trustpower@trustpower.co.nz">trustpower@trustpower.co.nz</a>	<a href="mailto:info@meridianenergy.co.nz">info@meridianenergy.co.nz</a>
<b>Website</b>	<a href="http://www.trustpower.co.nz">www.trustpower.co.nz</a>	<a href="http://www.meridianenergy.co.nz">www.meridianenergy.co.nz</a>

<b>Company</b>	Contact Energy
<b>Address</b>	PO Box 624, Wellington
<b>Telephone</b>	0800 80 9000
<b>Facsimile</b>	0800 365 200
<b>Email</b>	<a href="mailto:help@contactenergy.co.nz">help@contactenergy.co.nz</a>
<b>Website</b>	<a href="http://www.contactenergy.co.nz">www.contactenergy.co.nz</a>

**Application for a Council Housing Unit  
'CONFIDENTIAL'**

**Clutha**  
District Council



**1. Applicant's details:**

Applicant's full name:

Date of Birth:

Applicant's address:

Marital Status:

**Spouse/Partner information:**

Name:

Date of Birth:

Contact Telephone:

**2. Accommodation required** - Please indicate the location of the units you wish to apply for:

Balclutha – Argyle Street ...	<input type="checkbox"/>	Lawrence	<input type="checkbox"/>
Balclutha – Naish Court	<input type="checkbox"/>	Milton – Elderlee Street	<input type="checkbox"/>
Balclutha – Toshvale	<input type="checkbox"/>	Milton – Spencer Street	<input type="checkbox"/>
Clinton	<input type="checkbox"/>	Tapanui	<input type="checkbox"/>
Kaitangata	<input type="checkbox"/>	Waihola	<input type="checkbox"/>
Owaka	<input type="checkbox"/>		

You may wish to apply for more than 1 location

**3. Existing accommodation** - Are you:

Renting	<input type="checkbox"/>	Boarding	<input type="checkbox"/>
Living in own home	<input type="checkbox"/>	In emergency accommodation	<input type="checkbox"/>
Or other	<input type="checkbox"/>	... please state:	<input type="text"/>

If you have lived at this address for less than five years, please give details of previous addresses in order and approximate time at each for last five years:

1<sup>st</sup> previous:

2<sup>nd</sup> previous:

3<sup>rd</sup> previous:

If you are in accommodation other than your own home, please state:

Landlord's Name:

Landlord's Address:

**4. Medical**

If elderly, a doctor's note is required with your application, indicating your ability to look after yourself and remain safe. Please attach where necessary.

<b>5. Other details</b>	
<b>Are you:</b>	
Retired	<input type="checkbox"/>
Beneficiary	<input type="checkbox"/>
Employed	<input type="checkbox"/>
..... Name of employer:	<input style="width: 100%;" type="text"/>
... No. of years with employer:	<input style="width: 100%;" type="text"/>
.....Employer's address:	<input style="width: 100%;" type="text"/>
...If less than 5 years, name of previous employer:	<input style="width: 100%;" type="text"/>
..... No. of years with previous employer:	<input style="width: 100%;" type="text"/>
.....Previous employer's address:	<input style="width: 100%;" type="text"/>
<b>Next of Kin</b>	
Name:	<input style="width: 100%;" type="text"/>
Address:	<input style="width: 100%;" type="text"/>
Contact number:	<input style="width: 100%;" type="text"/>
<b>Solicitor or Trustee</b>	
Name:	<input style="width: 100%;" type="text"/>
Address:	<input style="width: 100%;" type="text"/>
Contact number:	<input style="width: 100%;" type="text"/>
<b>6. Statutory Declaration</b>	
I / We (full names):	<input style="width: 100%;" type="text"/>
Of (full address):	<input style="width: 100%;" type="text"/>
Occupation:	<input style="width: 100%;" type="text"/>
do solemnly and sincerely declare that all statements made and all particulars contained in the foregoing application are, to the best of my/our knowledge, information and belief, true, full and correct in each and every particular, and I/we make the solemn declaration conscientiously believing the same to be true, and under and by virtue of the oaths and declarations Act 1957.	
<b>Signature(s):</b>	<input style="width: 100%; height: 40px;" type="text"/>
<b>Declared at</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>This</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Year</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Day of</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Before me</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>A solicitor of the High Court of New Zealand</b>	
<b>A Justice of the Peace</b>	

## 7. Privacy Declaration

I / We (full names):

The applicant(s) by signing below specifically agree and acknowledge with Clutha District Council as follows:

1. That Clutha District Council hereby informs me that it may disclose to a credit reporting agency certain personal information about me including: information contained in this application; my identification; the amount of credit applied for; payments which may become more than 60 days overdue; advice that payments are no longer overdue; a serious infringement which Clutha District Council believes I have committed.
2. The Clutha District Council is assessing this application and any later request for a credit limit increase, may obtain from a credit reporting agency a credit report containing personal credit information about me and, a credit report containing information about my commercial activities or commercial credit worthiness.
3. Clutha District Council may give to and obtain from any third party, information about my personal or commercial credit arrangements including information about my credit worthiness, credit standing, credit history or credit capacity for the particular purpose for which the information is required.

Signature(s):

Declared at

This

Year

Day of

Before me

**A solicitor of the High Court of New Zealand**

**A Justice of the Peace**



# Tenancy Agreement

**Clutha**  
District Council



Landlord's Name:	<input type="text"/>		
Address for Service:	<input type="text"/>		
Phone (day):	<input type="text"/>	Phone (night):	<input type="text"/>
Landlord's Agent:	<input type="text"/>		
Landlord's Address for Service:	<input type="text"/>		
Tenant's Name:	<input type="text"/>		
Alternative address for Service (if other than tenancy address):	<input type="text"/>		
Address of rented premises:	<input type="text"/>		
The landlord and the tenant agree that:			
1. This tenancy shall commence on:	<input type="text"/>		
2. The rent shall be	\$ <input type="text"/>	per week.	
3. Two weeks rent to be paid on collection of key totalling:	<input type="text"/>		
a. Rent payments will commence the following week on:	<input type="text"/>		
b. The tenant agrees that if payment of rental lapses into arrears, the two weeks rental taken at the time of uplifting keys be automatically put towards rent owed.			
4. The rent shall be paid at the following place or into the following bank account number:	<input type="text"/>		
5. No smoking inside the unit.			
6. The tenant shall not assign (transfer) or sublet the tenancy or any of the chattels, without first gaining the Landlord's written permission.			
7. The tenant shall be liable for any damage/cleaning costs incurred upon vacating the flat.			
8. This tenancy is subject to the Residential Tenancies Act 1986.			
9. The grounds attached to the premises will be subject to any right of access to any other premises.			
10. Pets - small pets may be allowed upon written application and at the discretion of the Community Services Coordinator. Please note that this privilege may be terminated if:			
(a) an animal is deemed to become a nuisance to neighbours; and			
(b) the animal is found to be damaging or soiling Council Housing units (NOTE: Any damage caused by a pet will be repaired by the Council at the Tenant's cost); and			
(c) the dog is not on a lead or under owner control at all times within the council complex; and			
(d) the dog fouls in a public area and is not cleaned up by the owner as soon as practicable; and			
(e) a current registration is not maintained for dogs at all times.			
11. Maximum number living at tenancy is:	<input type="text"/>		
12. Where more than one tenant is living in the tenancy, all tenants are to be jointly and severally liable for all rent, damage, etc.			
<b>Landlord:</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>
<b>Tenant:</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>

Clutha District Council, 1 Rosebank Terrace, PO Box 25, Balclutha 9240  
P: 03 419 0200; F: 03 418 3185; E: [help.desk@cluthadc.govt.nz](mailto:help.desk@cluthadc.govt.nz)  
[www.cluthadc.govt.nz](http://www.cluthadc.govt.nz)

## RESIDENTIAL TENANCY AGREEMENT

### Rights and responsibilities

This is an outline of the provisions of the Residential Tenancy Agreement between Council and the Tenant. For more information you should contact Loesje Morrison, Clutha District Council.

#### 1. Agreement

- 90 days' notice in writing must be given for any increase in rent
- Shall not be increased within 180 days of the start of the tenancy or the last rent increase.
- Receipts must be given, except where rent is paid by automatic deduction, by not-negotiable personal cheque, or into a bank account operated exclusively for the tenancy.
- Receipts must state
  - a. The amount and the nature of the payment
  - b. The date of payment
  - c. The address of the premises
  - d. The name of the person who made the payment
- Two weeks rent in advance will be paid on collection of keys. Rent/balance owing to the tenant at time of vacating the premises will be released when:
  - a. The premises has been inspected and left to the satisfaction of the landlord.
  - b. Any damages incurred by the tenant are paid for.

#### 2. Responsibilities

The landlord shall:

- Provide and maintain the premises in a reasonable condition
- Allow the tenant quiet enjoyment of the premises
- Comply with all building, health and safety standards so far as they apply to the premises.
- Pay rates, insurance and land tax.

The tenant shall:

- Pay the rent
- Keep the premises clean and tidy and notify the landlord of any repairs needed.
- Pay electricity and telephone.
- **Not damage or permit damage to the premises. Any damage incurred by the tenant will be charged to the tenant.**
- Not disturb the neighbours or the landlords other tenants.
- Not make alterations to the premises without the landlords' written consent.

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- **Leave the property clean and tidy. Any cost incurred by the landlord to clean the premises when vacated will be charged back to the tenant.**
- **Clear the property and outside areas of all rubbish and tenants possessions. Any cost incurred to clear rubbish and dispose of the rubbish will be charged back to the tenant.**
- Not exceed any limit set by the landlord on the number of occupants in the premises.
- Be responsible and liable for the actions of other people on these premises.

### **3. Right of entry**

The landlord shall enter the premises only:

- with the tenants consent at the time of entry
- in an emergency
- Between 8am and 7pm after 24 hours' notice for repairs or maintenance.
- Between 8am and 7pm after 48 hours' notice for an inspection.

### **4. Subletting and Assignment**

- The landlord may limit the number of people who reside in the premises.

### **5. Locks**

Neither the landlord nor the tenant shall change the locks without the consent of the other party.

### **6. Notice of Leave**

The landlord shall give 90 days' notice, unless vacant possession is required for

- Sale
- Occupation by the landlord or a member of the landlords family, or
- Providing this has been agreed at the start of the tenancy for an employee of the landlord in which case 42 days' notice can be given.
- The tenant shall give the landlord 21 days' notice in writing.

### **7. Termination of Tenancy**

The landlord may apply to the tenancy Tribunal for a termination order where:

- The rent is 21 days in arrears
- The tenant has caused or threatened to cause substantial damage to the premises.
- The tenant has assaulted, or threatened to assault the landlord, a member of the landlords' family, or a neighbour.
- The landlord has given the tenant reasonable notice of not less than 10 working days to rectify a breach of the Tenancy Agreement and the tenant has not complied with the notice.

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## 8. Disputes

In the case of any dispute or breach of the Tenancy Agreement the landlord, and/or the tenant can make an application to the Tenancy Tribunal. Generally such application will be referred to a Tenancy Mediator, who will be available to help resolve the problem.

## 9. Motor Vehicles

Some of the locations provide off street parking and limited covered parking. The allocation of parking space is on a first come first served basis. The covered parking is charged at \$5.00 per week. Please indicate in your application if you have a car and require a covered park. For those locations without off street parking, the tenants are requested not to park their vehicles on the grass. Visitors parking cars on the grass is prohibited.

## 10. Ground Maintenance

The Council has contractors to undertake the maintenance of the grass and some gardens. Tenants are free and encouraged to maintain and plant the gardens surrounding the unit. Please notify Council if you do not wish to maintain the garden or it has become too difficult to maintain.

## 11. Maintenance

Council will undertake most of the maintenance on the units and contractors will be engaged to do the maintenance. Should your unit require attention please contact the nearest service centre to advise them of your requirements.

The replacement of light bulbs is the responsibility of the tenant.

When the unit is vacated it will be inspected to check for any damage and the general cleanliness. (item 2 will apply)

## 12. No Smoking

Smoking is prohibited in all Council Housing Units. Failure to comply may result in the tenancy being terminated.

**I acknowledge that I have read and understood the above tenancy agreement between Council and myself the tenant.**

Tenant:		Date
Landlord:		Date: