



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**

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.



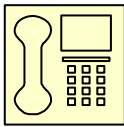
AGREEMENTS

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.

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

Company	TrustPower Limited	Meridian Energy Limited
Address	Private Bag 12023, Tauranga	PO Box 345, Oamaru
Telephone	07 574 4800	0800 463 743
Facsimile	07 574 4843	0800 263 743
Freephone	0800 87 87 87	0800 463 743
Email	trustpower@trustpower.co.nz	info@meridianenergy.co.nz
Website	www.trustpower.co.nz	www.meridianenergy.co.nz

Company	Contact Energy
Address	PO Box 624, Wellington
Telephone	0800 80 9000
Facsimile	0800 365 200
Email	help@contactenergy.co.nz
Website	www.contactenergy.co.nz