

KiwiSaver First-Home Deposit Subsidy

# **PRE-APPROVAL/APPROVAL APPLICATION FORM**

and KiwiSaver First-Home Withdrawal

# **DETERMINATION FOR PREVIOUS HOME OWNER FORM**

**We recommend you read the guidance below before filling in this form.**

# Guidance for completing an application for KiwiSaver First-Home Deposit Subsidy and First-Home Withdrawal

For further details on the deposit subsidy and the savings withdrawal, see the brochure "Buying your first-home with KiwiSaver", available from Housing New Zealand. Visit [www.hnzc.co.nz/kiwisaver](http://www.hnzc.co.nz/kiwisaver) or call **0508 935 266**.

## Note 1. KiwiSaver First-Home Deposit Subsidy

The deposit subsidy is a payment of \$1,000 for each year of contribution to your KiwiSaver scheme, complying fund or exempt employer scheme for at least three years, up to a maximum of \$5,000, after you have contributed for five years.

Please note that if eligible, this subsidy is paid to your solicitor **on settlement day only**. If you live in the house you have bought for a minimum of six months, the subsidy does not have to be paid back. If you move out before the six months, you will be required to pay the subsidy back.

Housing New Zealand Corporation administers the deposit subsidy on behalf of the Government and applications should be sent directly to Housing New Zealand. You can also apply for pre-approval. This happens if you have not found a house or land to build on, but want to find out if you are eligible before you start house/land hunting. Pre-approval expires 180 days after it has been granted.

## Note 2. KiwiSaver First-Home Withdrawal

After three years of membership of a KiwiSaver scheme or complying fund; members may be able to withdraw all, or part, of their savings, any employer contributions and all investment returns to put towards buying their first-home. Government contributions are not paid out in the savings withdrawal. This includes the \$1,000 kick-start when you first join.

Not all complying superannuation funds permit withdrawals for this purpose, so you will need to discuss this with the trustees of the complying fund you belong to.

If you are a first-home buyer, please contact your KiwiSaver or complying fund provider to apply. If you are a previous home owner you will still need to apply through your scheme provider; however Housing New Zealand will need to determine whether you meet the eligibility criteria.

## Note 3. Previous home owners

Previous home owners may apply for both the deposit subsidy and the savings withdrawal. Housing New Zealand administers the deposit subsidy. If you are a previous home owner wanting the savings withdrawal you will still need to apply through your scheme provider; however Housing New Zealand will need to determine whether you meet the eligibility criteria below:

- You have not received the first-home deposit subsidy and/or withdrawal before
- You do not have realisable assets totalling more than 20 percent of the house price cap for the area you are buying in. See note 4 for price caps. Realisable assets are belongings that you can sell to help pay for your house. For example if you were buying

a house in the \$300,000 cap area, your realisable assets cannot be worth more than \$60,000. Housing New Zealand considers the following to be realisable assets:

- Money in bank accounts (including fixed and term deposits)
  - Shares, stocks and bonds
  - Investments in banks or financial institutions
  - Building society shares
  - Boat or caravan (if the value is over \$5,000)
  - Other vehicles (such as classic motorbikes or cars – not being used as your usual method of transport)
  - Other assets valued over \$5,000
  - Money already paid to a real estate agent.
- You meet the income cap (see note 14) and house price caps (see note 4).

## Note 4. Maximum house price areas:

Buying a house within the maximum house price caps. The house price caps are **\$485,000** for Auckland, **\$425,000** for Wellington City and Queenstown Lakes District, **\$400,000** for Christchurch City and Selwyn District, **\$350,000** for Hamilton City, Tauranga City, Western Bay of Plenty, Thames/Coromandel, Kapiti Coast, Porirua City, Hutt City, Upper Hutt City, Tasman/Nelson and Waimakariri and **\$300,000** for all other areas.

## Note 5. Regular minimum contributions:

To be eligible for the deposit subsidy you must have contributed at least the minimum percentage of your **total** income to a KiwiSaver scheme, complying fund or exempt employer scheme for at least three years. (From 1 July 2007 to 31 March 2009 the minimum contribution was 4 percent of your income, 4 percent of minimum wage for non-earners or 4 percent of your yearly benefit for beneficiaries. From 1 April 2009, the minimum contribution was reduced to 2 percent of your income, 2 percent of minimum wage for non-earners or 2 percent of your yearly benefit for beneficiaries. From 1 April 2013, the minimum contribution was increased to 3 percent of your income, 3 percent of the minimum wage for non-earners or 3 percent of your yearly benefit for beneficiaries)

The contribution periods may change. For example you may have been a paid employee for one year, and then self-employed for two years. This is acceptable as long as you were contributing the minimum contribution during both those periods, and they both add up to at least three years. This three year period can be longer than a calendar period, but must add up to three years.

You must include a full transactional statement of your contributions to KiwiSaver. Employed workers should preferably supply a print out statement from "My KiwiSaver" from [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz) (See Note 16 for more details). Self-employed applicants should contact their KiwiSaver provider to obtain a detailed statement.

### Note 6. Deposit requirement:

To be eligible for the KiwiSaver deposit subsidy, buyers must have a deposit that is equal to or in excess of 10% of the property purchase price. This can be made up from your KiwiSaver savings withdrawal, your KiwiSaver deposit subsidy approval/pre-approval amount, money in the bank or already paid to a real estate agent and an amount gifted by a family member, as verified by a gifting certificate.

### Note 7. Regular minimum contributions for non-earners and beneficiaries:

#### *Evidence of a regular savings habit*

KiwiSaver members who do not contribute regularly because they are not earning are eligible for the deposit subsidy if they meet the following minimum regular contribution requirements:

#### *Non-earners*

If you are a non-earner you must contribute at least the minimum percentage of the minimum wage to a KiwiSaver scheme, complying fund or exempt employer scheme for at least three years. (From 1 July 2007 to 31 March 2009 the minimum contribution was 4 percent of the minimum wage. From 1 April 2009, the minimum contribution was reduced to 2 percent of the minimum wage. From 1 April 2013 the minimum contribution was increased to 3 percent of the minimum wage.)

#### *Beneficiaries*

If you are a beneficiary, you must contribute at least the minimum percent of your yearly benefit (before tax). (From 1 July 2007 to 31 March 2009 the minimum contribution was 4 percent of your yearly benefit. From 1 April 2009, the minimum contribution was reduced to 2 percent of your yearly benefit. From 1 April 2013 the minimum contribution was increased to 3 percent of your yearly benefit.)

### Note 8. Contribution holidays:

KiwiSaver members, who have contributed to their scheme for 12 months or more, can take a "contribution holiday". This is a break in contributions that can last between three months and five years. Inland Revenue can approve contribution holidays of less than three months in special circumstances. You can take as many contribution holidays as you like. Payments can still be made during a contribution holiday.

Note that contribution holidays will extend the time to qualify for a deposit subsidy by the length of the break(s) in payments. For example, if a KiwiSaver member takes a 12 month contribution holiday then the qualification period for the deposit subsidy will extend by 12 months.

### Note 9. Type of property and land eligible for first-home deposit subsidy

There are four types of property and land ownership arrangements the deposit subsidy can be used to buy. These are:

Type of land (estate in land)	Description
Fee simple	Owners of the land are entitled to unrestricted use of the land and may dispose of the land in any way they wish (subject to the relevant laws).
Stratum estate freehold and leasehold	Common type of ownership for apartments. An undivided portion of a larger property is owned collectively and a smaller portion (the apartment or unit) is owned exclusively.
Cross-lease (freehold and leasehold)	Ownership of the land is shared and each owner leases their house from the other landowners. The cross lease agreement outlines the rights and obligations of each owner.
Leasehold land	The owner of the land with a fee simple title enters into a legal agreement (lease) to transfer the right to use the land to another person for a certain amount of time. The lease will detail the conditions including payment of rent to the landowner and the lease may be registered against the land title.

### Note 10. Buying land to build on

You can use the deposit subsidy to buy land to build a house on. To do so you need to meet the following criteria:

- You have the house built within 12 months of purchase of the land. (You will need to supply a code compliance certificate to show that this has been done.)
- You will live in the house for at least six months from the code compliance certificate issue date.
- You have funding for the construction of the building.
- The total cost of both the land and the house is within the house price caps. See note 4 for details on the house price caps. Please provide a fixed price contract to show this.
- The land or site is ready to build on.

### **Note 11. “Schemes”**

We recommend that before you apply for a deposit subsidy or a savings withdrawal, you re-familiarise yourself with KiwiSaver. It would be helpful to check what type of scheme you belong to, who your scheme provider is, how long you have been contributing to a scheme and how much you have been contributing. You can talk to your employer, check any statements you may have received from your provider, or talk to KiwiSaver direct on **0800 549 472**.

#### *KiwiSaver scheme*

Retirement savings scheme providing members with a \$1,000 kick start and annual member tax credits from Government. Members choose to pay 3 percent, 4 percent or 8 percent of salary or wages and the employer is required to pay 3 percent. The scheme name will include the word KiwiSaver.

#### *Complying fund*

A registered employer sponsored superannuation scheme which allows members to choose to lock in a percent of their salary into an account which may be accessed on the same terms as for a KiwiSaver Scheme. Members should contact their fund providers to find out if withdrawal is permitted. The member may also continue to contribute to an unlocked account. Members do not get a \$1,000 kick start contribution from the Government when you sign up.

#### *Exempt employer scheme*

An employer sponsored superannuation scheme which does not require a member to lock in any member contributions as required by KiwiSaver Schemes but does provide members with access to the deposit subsidy. New employees will be offered this scheme instead of KiwiSaver when they join the employer. They do not get the Government \$1,000 kick start contribution or annual member tax credits.

### **Note 12. Code compliance certificate**

A code compliance certificate is a certificate under the Building Act that shows that building work has been completed against an application of a building consent – you have built what you have said you would build.

### **Note 13. Processing timeframes**

Pre-approval/approval applications will be assessed within seven working days of Housing New Zealand receiving them (provided they are complete). The payment of the deposit subsidy will take up to four weeks from Housing New Zealand receiving the application and has to be made on settlement date. Applications that are not submitted four weeks before settlement may not be approved.

### **Note 14. Income and how to get certificate of income**

We require income details for each named purchaser, to assess if they meet the income cap criteria\*. The income details we require is the clarification of your income earned over the **last 12 months**. For proof of earnings, we prefer print out statements from Inland Revenue. This is an online tool on the **www.ird.govt.nz** website that allows you to view your earnings. You can register for this online giving you access to your information anytime. If you are an employed worker, this can be provided by your employer in a simple letter on company letterhead, clearly showing what you have earned in the **last 12 months**. You must also supply your last two months' worth of pay slips. If you are self-employed, you must produce financial statements/accounts for the period you have contributed to KiwiSaver. This should also be supported by copies of any personal tax returns and IR3 copies.

Please note that submitting documents that cover the IRD tax year is not sufficient, as it may not cover the period you are applying for. Even if you earn no income, we require evidence of this. For details on how to produce these certificates, go to **www.hnzc.co.nz/kiwisaver**

Income cap criteria

- \* Have earned an income of \$80,000 (before tax) or less in the last 12 months for a single buyer
- \* Have earned a combined income of \$120,000 (before tax) or less in the last 12 months, for two or more buyers

### **Note 15. Sale and purchase agreement**

Please note that all conditional/unconditional sale and purchase agreements must only be in the names of the buyer(s) and that we will not accept agreements that include “and/or nominee” in addition to a named buyer. Additionally, properties being bought in the name of a family trust will not be accepted. The KiwiSaver member must be one of the named buyers of the property. You must provide a full copy of the agreement that has been signed by both the vendor(s) and the purchaser(s).

### **Note 16. My KiwiSaver**

For proof of contributions, we prefer print out statements from “My KiwiSaver.” This is an online tool on the **www.kiwisaver.govt.nz** website that allows you to view your balances and transactions for your KiwiSaver account. You can register for free and access your information anytime. For details on how to produce these statements, go to **www.hnzc.co.nz/kiwisaver**. If you are self employed you will need to speak to your KiwiSaver provider.

## APPLICATION CHECKLIST

Please use the checklist below to ensure you have all the required supporting documents for your application and have enough time to meet the timeframe required. Apply for a pre-approval if you have not found a house or land to build on, but want to find out if you are eligible before you start house/land hunting. The pre-approval expires after 180 days.

You can skip that process and apply for the deposit subsidy directly if you have already found a house or land, and have a conditional or unconditional sale and purchase agreement. If you do not supply all the required supporting documents, this will delay your application being processed.

- Proof of all income earned:
- Certificate of income for the last 12 months if employed or if you are a non-earner or beneficiary; or
  - Copies of financial statements (IR3 Confirmations) and tax returns for the time you have been a member of KiwiSaver, if self-employed; and/or if applicable
  - Proof of income earned in the last 12 months for those buying the property with you.

Note: we prefer the Inland Revenue certificates of income that can be found at [www.ird.govt.nz](http://www.ird.govt.nz). See note 14.

- Full transactional statement that shows all contributions made towards your KiwiSaver scheme account. If employed, we prefer the statements from "My KiwiSaver" from [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz). See note 16.
- A photocopy of your passport, birth certificate or driver's licence in the name you are applying in. Note if the name on your application is different to your ID, you will need to supply a proof of name change such as a marriage certificate.
- If applicable, a copy of the agreement for sale and purchase that clearly identifies all purchasers and that also clearly states the KiwiSaver member as a purchaser. Please note that any agreement in the name of a trust or company or that has "and/or nominee" is not acceptable.
- Your last two months' worth of payslips.
- Have you provided Housing New Zealand enough time to process your application?  
We require four weeks from receiving your application through to subsidy payment, which can only be paid on settlement day.

### PLEASE TICK THE APPROPRIATE BOX FOR YOUR SITUATION AND WHAT YOU ARE APPLYING FOR

*Note that pre-approval/approval applications will be assessed within **seven** working days of Housing New Zealand receiving them (provided they are complete). We require that you submit your application at least **four weeks** before settlement date. The payment of the deposit subsidy will take up to **four weeks** from Housing New Zealand receiving the application and it **must** be paid on settlement date. Please note that if insufficient notice is given, we will be unable to process your application.*

#### A FIRST-HOME BUYER

Apply to Housing New Zealand for the deposit subsidy.

**If you wish to apply as a first-home buyer for the savings withdrawal, contact your scheme provider directly.**

- I have yet to find a house/land but want to check if I am eligible for a deposit subsidy. Tick here to apply for pre-approval.

OR

- I have made an offer to purchase a house/land and now require the deposit subsidy. Tick here to apply.

#### OR A PREVIOUS HOME OWNER

Housing New Zealand first needs to determine that you are in the same position as a first-home buyer at the time you apply for the deposit subsidy.

For the savings withdrawal, Housing New Zealand will determine if you are in the same position as a first-home buyer, and then you need to apply through your scheme provider. You may tick this form for both the deposit subsidy and the savings withdrawal.

- I have yet to find a house/land but want to check if I am eligible for a deposit subsidy. Tick here to apply for pre-approval.

- I want to apply for the savings withdrawal, and Housing New Zealand needs to determine my financial position first. Tick here.

- I have made an offer to purchase a house/land and now require the deposit subsidy. Tick here to apply.

**A YOUR DETAILS**

**PLEASE COMPLETE IN BLOCK/CAPITAL LETTERS**

**1 YOUR NAME** (TICK ONE)  Mr  Mrs  Miss  Ms  Other PLEASE STATE \_\_\_\_\_

FIRST NAME(S) \_\_\_\_\_

SURNAME \_\_\_\_\_

**2 YOUR DATE OF BIRTH** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DAY / MONTH / YEAR

**3 YOUR CURRENT PHYSICAL ADDRESS**

UNIT NUMBER \_\_\_\_\_ STREET NUMBER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

SUBURB OR RD \_\_\_\_\_

TOWN OR CITY \_\_\_\_\_ POSTCODE \_\_\_\_\_

**4 YOUR POSTAL ADDRESS** (IF DIFFERENT FROM YOUR PHYSICAL ADDRESS)

UNIT NUMBER \_\_\_\_\_ STREET NUMBER \_\_\_\_\_

STREET ADDRESS OR PO BOX NUMBER \_\_\_\_\_

SUBURB OR RD \_\_\_\_\_

TOWN OR CITY \_\_\_\_\_ POSTCODE \_\_\_\_\_

**5 YOUR CONTACT NUMBERS**

WORK (+ extn, if applicable) ( ) \_\_\_\_\_ HOME ( ) \_\_\_\_\_ MOBILE ( ) \_\_\_\_\_

**6 YOUR EMAIL ADDRESS** Please write the email address clearly

EMAIL \_\_\_\_\_

Where an email address is provided, we will use it as the main contact method.

**7 WHICH OF THE FOLLOWING BEST DESCRIBES YOU?**

I am currently a home or land owner IF YES, WHAT ADDRESS \_\_\_\_\_

I have previously owned a home or land IF YES, WHAT ADDRESS \_\_\_\_\_ DATE SOLD \_\_\_\_\_

I am the beneficiary of a trust that owns a home or land IF YES, WHAT TYPE OF BENEFICIARY \_\_\_\_\_

I have never owned a home or land

**A**

**YOUR DETAILS** CONTINUED

The following questions are for Housing New Zealand’s research purposes – they are optional and you do not have to answer them.

**8 WHAT IS YOUR MARITAL STATUS?**     Single     Married     De facto     Civil union

**9 GENDER**     Male     Female

**10 WHAT ETHNICITY/IES DO YOU IDENTIFY WITH?**

NZ European     Māori     Samoan     Tongan     Cook Island     Niuean     Chinese

Indian     Not stated     Other PLEASE STATE \_\_\_\_\_

**11 ARE YOU A HOUSING NEW ZEALAND TENANT?**     Yes     No

If yes, what is your customer reference number PLEASE STATE \_\_\_\_\_

→ Now complete Section B with your KiwiSaver details.

**B**

**KIWISAVER DETAILS**

**12 I BELONG TO A**     KiwiSaver scheme     Exempt employer scheme     Complying fund

Each of these is accepted for the deposit subsidy. The savings withdrawal excludes exempt employer schemes. They are all referred to as a ‘scheme’ in this form. See note 11 for definition of each type of ‘scheme’.

**13 PLEASE NAME YOUR SCHEME PROVIDER**

\_\_\_\_\_

**14 WHAT DATE DID YOU START CONTRIBUTING TO YOUR SCHEME?**    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DAY / MONTH / YEAR

→ Now complete Section C with your employment/income details.

**C EMPLOYMENT / INCOME DETAILS**

**15 HOW MUCH INCOME HAVE YOU EARNED BEFORE TAX IN THE PAST 12 MONTHS?** (FROM APPLICATION DATE)

\$ \_\_\_\_\_

⇒ Attach to this page proof of your income for the last 12 months. Get this from [www.ird.govt.nz](http://www.ird.govt.nz) (see note 14).

**16 EMPLOYMENT HISTORY**

Please give details of your employment history since joining KiwiSaver in the table below. Include any periods of unemployment and self-employment.

DATE FROM	DATE TO	What type of income was it – were you employed, self-employed, a non earner or a beneficiary?
/ /	/ /	
/ /	/ /	
/ /	/ /	
/ /	/ /	
/ /	/ /	
/ /	/ /	
/ /	/ /	

If you need to list more employment periods, please attach additional sheets of paper.

⇒ Attach to this page proof of contributions. We prefer print outs from “My KiwiSaver” from [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz) (see note 16).

**17 ARE YOU BUYING THE HOUSE/PROPERTY WITH OTHER PEOPLE?**  Yes  No

IF YES, AND THEY ARE ALSO APPLYING, WE REQUIRE THEIR DETAILS, INCLUDING EMPLOYMENT TYPE AND INCOME, TO CHECK THAT THE TOTAL COMBINED INCOME FITS WITHIN THE INCOME CRITERIA (SEE NOTE 14).

FIRST NAME(S) \_\_\_\_\_

SURNAME \_\_\_\_\_

EMPLOYMENT TYPE  SELF-EMPLOYED  SALARY/WAGES  UNEMPLOYED  
 OTHER (PLEASE PROVIDE DETAILS)

DATE OF BIRTH / / INCOME FROM LAST 12 MONTHS (BEFORE TAX) \_\_\_\_\_

FIRST NAME(S) \_\_\_\_\_

SURNAME \_\_\_\_\_

EMPLOYMENT TYPE  SELF-EMPLOYED  SALARY/WAGES  UNEMPLOYED  
 OTHER (PLEASE PROVIDE DETAILS)

DATE OF BIRTH / / INCOME FROM LAST 12 MONTHS (BEFORE TAX) \_\_\_\_\_

FIRST NAME(S) \_\_\_\_\_

SURNAME \_\_\_\_\_

EMPLOYMENT TYPE  SELF-EMPLOYED  SALARY/WAGES  UNEMPLOYED  
 OTHER (PLEASE PROVIDE DETAILS)

DATE OF BIRTH / / INCOME FROM LAST 12 MONTHS (BEFORE TAX) \_\_\_\_\_

If you have found a house/land to buy, go to Section D.  
 If you are applying for pre-approval as a previous home owner, go to Section E.  
 If you are applying for pre-approval as a first-home buyer, go to Section F.

## D HOUSE/PROPERTY DETAILS

### 18 ADDRESS OF HOUSE/PROPERTY YOU WISH TO BUY

CERTIFICATE OF TITLE REFERENCE	DP/LOT NUMBER
UNIT NUMBER	STREET NUMBER
STREET ADDRESS	
SUBURB	
TOWN OR CITY	POSTCODE

### 19 WHAT TYPE OF ESTATE IN LAND ARE YOU BUYING?

- Fee simple   
  Stratum estate freehold and leasehold   
  Cross lease   
  Leasehold

*See note 9 for more information on property types.*

### 20 WHAT TYPE OF PROPERTY ARE YOU BUYING?

- An existing house   
  Vacant land to build a house on

### 21 WHAT IS THE PURCHASE PRICE OF THE HOUSE/LAND YOU ARE BUYING?

\$ \_\_\_\_\_

*If you are buying land to build, the price should be the land cost plus the cost of building the house and you need to provide us with the agreed build costs.*

*See note 4 for more information about maximum house price caps. See note 10 for more information about building on land.*

### 22 WHAT IS THE SETTLEMENT/PURCHASE DATE? \_\_\_\_\_

*See note 13*

### 23 HOW MUCH DEPOSIT DO YOU HAVE?

- Money in bank account/term deposit                      \$ \_\_\_\_\_
- Money paid to real estate agent                              \$ \_\_\_\_\_
- KiwiSaver deposit subsidy                                      \$ \_\_\_\_\_
- KiwiSaver savings withdrawal                                \$ \_\_\_\_\_
- Gifted amount from family                                    \$ \_\_\_\_\_
- **Total**    \$ \_\_\_\_\_

You must provide evidence of these amounts by supplying copies of bank statements, agreement for sale and purchase, letter of withdrawal from KiwiSaver provider, and a Gifting Certificate.

*See note 6*

- *If you are a previous home owner, go to Section E.*
- *If you are a first-home buyer, go to Section F to read the privacy statement.*

**E PREVIOUS HOME OWNERSHIP**

It is important to complete this section if you are applying for either or both the KiwiSaver First-Home Deposit Subsidy and the KiwiSaver First-Home Withdrawal and you are a previous home owner.

*See notes 2 and 3 for more information for previous home owners.*

**24 WHAT IS THE VALUE OF YOUR REALISABLE ASSETS?** (PLEASE COMPLETE FULLY – DO NOT LEAVE ANY LINES BLANK)

MONEY IN BANK ACCOUNTS (INCLUDING FIXED AND TERM DEPOSITS  
AND MONEY BEING USED FOR REAL ESTATE DEPOSIT)

\$

SHARES AND BONDS, INCLUDING BUILDING SOCIETY SHARES

\$

INVESTMENTS IN BANKS OR FINANCIAL INSTITUTIONS (SUCH AS UNIT TRUSTS)

\$

BOAT OR CARAVAN (IF THE VALUE IS OVER \$5,000)

\$

OTHER VEHICLES (SUCH AS CLASSIC MOTORBIKES OR CARS –  
NOT BEING USED AS YOUR USUAL METHOD OF TRANSPORT)

\$

OTHER ASSETS OVER \$5,000

\$

*See note 3 for more information about realisable assets.*

**F PRIVACY STATEMENT**

The information you provide to Housing New Zealand Corporation will be used to:

- assess if you qualify for, and to administer, the KiwiSaver First-Home Deposit Subsidy and KiwiSaver First-Home Withdrawal.
- assist in research and evaluation of the KiwiSaver First-Home Deposit Subsidy and KiwiSaver First-Home Withdrawal.

This information will be held by Housing New Zealand Corporation and any other authorised person/agency in accordance with the Privacy Act 1993.

You have a right to access, or request the correction of, any information held by Housing New Zealand about you or your KiwiSaver First-Home Deposit Subsidy and KiwiSaver First-Home Withdrawal.

You agree that Housing New Zealand Corporation can use this information to administer both the KiwiSaver First-Home Deposit Subsidy and KiwiSaver First-Home Withdrawal.

You agree that Housing New Zealand Corporation can request information about you from the following persons/agencies, and you authorise them to give information they hold about you to Housing New Zealand Corporation including:

- Work and Income (Ministry of Social Development)
- Inland Revenue
- Accident Compensation Corporation
- Your employer, or any other person from whom you receive income.
- Your Kiwisaver scheme provider

→ *Now complete Section G – the statutory declaration and signature details.*

**G STATUTORY DECLARATION**

You can make your declaration in front of anyone authorised to take a statutory declaration. These include:

- Justices of the Peace
- Barristers and solicitors of the High Court of New Zealand
- Notary publics
- Registrars and Deputy Registrars of the Supreme Court, Court of Appeal, High Court and District Courts
- Member of Parliament
- A registered legal executive (fellow of the NZILE)

I, (FULL NAME) \_\_\_\_\_

OF (ADDRESS IN FULL) \_\_\_\_\_

(OCCUPATION) \_\_\_\_\_

Solemnly and sincerely declare that:

- I have read and understood the Privacy Statement (previous page).
- I give permission for information about me to be used, given and received in accordance with my consents under the Privacy Statement.
- All the information and attached documentation given in this application is complete, true and correct.
- I am applying as an individual, and not as a company, or trustees of a trust.
- I understand there is a condition to live in the house for at least six months from settlement date, and I will undertake to comply with this condition.
- I understand there is a condition if buying land that I have 12 months to build and supply a code compliance certificate, and I will undertake to comply with this condition.
- I do not currently own property.
- I do not have an unregistered interest in property that I could reasonably be expected to live in or sell.
- I understand that Housing New Zealand has the right to decline my application for a KiwiSaver First-Home Deposit Subsidy and KiwiSaver First-Home Withdrawal determination.
- Pre-Approval of a KiwiSaver First-Home Deposit Subsidy offer from Housing New Zealand in no way obligates Housing New Zealand to make any such KiwiSaver First-Home Deposit Subsidy payment in the future.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

SIGNATURE OF PERSON MAKING DECLARATION \_\_\_\_\_

DECLARED AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

BEFORE ME (NAME) \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

→ Now go to Section H if you need to supply lawyer's details to have the deposit subsidy paid to.

Continued on page 11

## H LAWYER'S DETAILS - IF KNOWN

COMPANY NAME		
LAWYER'S NAME	PHONE NUMBER	
STREET ADDRESS		
	TOWN OR CITY	POSTCODE
PO BOX	TOWN OR CITY	POSTCODE
DX NUMBER		
EMAIL ADDRESS		

⇒ Attach details or a deposit slip of your lawyer's trust account.

## I RETURNING APPLICATIONS

Note that pre-approval/approval applications will be assessed within **seven** working days of Housing New Zealand receiving them (provided they are complete). The payment of the deposit subsidy will take up to **four** weeks from Housing New Zealand receiving the application and **it must be paid on settlement date**.

Please note that if insufficient notice is given, we will be unable to process your application. We require that you submit your application four weeks before the settlement date.

**IMPORTANT: Please use the checklist at the beginning of this form to check you have all the required supporting documents. This includes income statements and financial statements (if self-employed), proof of contribution to your scheme, and sale and purchase agreement.**

Please scan and email completed application forms and supporting documents to **kiwisaver.firsthome@hnzc.co.nz**

Or you can mail your application to:

KiwiSaver Home Ownership Assistance  
 Housing New Zealand  
 Private Bag 76913  
 Manukau  
 Auckland 2241

Note: If you are emailing your application you do not need to mail the original.

To find out more about KiwiSaver home ownership products, call **0508 935 266** or visit **www.hnzc.co.nz/kiwisaver** or **www.kiwisaver.govt.nz**