

Policy on Applicant Eligibility Criteria for Affordable and Community Housing – 1.1

Queenstown Lakes Community Housing Trust

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To be eligible to participate in community housing Programmes (hereafter referred to as the “Programme”), applicants must meet the following set of requirements. These are designed to ensure fairness and equity among applicants, and to ensure that the wider goals of the Queenstown Lakes Community Housing Trust (QLCHT) are achieved.

1) General Requirements

- a. Participation in a Programme is limited to households with at least one member, who is and will remain a New Zealand Resident or Citizen.
- b. The property must be used exclusively as the household’s Primary Residence.
- c. Applicants shall agree that all information provided on the application is true and correct. Should any information provided be found to be of a false or fraudulent nature, the Trust reserves the right to reject the application, terminate the applicant’s participation in the Programme or cancel the Property Sharing Agreement in accordance with its terms.
- d. A satisfactory credit check for each adult.
- e. A satisfactory reference from at least one previous landlord.
- f. The following requirements may also be applied across QLCHT’s Programme:
 - i. Applicants have been employed for 6 months or more and remain employed on a full-time basis in the District with an employer.
 - ii. Applicants will be required to certify their agreement to abide by the Programme requirements for the duration of their participation in the Programme.
 - iii. If the applicant wishes to include a person in their Household whose primary relationship is that of a flatmate, the applicant must state this relationship in their application form. In this case, Household eligibility will still be based on QLCHT’s Housing Income Table for the primary household size. Flatmate rent may be taken into consideration when determining the income necessary for rent or mortgage payments. This situation would only be considered desirable if it allows an applicant to qualify.
 - iv. First Time Homebuyer in the District: Applicants cannot own any other residential property in NZ, or any other part of the world, at time of settlement, and cannot own or be in the process of borrowing funds to purchase a rental property. Households may be deemed to be ineligible if a household member, via a trust or other mechanism, has an ownership share in other property, or other significant assets (i.e. share portfolios), subject to the assessment of the asset as part of test ii above. Applicants will be encouraged to discuss

their situation with staff, which may need further consultation with the Trust prior to making a decision.

2) Income and Assets Tests

Household income and asset tests form two of the central eligibility factors for the Programme. The tests are defined as follows.

a. Income Test

Applicants are eligible for the Programme provided their Household Income sits within the relevant programme's band on QLCHT's Household Income Table. Housing is deemed 'affordable' if the Household spends no more than the Gross Income calculation set forth below:

- i. Gross Income: a household should be spending approximately 30% of their gross income on rent or mortgage (principal and interest) repayments. In some cases, a maximum expenditure of 35% of gross income may be acceptable, for example a higher earning household with no dependents.

b. Asset Test

- i. Applicants who currently own their primary residence are viewed as suitably placed in the housing market, and therefore not in need of the assistance provided through the Programme.
- ii. Households who have assets that would enable them to meet their housing needs in the District without the use of Trust assistance will not be eligible. Applicants agree to provide details of all assets at time of application in order to determine whether Programme assistance is necessary to achieve the Household's housing goals.
- iii. For Homeownership Programmes, applicants must demonstrate adequate assets to make the required deposit contribution. At time of application, these may be in the form of a property or other investment owned outside of the district for which the household would be required to commit to sell and apply the proceeds toward their primary residence in the district. The expected deposit contribution will vary based on the household situation but would be expected to be at least \$10,000.
- iv. For rental programmes there is no deposit requirement.

3) Authority

- a. These criteria are to serve as parameters to guide development and administration of Affordable and Community Housing programmes. QLCHT shall retain the option to apply further criteria, or waive existing criteria, as needed for the effective operation of various programmes.

4) Definitions

- a. Assets: All bank, investment, real property, or other assets owned, either directly or indirectly (e.g. in a trust) by any member of the Household.
- b. Full-Time Employment: Defined as 30 hrs per week or more.
- c. Household: Means a single individual or a group of people, and their dependents who normally occupy the same primary residence.

- d. Household Income: Means all income earned from any source, by all household members.
- e. Primary Residence: Defined as the place of daily residence for all household members. A Household may have only one Primary Residence.