



Waimate
District Council



18 March 2025

324 Community Housing Policy

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POLICY OVERVIEW

1.0 Purpose

- 1.1 To outline the eligibility criteria for the Waimate District Council (WDC) community housing units, and
- 1.2 To outline the requirements for submitting, and mechanism of processing, applications for the aforementioned units, and
- 1.3 To outline the process of setting rents.

2.0 Scope

- 2.1 The 27 WDC owned residential units, located at Kennedy Crescent, Waimate.

3.0 Responsibilities

- 3.1 WDC may delegate any of the functions and responsibilities outlined in the present policy to external agencies, where appropriate.

PROCEDURES

4.0 Eligibility Criteria

- 4.1 A maximum of 2 prospective tenants may apply to live in for the same unit provided that it is a double unit.
- 4.2 Where 2 applicants apply for the same residential unit, they must have one of the marital status below:
 - a. Married, or
 - b. De facto relationship, or
 - c. Civil union.
- 4.3 Applicant(s) must be New Zealand citizens or permanent residents.
- 4.4 Applicant(s) must be a recipient of one of the following long-term Work & Income welfare benefits:
 - a. New Zealand Superannuation, or
 - b. Veteran's Pension, or
 - c. Disability Allowance.
- 4.5 Applicants must have a present housing need. If an applicant's current accommodation is unsuitable for any reason, such reasons must be outlined and submitted with the application form.

- 4.6 Where an applicant who owns a property becomes a tenant at a WDC community housing unit, then:
- a. The property must be sold or listed for sale within 30 days of mutual signing of the Tenancy Agreement, and
 - b. The WDC is to be advised of either the sale, or the listing, of the property.
- 4.7 Applicants on limited income may be considered on an individual basis, subject to the following conditions:
- a. If approved, tenancy is to be offered on temporary basis only.
 - b. Where a more eligible applicant, as determined by the eligibility criteria, is to be placed in a unit already occupied by a limited income tenant, the temporary tenant will be given a 90-days' notice to vacate the residential unit.
- 4.8 Applicant(s) must be able to care for themselves. A letter of confirmation to that effect, by a registered general practitioner or specialist, must be submitted with the application.
- 4.9 In processing and determining applications, the WDC staff member, in their capacity as the owner of the community housing portfolio, reserves the right to consider factors beyond the outlined minimum eligibility criteria, as to be able to consider any special circumstances.

5.0 Application Requirements

- 5.1 Applications are to be made either online or via the Tenancy Service portal, (See Section 8) WDC authorised partner agency, LJ Hooker Waimate, currently located at 83 Queen Street, Waimate will assist with completing the application.
- 5.2 Applicant(s) are to give consent to the WDC for conducting a credit check for the purpose of assessing tenancy viability.
- 5.3 In order to determine suitability, applicants are to provide either contact details of their current landlords, or, in case of homeowner applicants, a character reference letter.

6.0 Processing of Applications

- 6.1 Where an application is approved but no residential unit is immediately available for occupancy, the applicant will be placed on the Kennedy Crecent residential unit waiting list managed by LJ Hooker Waimate. In such a circumstance, the applicant will be advised accordingly, including their position on the waiting list.
- a. Where an applicant is to decline 2 offers of tenancy, the applicant may be removed from the waiting list.
- 6.2 Where the responsibility for processing an application is delegated to an external agency, then:
- a. The said agency is to obtain the approval of the WDC's staff member, in their capacity as the owner of the community housing portfolio, on all decisions on submitted applications prior to advising applicants.
 - b. Assessment reports are to be made available to the staff member responsible for the community housing portfolio for review.

7.0 Tenancy Conditions

- 7.1 Four-weeks bond and one-week advance rent is required to commence tenancy.
- 7.2 Subletting WDC residential units, in any form, is strictly forbidden.
- 7.3 No smoking or vaping is permitted in the units as prescribed in the WDC 312 Smokefree & Vapefree policy.
- 7.4 Vehicles are prohibited to be parked on the grass areas and in front of units
- 7.5 Gardens directly in front of and rear of each unit are the responsibility of the tenant. The common gardens and lawns are maintained by Council.

8.0 Setting of Rents

- 8.1 Review of residential units rent is conducted annually as part of the WDC Fees & Charges review. Rent shall be less than or equal to market rent.
- 8.2 Under WDC 401 Revenue and Finance policy the Community Housing activity should be 100% user pays, therefore rent should cover all cost of providing Community Housing.

9.0 Associated Documents

- 9.1 [Pre-tenancy Application Form](#)
- 9.2 [Residential Tenancy Agreement](#)

10.0 Document Control

Document owner:	Asset Group Manager
Effective:	18 March 2025
Previous review date(s):	12 March 2019
Next review date:	March 2028
Policy can only be amended by:	Resolution of Council
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