

## Application Form Assisted Home Ownership Housing Program

*All information provided by you or obtained with your permission will be kept confidential and used solely for the Doing Good Foundation selection process and only by DGF personnel.*

**Date of Application**

Applicant				
Surname		Age:	Date of Birth:	
First Names				
Also Known As				
Spouse/Partner				
Surname		Age:	Date of Birth:	
First Names				
Also Known As				
Relationship & Status				
Is this a joint application	YES	NO		
Are you married	YES	NO		
How long together				
Ethnic Group <small>circle</small>	NZ European	Maori	Pacific Island	Asian
<b>or</b> Ethnic Group Other	Please Specify:			
NZ Citizenship	YES	NO		
Permanent NZ Residency	YES	NO		
Do you have Family or Communal Land available for you to potentially build on	YES	NO		

Children or Other Family Members Living With You				
Full Name	Sex M/F	Age	Date of Birth	Relationship to You

Contact Details			
Your Current Address			
How long have you lived here?	Years	Months	
E Mail Address			
Phone Numbers	Home	Mobile	
	Other		

Current Housing Situation		
Please describe your current housing situation <i>e.g. Renting, boarding, living with extended family, living in a caravan etc.</i>		
Number of Bedrooms		
Is there anything in this property that is affecting the wellbeing or health of any family member ( <i>e.g. Overcrowding, health or mental health issues, disabilities, cold/damp etc.</i> )  YES      NO      If <b>Yes</b> please describe below:		

Current Landlord or Property Manager	
Name	
Address	
Telephone	

Have you or your spouse/partner ever	Circle	
had a criminal conviction? ( <i>excludes traffic</i> )	YES	NO
been declared Bankrupt or placed under a "No Assets Procedure" (NAP)?	YES	NO
been evicted as a tenant?	YES	NO
been involved in any legal dispute or court matter?	YES	NO
been previously separated or divorced?	YES	NO
owned a home before or previously applied for a housing loan	YES	NO
taken a course in money management or budgeting?	YES	NO

Employment - Applicant	
Current Employer (Company)	
How long have you worked there?	
If less than 2 years where did you work before?	
Current job position or type of work?	
Qualifications/Skills & Training	

If you are currently not employed, please give details of previous work history

**Employment - Spouse or Partner**

Current Employer  
(Company)

How long have you  
worked there?

If less than 2 years  
where did you work  
before?

Current job position or  
type of work?

Qualifications/Skills &  
Training

If you are currently not employed, please give details of previous work history

**Why do you want to partner with Doing Good Foundtion**

On a separate sheet of paper please describe your situation and tell us why you wish to partner with Doing Good Foundation to achieve home ownership.

Attach this to the application.

As part of this application process you will asked to visit the Tauranga Budget Advisory Service or other approved registered budget adviser and provide them with full details of your income and expenditure.

The budget advisory service will provide DGF with a report detailing your income and expenditure and a summary of your financial position.

Please list two people who are not family or relatives that DGF can contact who know of your situation and can act as referees for you.

Full Name	Address	Phone

For the purposes of the Privacy Act 1993 I/we agree to provide all the requested information to Doing Good Foundation Ltd for their use in the housing evaluation and selection process.

I/we agree that DGF Ltd may contact any third party to request verification or further information regarding our application.

I/we state that the information given in this application is correct and understand that the application may be declined if at any time, it is found that I/we have knowingly given false information.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Once you have completed the form, then please use one of the following to return to us.

Either:

- Send via email to [Apply@dgf.org.nz](mailto:Apply@dgf.org.nz)
- Deliver to: DGF Charity Store:
  - 321 Fraser Street, Fraser Cove
- Post to PO Box 15628, Tauranga 3114

### **General information on partnering with DGF Ltd**

Doing Good Foundation works with families in need to help them achieve home ownership. It does this by partnering with them for up to 5 years. Families must put in 500 hours of their own labour to help build the home, this is called sweat equity. Once completed they rent the property from DGF Ltd and if they keep to their tenancy agreement, DGF Ltd will gift back all the net rents (after deducting operating costs e.g. rates, insurance, repairs etc.). The gifted back rent is used as a deposit for the purchase of the home, this usually happens after 5 years, but can be sooner. This enables the family to raise a bank mortgage for the balance, purchase the home from DGF Ltd and complete their journey to home ownership.

**Families are considered who meet the following criteria;**

- Lived in Tauranga area for more than 2 years
- Have 2 dependent children or more
- NZ Citizen or NZ Residency
- Never owned a home
- Steady employment with moderate income
- Enrolled or willing to enrol in Kiwisaver
- Demonstrate charitable need
- Have no serious criminal convictions or charges pending
- Be able to show evidence of a good tenancy and credit history
- Have waited two years after being discharged from bankruptcy or NAP, and have re-established a good credit rating
- Have no more than \$1000 in outstanding debt at time of application  
*(excluding vehicle and student loan debt).*
- Prepared to commit 500 sweat equity hours during the building process