

## Appeal Request Form NZ

### For Tenants

In a range of circumstances, Tenants can appeal a Home in Place (New Zealand) Limited (Home in Place NZ) decision that affects their entitlements, or if they believe an incorrect decision was made because:

- Inadequate consideration was given to their individual circumstances; or
- The decision was made contrary to Home in Place NZ policy; or
- The decision involved a poor interpretation of Home in Place NZ policy; or
- The procedure used to reach the decision was not fair and correct.

#### Your details

Name			
Address			
Phone		Mobile	
Email			

### The decision you would like to appeal

Please explain in as much detail as possible, what decision you would like to appeal:

*If insufficient space, please use additional page at the end of this document.*

Please state the resolution you requested, and what you understood Home in Place NZ's decision to be:

*If insufficient space, please use additional page at the end of this document.*

Have you asked Home in Place NZ staff for an informal review of that decision?

YES ☐ NO ☐

If yes, please advise when this was and who was involved:

## Further information which may help resolve this matter

*If insufficient space, please use additional page at the end of this document.*

### Privacy Notification and Consent

Home in Place NZ collects your personal information in accordance with our Privacy Policy, which is available upon request. We collect your personal information in order to administrate your tenancy. We may share your personal information with contractors, or any such organisations as may be necessary to carry out this function. Failure to provide this information may affect Home in Place NZ's ability to properly administrate your tenancy. You may access, change or update personal information we hold about you, subject to the NZ Privacy Act (2000), by contacting Home in Place NZ.

Having read and understood the above information, I consent to my personal information being used as indicated above.

Signed		Date	
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**Appellants will be advised of the outcome in writing which will detail reasons for that outcome.**

Additional page if required:

Continued from Section .....