

INDIVIDUAL APPLICATION FORM FOR:

KiwiSaver HomeStart Grant

Pre-Approval/Approval

SECTION



completed by all applicants who want to apply for HomeStart Grant pre-approval/approval

SECTION



completed by only those who have a signed agreement for sale and purchase

SECTION



completed by previous home owners only

SECTION



completed and signed by all applicants



- Things you need to complete this form
 - Advice on how to provide supporting documents
 - Guidance Notes
-

Which parts of this form do you need to complete?

(Tick the appropriate option)

- Are you a **first home buyer**, but have yet to find a property/land to buy and want to find out if you can qualify for a pre-approved HomeStart grant? You only need to complete Sections A & D of this application.
- Are you a **first home buyer**, have made an offer to purchase a property/land, have a signed agreement for sale and purchase and want to apply for the HomeStart grant? You only need to complete Sections A, B & D of this application
- Have you **previously owned property/land**, but no longer do so, but have yet to find a property/land to buy and want to find out if you can qualify for a pre-approved HomeStart grant? You only need to complete Sections A, C and D of this application
- Have you **previously owned property/land**, but no longer do so, have made an offer to purchase a property/land, have a signed agreement for sale and purchase and want to apply for the HomeStart grant? You need to complete all sections of this application – Section A through to Section D

Note: Only residents of New Zealand are eligible for HomeStart grants.

Things you need to complete this form

PRE-APPROVAL

Proof of income (see page 3 for instructions)

KiwiSaver contribution statement (see note 11 for details of regular minimum contributions and page 3 for instructions)

Identification

APPROVAL

Copies of pay slips for the last two months

Signed copy of an agreement for sale and purchase, a fixed price building contract or a contract with a builder/developer for a yet to be built property

Evidence that you have a deposit of at least 10% of the purchase price

A proposed settlement date/grant payment date at least four weeks away

A copy of your right to occupy Māori land (if applicable)

Read the Guidance Notes section at the back of this form before completing

Instructions on how to obtain the supporting documents required for assessment

CERTIFICATE OF EARNINGS FOR THE LAST 12 MONTHS

Salary/wage earners or beneficiaries

to get the income details, please follow the steps below;

- Go to www.ird.govt.nz
- Login using your IRD Online Services user name and password
- Under '\$ Account Information' click on 'Salary & Wages'
- This will default to show your current tax years earnings information (not required)
- Select the 'earnings last 12 months' tab
- Click on 'Save/Print', Save as PDF to be emailed

People not working - nil income in the last 12 months

to get confirmation that no taxable income has been earned in the last 12 months, please follow the steps below:

- Go to www.ird.govt.nz
- Login using your IRD Online Services user name and password
- Under '\$ Account Information' click on 'Salary & Wages'
- This will default to show your current tax years earnings information (not required)
- Select the 'earnings last 12 months' tab
- Take a screenshot (ctrl - alt - print screen) of the report and email that to us. It should state that you have no earnings information for the period.

Self-employed people

Self employed applicants will need to provide copies of their personal IR 3 statements covering the period they have contributed to KiwiSaver. This should be supported by copies of Notice of Assessments and Return Acknowledgements from IRD for the period they have contributed to KiwiSaver.

KIWISAVER CONTRIBUTION STATEMENT

to get the kiwisaver contribution details, please follow the steps below:

- Go to www.kiwisaver.govt.nz
- Click in 'MyKiwiSaver'
- Login using your IRD Online Services user name and password
- Select 'View Transactions'
- Click on the drop down box to select '**Deductions from Salary/Wages**'
- Change the start date to '1st July 2007' (default date for the KiwiSaver scheme)
- Apply filter
- Click 'view all pages' then print

Self employed applicants and anyone else who have made voluntary contributions will need to contact their KiwiSaver scheme provider for a detailed voluntary contribution statement to show all contributions made.

A YOUR DETAILS CONTINUED

10 WHICH OF THE FOLLOWING BEST DESCRIBES YOUR CURRENT HOUSING SITUATION?

- I am currently a home or land owner or am currently registered on a property title in New Zealand or overseas.
- I have previously owned a home or land in New Zealand or overseas. IF YES, PLEASE ENSURE THAT YOU COMPLETE SECTION C OF THIS APPLICATION.
- I have never owned a home or land in New Zealand or overseas.

11 HAVE YOU PREVIOUSLY RECEIVED A KIWISAVER FIRST-HOME DEPOSIT SUBSIDY OR HOMESTART GRANT?

- Yes No

IF YES, WHAT WAS THE ADDRESS OF THE PROPERTY TO WHICH THE SUBSIDY/GRANT APPLIED?

12 WHAT TYPE OF SAVINGS SCHEME ARE YOU A MEMBER OF?

- KiwiSaver scheme Exempt employer scheme Complying fund

Each of these are eligible for the HomeStart grant. They are all referred to as a 'scheme' in this form. See note 10 for definition of each type of 'scheme'.

13 NAME OF YOUR SCHEME PROVIDER

14 WHAT DATE DID YOU START CONTRIBUTING TO YOUR SCHEME? / /

DAY / MONTH / YEAR



Please provide a KiwiSaver contribution statement that covers the entire time you have been a member and attach it to the last page of the application form. See instructions on page 3 for details.

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

\$ _____

16 WHAT IS YOUR CURRENT EMPLOYMENT STATUS?

- Salary/waged Self employed Beneficiary No income



Attach proof of your income for the last 12 months or last tax year if self employed to the last page of this application form. Get this from www.ird.govt.nz (see instructions on page 3).

Income and how to get certificate of income

We require income details for the last 12 months for each anticipated/named purchaser, to assess if the income cap criterion is met*. To provide evidence of the income earned, we require certificates of earnings from Inland Revenue. There 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. You must also supply your last two months worth of pay slips. If you are self-employed you need to provide copies of your personal IR 3 statements covering the period you have contributed to KiwiSaver. This should be supported by copies of Notice of Assessments and Return Acknowledgements from IRD.

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 no income has been earned by you or one of the others that you plan to buy a property with, we require confirmation/evidence of this. For details on how to produce this certificate, see the instructions on page 3.

* INCOME CAP CRITERIA

- HAVE EARNED AN INCOME OF \$85,000 OR LESS (BEFORE TAX) IN THE LAST 12 MONTHS FOR A SINGLE BUYER
- HAVE EARNED A COMBINED INCOME OF \$130,000 OR LESS (BEFORE TAX) IN THE LAST 12 MONTHS, FOR TWO OR MORE BUYERS



YOUR DETAILS CONTINUED

17 ARE YOU BUYING THE HOUSE/PROPERTY WITH OTHER PEOPLE? YES NO IF YES, THEN WE REQUIRE THE FOLLOWING:


FIRST NAME(S) _____ DATE OF BIRTH / /

SURNAME _____

EMPLOYMENT STATUS

SALARY/WAGES SELF-EMPLOYED BENEFICIARY NO INCOME

INCOME FROM LAST 12 MONTHS (BEFORE TAX) _____

 **Attach proof of their income for the last 12 months to the last page of this application form. Get this from www.ird.govt.nz (see instructions on page 3).**

Confirmation if they are also applying for the grant – if yes, we need to advise that they too also need to complete an application form(s) and to submit all applications together at the same time. We should also mention that there are maximum grant amounts of \$10,000 for existing/older properties and \$20,000 for a new home, or land on which a new home will be built regardless of how many eligible buyers buy a house together.

ARE THEY APPLYING FOR A HOMESTART GRANT? YES NO


FIRST NAME(S) _____ DATE OF BIRTH / /

SURNAME _____

EMPLOYMENT STATUS

SALARY/WAGES SELF-EMPLOYED BENEFICIARY NO INCOME

INCOME FROM LAST 12 MONTHS (BEFORE TAX) _____

 **Attach proof of their income for the last 12 months to the last page of this application form. Get this from www.ird.govt.nz (see instructions on page 3).**

Confirmation if they are also applying for the grant – if yes, we need to advise that they too also need to complete an application form(s) and to submit all applications together at the same time. We should also mention that there are maximum grant amounts of \$10,000 for existing/older properties and \$20,000 for a new home, or land on which a new home will be built regardless of how many eligible buyers buy a house together.

ARE THEY APPLYING FOR A HOMESTART GRANT? YES NO


FIRST NAME(S) _____ DATE OF BIRTH / /

SURNAME _____

EMPLOYMENT STATUS

SALARY/WAGES SELF-EMPLOYED BENEFICIARY NO INCOME

INCOME FROM LAST 12 MONTHS (BEFORE TAX) _____

 **Attach proof of their income for the last 12 months to the last page of this application form. Get this from www.ird.govt.nz (see instructions on page 3).**

Confirmation if they are also applying for the grant – if yes, we need to advise that they too also need to complete an application form(s) and to submit all applications together at the same time. We should also mention that there are maximum grant amounts of \$10,000 for existing/older properties and \$20,000 for a new home, or land on which a new home will be built regardless of how many eligible buyers buy a house together.

ARE THEY APPLYING FOR A HOMESTART GRANT? YES NO

TO BE COMPLETED BY APPLICANTS WHO HAVE A SIGNED AGREEMENT FOR SALE AND PURCHASE

18 ADDRESS OF HOUSE/PROPERTY YOU ARE PURCHASING

UNIT NUMBER _____ STREET NUMBER _____

STREET ADDRESS _____

SUBURB _____

TOWN OR CITY _____ POSTCODE _____



Please provide a signed copy of the agreement for sale and purchase and attach it to the last page of this application form. Refer to Note 8 for further details.

19 WHAT TYPE OF ESTATE IN LAND ARE YOU BUYING? PLEASE SEE NOTE 6 IN THE GUIDANCE NOTES AT THE BACK OF THE APPLICATION

- Fee simple Stratum estate freehold and leasehold Cross lease Leasehold

20 WHAT TYPE OF PROPERTY ARE YOU BUYING?

- An existing/older property
- Vacant land to build a house on
- A newly completed property - less than 6 months old (you need to provide us with evidence that this property received a code compliance certificate within the last 6 months)
- A property being purchased off the plans
- A house on Māori land

21 WHAT IS THE PURCHASE PRICE OF THE HOUSE/LAND YOU ARE BUYING? \$ _____

22 IF YOU ARE BUYING LAND, PLEASE STATE HOW MUCH YOUR FIXED PRICE BUILD COSTS ARE? \$ _____



If you are buying land to build on, the total purchase price should be the cost of the land plus the cost of the building of the house. You need to provide us with a fixed price building contract to show the total build cost. Attach this to the last page of this application form.

23 WHAT IS THE SETTLEMENT/PURCHASE DATE? _____

24 IF YOU ARE BUYING A PROPERTY OFF THE PLANS, HAVE YOU PAID A DEPOSIT TO THE DEVELOPER? YES NO

IF YES, WHEN WAS THIS PAID? _____

25 HOW MUCH DEPOSIT DO YOU HAVE? (THIS COVERS ALL PURCHASERS)

MONEY IN BANK/TERM DEPOSIT	\$ _____
MONEY ALREADY PAID TO REAL ESTATE AGENT, SOLICITOR OR DEVELOPER	\$ _____
KIWISAVER HOMESTART GRANT PRE-APPROVAL/APPROVAL AMOUNT	\$ _____
KIWISAVER FIRST-HOME WITHDRAWAL	\$ _____
GIFTED AMOUNT FROM FAMILY	\$ _____
TOTAL	\$ _____

You must provide evidence of these amounts by supplying copies of your current bank balances that are named and dated within the last 2 days, receipt of money paid to solicitor/real estate agent/developer, letter or email from KiwiSaver provider stating available balance that can be withdrawn or a gifting declaration, which can be downloaded from www.hnzc.co.nz/kiwisaver



**TO BE COMPLETED BY APPLICANTS WHO HAVE A SIGNED AGREEMENT
FOR SALE AND PURCHASE** CONTINUED

26 SOLICITOR'S DETAILS

FIRM NAME

SOLICITOR'S NAME

STREET ADDRESS

TOWN OR CITY

POSTCODE

PO BOX

TOWN OR CITY

POSTCODE

PHONE NUMBER ()


EMAIL ADDRESS



TO BE COMPLETED BY PREVIOUS HOME OWNERS ONLY

27 WHAT WAS THE ADDRESS OF THE LAST PROPERTY YOU OWNED?

28 WHEN DID YOU SELL THIS PROPERTY?

 *If sold within the last three months, please attach a copy of the settlement statement for the sale of the property to the last page of this application form.*

29 WHAT IS THE TOTAL VALUE OF YOUR INDIVIDUAL REALISABLE ASSETS IN BOTH NEW ZEALAND AND OVERSEAS?

PLEASE COMPLETE THE SECTION BELOW FULLY AND DO NOT LEAVE ANY LINES BLANK. THIS WILL DELAY THE PROCESSING OF YOUR APPLICATION.

MONEY IN ALL BANK ACCOUNTS	\$
SHARES, STOCKS AND BONDS	\$
INVESTMENTS IN BANKS OR FINANCIAL INSTITUTIONS	\$
BUILDING SOCIETY SHARES	\$
MONEY PAID TO, OR HELD BY, THE REAL ESTATE AGENT, SOLICITOR OR DEVELOPER AS A DEPOSIT ON A HOME	\$
BOAT OR CARAVAN (IF VALUE OVER \$5,000)	\$
OTHER VEHICLE(S) NOT USED AS USUAL METHOD OF TRANSPORT	\$
OTHER INDIVIDUAL ASSETS VALUED AT \$5,000 OR MORE	\$
TOTAL	\$



PRIVACY STATEMENT & DECLARATION - TO BE COMPLETED BY ALL APPLICANTS

PRIVACY STATEMENT

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

- Assess if you qualify for and to administer the KiwiSaver HomeStart grant
- Assist in research and evaluation of the Kiwisaver HomeStart grant

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 the right to access, or request the correction of any information held by Housing New Zealand Corporation about you or your KiwiSaver HomeStart grant.

You agree that Housing New Zealand Corporation can use this information to administer the KiwiSaver HomeStart grant.

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:

- Your employer, or any other person from whom you receive income
- Your KiwiSaver scheme provider or your complying fund provider or your Exempt Employer fund provider
- The solicitor handling the purchase of your property.
- Any agent who has submitted an application on your behalf.

DECLARATION

I, (FULL NAME)

OF (ADDRESS IN FULL)

Agree/declare that:

- I have read and understood the privacy statement
- I have read and understood the Guidance Notes at the back of the application form
- I give permission for information about me to be used, given and received in accordance with my agreements and authorisations under the Privacy Statement
- All the information and attached documentation given in this application is complete and correct
- I am applying as an individual and not as a company or trustee or trust
- I understand there is a condition that I use the purchased property as my primary place of residence for at least six months from the date of settlement and I will undertake to comply with this condition
- I understand that there is a condition that if buying land, I must also have a fixed price building contract that stipulates a projected date for completion of the construction and that I will need to supply a code compliance certificate to show that completion occurred on or before that projected date for completion and that I use the property as my primary place of residence for at least six months from the issue date of the code compliance certificate
- I understand that there is a condition that if I buy a property off the plans, it needs to be built and habitable on or before the projected date for completion as stipulated in the contract and I will undertake to comply with this condition
- I do not currently own property/have an interest in an estate in land in New Zealand or overseas
- 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 Corporation has the right to decline my application for a KiwiSaver HomeStart grant
- Pre-approval of a KiwiSaver HomeStart grant from Housing New Zealand in no way obligates Housing New Zealand to make any such KiwiSaver HomeStart grant payment in the future
- If false or fraudulent information has been provided for the assessment of the KiwiSaver HomeStart grant, then any such pre-approval or approval for a KiwiSaver HomeStart grant becomes null and void
- I understand that when buying an existing property, it is to be in a habitable/liveable condition from settlement date
- I understand that if I have previously received either a KiwiSaver deposit subsidy/HomeStart grant, that I will not be eligible for a grant in the future.

SIGNATURE

DATE

D PRIVACY STATEMENT & DECLARATION CONTINUED

RETURNING APPLICATIONS

Note that pre-approval/approval applications will normally be assessed within 10 working days of Housing New Zealand receiving them, provided they are complete and all the correct supporting documents have been provided. The payment of the grant will take up to four weeks/20 working days from Housing New Zealand receiving the application. Unless you are purchasing a property off the plans (see Note 13), the grant will be paid out on the settlement date and cannot be paid out after settlement has concluded. Please note that if insufficient notice is given, we will be unable to process your application. We require that you submit your application and supporting documents at least 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 IRD supporting documents (if self-employed), proof of contribution to your scheme, sale and purchase agreement and evidence of your deposit.

Please scan and email completed application forms and supporting documents to hnhomestart@apps.power-business.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-homestart.co.nz

Have you remembered to include the relevant documents?

- Proof of income

- KiwiSaver contribution statement

- Identification

- Copies of pay slips for the last two months

- Signed copy of an agreement for sale and purchase, a fixed price building contract or a contract with a builder/developer for a yet to be built property, if applicable

- Evidence that you have a deposit of at least 10% of the purchase price, if applicable

- Confirmation that your proposed settlement date/grant payment date is at least four weeks away, if applicable

- A copy of your right to occupy Māori land, if applicable

Before completing this application form, please read through the “Guidance for completing an application for KiwiSaver HomeStart grant and also refer to the “Buying your first home with KiwiSaver” brochure.

Guidance for completing an application for KiwiSaver HomeStart grant

For further details on the HomeStart grant and the first-home withdrawal, see the brochure “Buying your first-home with KiwiSaver”, available from Housing New Zealand. Visit www.hnzc.co.nz/kiwisaver or call 0508 935 266.

Note 1. KiwiSaver HomeStart grant

This replaced the KiwiSaver first-home deposit subsidy from 1 April 2015.

The KiwiSaver HomeStart grant is a payment of at least \$1,000 for each year that you have contributed the minimum percentage of your total annual income towards 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 or more years. This level of grant would go towards the purchase of an existing/older property. However, for the purchase of a brand new home, the grant could be doubled to \$6,000; \$8,000 or \$10,000 depending on how long the member has contributed towards their eligible savings scheme.

The HomeStart grant is administered by Housing New Zealand on behalf of the Government and all applications should be sent to Housing New Zealand directly. If you are currently not in the process of buying a property, you can apply for a pre-approval to see if you are likely to be eligible. This should help you once you actively start looking for a property to buy. Pre-approvals are valid for 180 days and should you not have bought a property within this time, you will need to make a new application on the expiry of the pre-approval.

All HomeStart grant applications are to be sent to Housing New Zealand at least four weeks/20 working days prior to any settlement date. We will normally process applications within 10 working days, provided all the relevant and correct supporting documents have been provided with the application. Those applicants who are also applying for the grant approval to meet finance conditions in their agreement for sale and purchase, should do so at least 10 working days prior to the date required. Those applications not submitted within the stipulated timeframes may not be considered for assessment or approval.

Note 2. Previous home owners in New Zealand or overseas

Previous home owners in New Zealand or overseas may apply for the HomeStart grant. If you are a previous home owner wanting the HomeStart grant, you need to meet the standard eligibility criteria as well as the following:

- You have not received the HomeStart grant or KiwiSaver deposit subsidy
- You do not have realisable assets totalling more than 20 percent of the house price cap for existing/older properties in the area you are buying in. See note 3 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 \$400,000 cap area, your individual realisable assets cannot be worth more than \$80,000. 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 individual assets valued over \$5,000
- Money already paid to, or held by, real estate agent or solicitor or developer as a deposit on a property.

Note 3. Maximum house price areas:

The house is within the maximum house price caps. All regions are based on the Territorial Local Authority boundaries. The house price caps are:

REGION	HOUSE PRICE CAP FOR EXISTING/OLDER PROPERTIES*	HOUSE PRICE CAP FOR NEW PROPERTIES
Auckland, Queenstown Lakes District	\$600,000	\$650,000
Hamilton City, Tauranga City, Western Bay of Plenty District, Kapiti Coast District, Porirua City, Upper Hutt City, Hutt City, Wellington City, Nelson City, Tasman District, Waimakariri District, Christchurch City, Selwyn District	\$500,000	\$550,000
Rest of New Zealand	\$400,000	\$500,000

- If purchasing a share in a property the equivalent total property purchase price (sum of all shares) will be assessed against the maximum purchase price caps outlined above, not the individual share being purchased.
- Applicants can only purchase a share in a property proportionate to the number of intended property owners.

Note 4. Income cap criteria

- Have earned an income of \$85,000 or less (before tax) in the last 12 months, for a single buyer
- Have earned a combined income of \$130,000 or less (before tax) in the last 12 months, for two or more buyers

See “Instructions on how to obtain supporting documents required for assessment” on page 3 to provide evidence of the income earned in the last 12 months.

Note 5. Deposit requirement:

To be eligible for the KiwiSaver HomeStart grant, buyers must have a cash deposit that is equal to or in excess of 10% of the property purchase price. This can be made up from your KiwiSaver first-home withdrawal, your KiwiSaver HomeStart grant approval/pre-approval amount, money in the bank or already paid to a real estate agent or solicitor or a developer and an amount gifted by a close family member*, as verified by a gifting declaration which can be downloaded from www.hnzc.co.nz/kiwisaver

Please note that deposits provided through personal loans or guaranteed through other securities such as equity gifts, credits on settlement and family guarantors are not permitted.

* Close family member means:

- a. a parent, adult sibling or adult child, or
- b. an aunt, uncle, nephew or niece, or
- c. a grandparent, or
- d. a person who has lived with, and been part of, the applicant's family for many years, but is not an estranged or divorced spouse or partner.

Note 6. Types of property and land eligible for the HomeStart grant

There are five types of property and land ownership arrangements relevant for the HomeStart grant. 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. Common areas (such as foyers, lifts and corridors) are owned collectively, with each apartment or unit 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 should be registered against the land title.
MĀORI LAND	Māori land subject to Te Ture Whenua Māori Act 1993 where the purchaser of the home has a right to occupy the land.

Note 7. Differing property purchases

The HomeStart grant can be applied for when buying one of the following options:

- An existing/older property
- Vacant land, on which you will build/relocate a home
- A property off the plans
- A newly completed/built property that was issued with a code compliance certificate less than six months before the application is received
- An existing/older/relocatable house or a new house to be built on Māori land where the applicant has a right to occupy.

The HomeStart grant places a greater emphasis on clients purchasing brand new properties by providing a larger grant for such properties. Such properties could be eligible for the larger HomeStart grant of \$2,000 per year of contribution, resulting in a grant of between \$6,000 and \$10,000 being awarded. Properties that could be eligible for the larger grants are properties being purchased off the plans, buying vacant

residential sections that are ready to build on with a view of building a first home and properties where the code compliance certificate has been issued within six months of the application being received. Alternatively, the standard grant amount of between \$3,000 and \$5,000 will still be available to those buying existing/older properties.

When buying a property off the plans (house and land or apartment), the property must be completed and a code compliance certificate issued within the stipulated timeframes stated in the agreement entered into. Therefore, it is essential that any such agreement has an anticipated date for when the construction is expected to be completed by. You will need to ensure that your solicitor tells us when settlement occurs.

When buying vacant land, which is ready to build on and where you plan to build your first home, please note that if eligible, the HomeStart grant must be used towards the purchase of the land and cannot be paid towards the costs of building the property after you have purchased the land. Therefore, you need to provide us with a signed copy of the sale and purchase agreement for the land purchase, as well as a signed copy of the fixed price building contract that clearly shows the total build costs at least four weeks prior to the settlement date for the land purchase. If you submit this application and supporting documents after settlement on the land has concluded, you will not be eligible to receive the HomeStart grant to assist with the building costs.

The combined costs of the land purchase and the fixed price build contract must meet the regional house price cap in order to be eligible for the HomeStart grant.

The property must be completed and a code compliance certificate issued within the timeframes stated in the build contract. Therefore, it is essential that any building contract has an anticipated date for when the construction is expected to be completed by. Your solicitor will need to advise us immediately when the code compliance certificate has been issued.

Please note, quotes are not acceptable for this purpose. You should also provide evidence that you have sufficient funding to complete the construction of the building. It is important to note that the HomeStart grant cannot be paid to assist with the construction costs, if you already have an interest in land.

In all cases, the property you buy must be used as your primary place of residence for at least six months from the date of settlement, or in the case of land for building a house on from the date that the code compliance certificate is issued.

Note 8. Agreements for sale and purchase etc

Please note that all conditional/unconditional sale and purchase agreements must only be in the names of the intended buyer(s) and that we do not accept those agreements where the "and/or nominee" option is exercised without our approval. Additionally, properties being bought in the name of a trust will not be accepted. The KiwiSaver member must be one of those named buyers of the property. You must provide a full copy of the sale and purchase agreement, that has been signed by both the vendor(s) and the purchaser(s). For those who are buying properties off the plans, please provide a signed copy of the agreement/contract that states:

- That any payment (like the deposit or progress payment) you make that is made up of the HomeStart grant is held in trust, in escrow, by an independent stakeholder or similar arrangements for the payment to the vendor upon settlement
- Sunset provisions allowing you to terminate the contract (with the return of at least that part of any amount made

up of the HomeStart grant held in trust, in escrow, by an independent stakeholder or similar arrangement) should settlement not be able to be achieved on or before the projected date for completion specified in the contract

- That settlement cannot occur before the issue of a title for the property and a code compliance certificate for the building work on that property.

Before signing any contract, you should talk to your solicitor to make sure that these requirements (and any others that your solicitor may advise you about) are satisfied.

Note 9. Code compliance certificate

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

Note 10. “Schemes”

We recommend that before you apply for a HomeStart grant, 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 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 first-home withdrawal is permitted. The member may also continue to contribute to an unlocked account.

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 HomeStart grant. New employees will be offered this scheme instead of KiwiSaver when they join the employer. They do not get the Government annual members tax credits.

Note 11. Regular minimum contributions:

To be eligible for the HomeStart grant, you must have contributed at least the minimum percentage of your total income to a KiwiSaver scheme, complying fund or exempt employer scheme for a period of 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 to 31 March 2013, 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 a period and then self employed for a period. 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.

Members are required to contribute regularly in each of the years that they are making payments, however contributions do not need to be consecutive in order to qualify for the HomeStart grant. For those earning no income, contributions for those periods will need to be made of at least the minimum percentage (currently 3%) of the minimum adult wage, based on a 40 hour week. If no voluntary contributions are made during periods of non income, then that period will not count towards eligibility for the HomeStart grant.

It is important to note that in order to qualify for the HomeStart grant, contributions must be made to the KiwiSaver member’s scheme from all sources of income, not just their main source of income.

TABLE 1: REGULAR CONTRIBUTIONS TEST BY EMPLOYMENT CATEGORY

SALARY & WAGE EARNERS - AUTOMATIC DEDUCTIONS FROM SALARY & WAGES	The total number of months in which contributions are received divided by 12 equals or exceeds the relevant period for which the grant is being sought (3, 4 or 5 years)
SELF EMPLOYED OR BENEFICIARY - VOLUNTARY CONTRIBUTIONS	Voluntary contributions are made at least annually and prior to 30th June for each preceding tax year and the number of years in which contributions are made equals or exceeds the relevant period for which the grant is sought (3, 4 or 5 years)
MIXED SALARY/ WAGED/BENEFIT & SELF EMPLOYED - COMBINATION OF AUTOMATIC & VOLUNTARY CONTRIBUTIONS	The total number of months in which regular contributions are received divided by 12 – salary/wage portion Plus the number of contributions per number of years of self employment/beneficiary income equals or exceeds the relevant period for which the grant is sought (3, 4 or 5 years) – self employed/benefit portion

TABLE 2: MINIMUM CONTRIBUTIONS TEST BY EMPLOYMENT CATEGORY

SALARY & WAGE EARNERS - AUTOMATIC DEDUCTIONS FROM SALARY & WAGES	A minimum contributions test is not required if the regular contribution requirement for salaried/waged income as shown in Table 1 is met, unless the member has multiple income streams
SELF EMPLOYED OR BENEFICIARY - VOLUNTARY CONTRIBUTIONS	Total contributions over the relevant period is equal to the minimum percentage of the gross taxable income or the minimum percentage of the adult minimum wage based on a 40 hour week
MIXED SALARY/ WAGED/BENEFIT & SELF EMPLOYED - COMBINATION OF AUTOMATIC & VOLUNTARY CONTRIBUTIONS	The total number of months in which contributions are received divided by 12 (rounded down to the nearest whole year) Plus the period of self employment equals or exceeds the relevant period for which the grant is being sought (3, 4 or 5 years) and total contributions over period of self employment equals at least the minimum percentage of the gross taxable income

You must include a statement that shows all of the contributions that you have made to KiwiSaver. Employed workers should supply a print out statement from “My KiwiSaver” from www.kiwisaver.govt.nz (See Instructions on page 3 of this form). Self-employed applicants and those who make voluntary KiwiSaver contributions should contact their KiwiSaver providers to obtain a contribution statement.

EVIDENCE OF A REGULAR SAVINGS HABIT

KiwiSaver members who do not contribute regularly (see table 1) because they are not earning are eligible for the HomeStart grant 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 a period of 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 to 31 March 2013, 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 to 31 March 2013, 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 12. Contribution holidays/contribution breaks:

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 HomeStart grant 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 HomeStart grant will extend by 12 months.

If your circumstances change and you no longer make automatic deductions from salary/wages it is your responsibility to ensure that you contact your scheme provider to discuss how you can make voluntary contributions to your savings scheme. Please note, that should you not do so, it may impact on your eligibility for the HomeStart grant.

Note 13. Payment of HomeStart grant

When buying an older/existing property, land on which you are to build a home or a newly completed/built home, the HomeStart grant will be paid to your solicitor on the morning of the property/land settlement. These funds will then be paid to the vendor as part of the overall funds required to buy the property. The grant cannot be paid out after settlement has occurred, so please ensure that your application is submitted for consideration at least four weeks prior to settlement.

If you are buying a property off the plans, the grant can be paid out to support the first payment that you make under that specific agreement, for example the deposit payable to secure the property or any progress payments. Along with your completed application, you will need to provide a signed copy of the agreement/contract and show clearly when the deposit or progress payments are payable. Any such payments before settlement will need to be held in trust, in escrow, by an independent stakeholder or similar arrangement for payment to the vendor upon settlement.

If you are buying a property off the plans, but started this process some time ago and where you have already paid a deposit to secure the specific property, the grant will either be paid out to your solicitor on the morning of settlement after the code compliance certificate has been issued or it can be paid towards a specific progress payment stated in the agreement/contract. Your solicitor will need to confirm settlement date 10 working days from receiving the code compliance certificate and certificate of title. Any such payments before settlement will need to be held in trust, in escrow, by an independent stakeholder or similar arrangement for payment to the vendor upon settlement.

Note 14. Maximum grants payable

For the purchase of a single dwelling, there is a maximum value of HomeStart grants payable. When buying an older/existing property no more than \$10,000 worth of grants will be paid regardless of the number of eligible purchasers. Similarly, when buying a brand new property, the grants payable are capped at \$20,000 for a single dwelling, regardless of how many eligible purchasers of the property there are. This is important where a property is being purchased by three or more eligible KiwiSaver members, who all want to apply for the grant.

Note 15. Processing timeframes

Pre-approval/approval applications will normally be assessed within 10 working days of Housing New Zealand receiving them (provided they are complete). The payment of the HomeStart grant will take up to four weeks (20 working days) from Housing New Zealand receiving the application and has to be made on settlement date unless you are purchasing a property off the plans, where the HomeStart grant can be paid to assist you with the first payment and specific progress payments required under the agreement you have entered into. Applications that are not submitted four weeks before settlement may not be approved.

Note 16. My KiwiSaver

For proof of contributions, we require 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, see page 3. If you are self employed you will need to speak to your KiwiSaver provider. (See instructions on page 3).



For further details on the HomeStart grant, go to www.hnzc.co.nz/kiwisaver or call 0508 935 266

