KiwiSaver HomeStart Grant
Pre-Approval/Approval

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

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

SECTION C completed by previous home owners only

SECTION D 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.

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**Things you need to complete this form**

- 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
- 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.
PART A: TO BE COMPLETED BY ALL APPLICANTS – YOUR DETAILS

PLEASE COMPLETE IN BLOCK/CAPITAL LETTERS

1 YOUR NAME (TICK ONE) ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other PLEASE STATE ______________
FIRST NAME(S) ______________
SURNAME ______________

2 YOUR DATE OF BIRTH ______________ / ______________ / ______________
DAY / MONTH / YEAR

Please provide a copy of your birth certificate, passport or driver’s licence and attach it to the last page of the application form. Please note you must be resident in New Zealand to be eligible to apply.

3 YOUR PHYSICAL ADDRESS
UNIT NUMBER ______________
STREET NUMBER ______________
STREET ADDRESS ______________
SUBURB OR RD ______________
TOWN OR CITY ______________ POSTCODE ______________

4 YOUR POSTAL ADDRESS (IF DIFFERENT FROM YOUR PHYSICAL ADDRESS)
UNIT NUMBER ______________
STREET NUMBER ______________
STREET ADDRESS ______________
SUBURB OR RD ______________
TOWN OR CITY ______________ POSTCODE ______________

5 YOUR CONTACT PHONE NUMBERS
WORK (+ EXTN, IF APPLICABLE) ( ) HOME ( ) MOBILE ( )

6 YOUR EMAIL ADDRESS PLEASE WRITE THE EMAIL ADDRESS CLEARLY
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Your solicitor, mortgage broker, financial adviser email address (if applicable).
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If two email addresses are completed, then we will send correspondence to both addresses.

7 WHAT IS YOUR MARITAL STATUS? ☐ Single ☐ Married ☐ De facto ☐ Civil union

8 GENDER ☐ Male ☐ Female

9 WHAT ETHNICITY/IES DO YOU IDENTIFY WITH?
☐ NZ European ☐ Māori ☐ Samoan ☐ Tongan ☐ Cook Island ☐ Niuean ☐ Chinese
☐ Indian ☐ Not stated ☐ Other PLEASE STATE ______________
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
# KiwiSaver HomeStart Grant – September 2018
## PRE-APPROVAL/APPROVAL APPLICATION FORM

### YOUR DETAILS

17. **Are you buying the house/property with other people?**
   - [ ] Yes
   - [ ] No
   If yes, then we require the following:

<table>
<thead>
<tr>
<th>First Name(s)</th>
<th>Date of Birth</th>
<th>Surname</th>
</tr>
</thead>
</table>

**Employment Status**
- [ ] Salary/Wages
- [ ] Self-Employed
- [ ] Beneficiary
- [ ] No Income

**Income from Last 12 Months (Before Tax)**

*Attachment required*

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.

18. **Are they applying for a HomeStart Grant?**
   - [ ] Yes
   - [ ] No

<table>
<thead>
<tr>
<th>First Name(s)</th>
<th>Date of Birth</th>
<th>Surname</th>
</tr>
</thead>
</table>

**Employment Status**
- [ ] Salary/Wages
- [ ] Self-Employed
- [ ] Beneficiary
- [ ] No Income

**Income from Last 12 Months (Before Tax)**

*Attachment required*

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.
**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)

<table>
<thead>
<tr>
<th>Amount Description</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money in bank/term deposit</td>
<td></td>
</tr>
<tr>
<td>Money already paid to real estate agent, solicitor or developer</td>
<td></td>
</tr>
<tr>
<td>KiwiSaver HomeStart Grant pre-approval/approval amount</td>
<td></td>
</tr>
<tr>
<td>KiwiSaver first-home withdrawal</td>
<td></td>
</tr>
<tr>
<td>Gifted amount from family</td>
<td></td>
</tr>
</tbody>
</table>

**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](http://www.hnzc.co.nz/kiwisaver)
### Solicitor's Details

<table>
<thead>
<tr>
<th>Firm Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Solicitor's Name</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOWN OR CITY</td>
</tr>
<tr>
<td>PO Box</td>
<td>TOWN OR CITY</td>
</tr>
<tr>
<td>Phone Number ( )</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
</tbody>
</table>
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.

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 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
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 hnzhomestart@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
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:

<table>
<thead>
<tr>
<th>REGION</th>
<th>HOUSE PRICE CAP FOR EXISTING/OLDER PROPERTIES</th>
<th>HOUSE PRICE CAP FOR NEW PROPERTIES</th>
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</thead>
<tbody>
<tr>
<td>Auckland, Queenstown</td>
<td>$600,000</td>
<td>$650,000</td>
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<tr>
<td>Lakes District</td>
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<tr>
<td>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</td>
<td>$500,000</td>
<td>$550,000</td>
</tr>
<tr>
<td>Rest of New Zealand</td>
<td>$400,000</td>
<td>$500,000</td>
</tr>
</tbody>
</table>

- 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
are properties being purchased off the plans, buying vacant awarded. Properties that could be eligible for the larger grants larger HomeStart grant of $2,000 per year of contribution, for such properties. Such properties could be eligible for the purchasing brand new properties by providing a larger grant The HomeStart grant places a greater emphasis on clients • • following options:

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.

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)

BEFICIARIES
If you are a beneficiary, you must contribute at least the minimum percentage 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.

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).