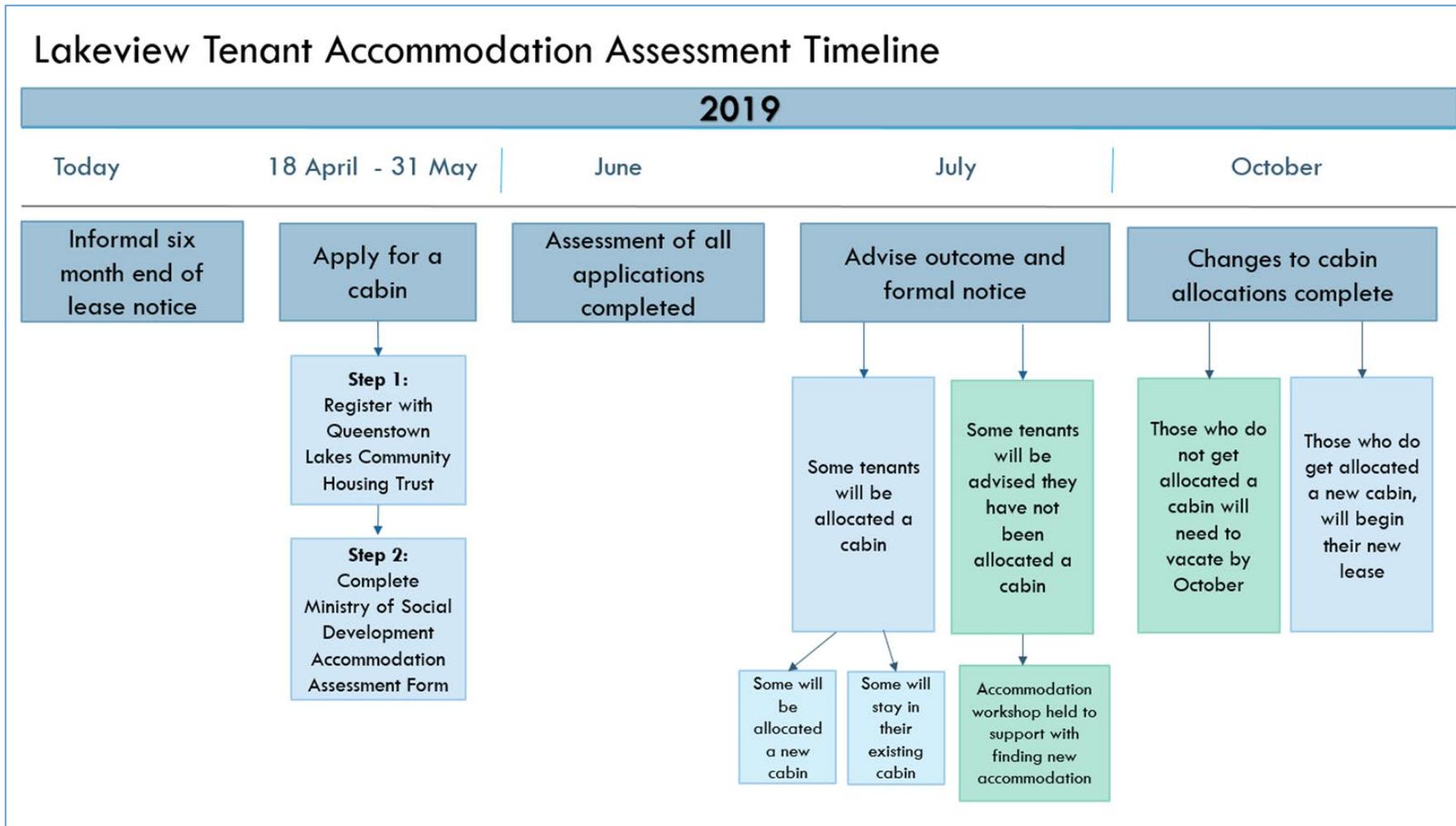


Lakeview Tenant Accommodation Assessment

A guide for Lakeview tenants on how to apply for an available cabin



HOW DO I REGISTER TO BE CONSIDERED FOR ONE OF THE AVAILABLE CABINS?

All Lakeview tenants are eligible to be considered for a new lease in one of the remaining cabins and are invited to take part in the Lakeview Tenant Accommodation Assessment, the process through which these cabins will be allocated. To ensure the available cabins are fairly allocated to those with highest priority housing needs, the Council is partnering with the Queenstown Lakes Community Housing Trust (QLCHT) and the Ministry of Social Development (MSD).

QLCHT and MSD will lead the Lakeview Tenant Accommodation Assessment process for assessing the priority of those seeking accommodation in the available cabins. Priority will be assessed entirely independently of the Council using the QLCHT and MSD housing needs assessment processes.

Please complete **both** application forms as outlined in the steps below to apply for an available cabin.

Step 1: Register with the Queenstown Lakes Community Housing Trust

Register with the QLCHT by completing the registration form on their website:

<http://www.qlcht.org.nz/register-your-interest/>

Attached to this letter is an image of what the registration page looks like. Registering is very quick and easy. You complete the fields with basic information about your household, then click on the orange 'register' button at the bottom. In the "Additional Message" section at the bottom of the form please confirm that you are Lakeview tenant, and provide your cabin number and address, along with any other information you would like to provide about your accommodation needs.

Once you have completed this form you will be contacted by the QLCHT to complete the assessment. If you have any issues completing the form please contact Corina at QLCHT for assistance:

- > **Corina Sommerville** (for support with QLCHT registration only)
Queenstown Lakes Community Housing Trust
Phone: 03 450 1745

As this is an online form you will need a computer to complete this application. The Queenstown Library has free public access computers available. Please book a time slot with one of the library staff if you want to make use of these computers.

Step 2: Complete the Ministry of Social Development (MSD) Lakeview Tenant Accommodation Assessment Form

Complete the MSD Lakeview Tenant Accommodation Assessment form attached to this letter.

Once this application form is complete please email this to: judith.mclellan003@msd.govt.nz

If you require assistance emailing this form: Take the form into the Queenstown Lakes District Council office at 10 Gorge Road and one of the Customer Services team can email the completed form to MSD for you.

WHAT IF I NEED ASSISTANCE COMPLETING THE APPLICATIONS FOR QLCHT AND MSD?

If you require support with completing these applications, we recommend you make contact with any social services agencies currently working with you to discuss if they can assist. If you would like any of these agencies to discuss your current situation in support this application, please ask them to contact Judith McLellan from MSD: judith.mclellan003@msd.govt.nz

If you are not currently working with a social services agency you can contact the following organisations for assistance with completing the applications:

- > **Hine Marchand**
Salvation Army Queenstown Community Ministries
Phone: 03 442 9661
Note: please call Hine first to make an appointment
- > **Queenstown Citizens Advice Bureau**
44 Stanley Street, Queenstown
Phone: 03 442 6799

WHAT DOES THIS MEAN FOR TENANTS LIVING IN CABINS AT LAKEVIEW?

As of today (18 April 2019) we are letting you know that all of the Lakeview cabins will be vacated by late October 2019.

Some cabins will not immediately be removed, and all existing tenants will be able to apply to re-occupy one of the limited number of remaining cabins.

The QLDC will be partnering with QLCHT and MSD to review all proposals, and we will be able to advise tenants whether they have been successful in July 2019.

The allocation of these tenancies will be needs based.

The outcomes of the accommodation assessment will be confirmed in July 2019, and each tenant will be advised of one of the following outcomes:

- **STAY IN CURRENT CABIN:** Continue lease under a standard residential tenancy agreement with a 90 day notice period.
- **MOVE TO A NEW CABIN:** Move to a new cabin in late October and start a new lease under a standard residential tenancy agreement with a 90 day notice period.
- **FIND NEW ACCOMMODATION:** Some tenants will need to find other accommodation.

Tenants will get a formal end of lease notice from rental agent Harcourts by July 2019, with all current leases to end by late October 2019.

As the outcome of the accommodation assessment is uncertain we recommend that tenants also actively look at their options to find other accommodation. We will be able to confirm which tenants will need to fully vacate Lakeview by the end of July 2019. All tenants will receive a formal end of lease notice from Harcourts in July, and all changes, reallocations and vacating of sites will occur in late October 2019.

As soon as the Lakeview Tenant Accommodation Assessment process is complete QLDC plans to run an accommodation workshop with local rental agents to assist you with the process of finding new accommodation. There are a number of agencies in our district who can assist with finding accommodation. These are listed on the QLDC website: <https://www.qldc.govt.nz/our-community/accommodation-in-our-district/>

If you require support through this transition to new accommodation, we recommend you make contact with any social services agencies currently working with you. If you are not registered with any services and need some support through this process please contact MSD if you think you might be eligible for their services, or the Queenstown Citizens Advice Bureau to discuss your needs.

WHAT IF I ALREADY LIVE IN ONE OF THE AVAILABLE CABINS?

Regardless of which cabin you currently live in, all tenants are being invited to take part in this process. If your current cabin is one of the available cabins to be allocated you will still need to apply for the Lakeview Tenant Accommodation Assessment to be considered for a new lease.

DO I NEED TO REGISTER WITH QLCHT OR MSD AGAIN IF I HAVE DONE THIS IN THE PAST?

Yes – to confirm you want to be considered for a new lease in the available cabins at Lakeview we require you to register with QLCHT and to complete the MSD Lakeview Tenant Accommodation Assessment Form.

HOW WILL MY PRIVATE INFORMATION BE USED FOR THE LAKEVIEW TENANT ACCOMMODATION ASSESSMENT?

By registering for the Lakeview Tenant Accommodation Assessment with QLCHT and MSD you are agreeing that these two agencies can share these assessments with each other to complete the allocation of available cabins. Please advise QLCHT or MSD if you do not want particular information shared between them for the purposes of this assessment.

Personal information collected through this process will comply with privacy laws and the privacy policies of QLCHT and MSD. This data will not be shared with the Queenstown Lakes District Council, Harcourts or any other agency without your permission.

WHAT WILL HARCOURTS BE DOING THROUGH THIS PROCESS?

Harcourts will continue to act as the rental agent for the Lakeview tenancies. Their role in this assessment process will be to formally advise all tenants of the current lease end dates, and advise all tenants allocated an available cabin of their new lease start date.

Please contact Harcourts if you wish to discuss your current lease or any required cabin maintenance.
Phone: 03-441 0777

INFORMATION ABOUT THE QUEENSTOWN LAKES COMMUNITY HOUSING TRUST

The Queenstown Lakes Community Housing Trust was established in 2007 to assist committed residents of the Queenstown Lakes District into decent affordable housing with secure tenure. As they play an important role in supporting our community to find accommodation, they have agreed to partner with QLDC and MSD to complete the Lakeview Tenant Accommodation Assessment.

For more information about the role of the QLCHT and the other products and services they offer please refer to their website: <http://www qlcht.org.nz/>

INFORMATION ABOUT THE MINISTRY OF SOCIAL DEVELOPMENT

MSD is the central government agency which, through its services, aims to build successful individuals, and in turn build strong, healthy families and communities. The services MSD provides include:

- > employment, income support and superannuation services
- > funding to community service providers
- > social policy and advice to government
- > student allowances and loans
- > public housing assistance.

As they play an important role in supporting our community, MSD has agreed to partner with QLDC and QLCHT to complete the Lakeview Tenant Accommodation Assessment.

PROPOSED DEVELOPMENT OF LAKEVIEW

Queenstown Lakes District Council (QLDC) owns and administers the Lakeview land, which is primarily run as a campground. Since 2002 QLDC has been investigating options for the development of the Lakeview land, and area ideally suited for projects that would support the growth and diversification of the Queenstown town centre.

In October 2017, QLDC made the decision to develop the Lakeview site, and began working to identify a private sector partner to assist in that development. QLDC has now selected its preferred development partner, and intends to formalise development plans shortly.

WHAT PARTS OF LAKEVIEW WILL THIS DEVELOPMENT OCCUR ON?

The first stage of development includes constructing new roads and other utilities infrastructure (e.g. water, electricity) through the majority of the site. Not all the land will be developed at once.

A small number of cabins will be retained by QLDC in the undeveloped areas, and used for short-to-medium term accommodation for those Lakeview tenants with priority housing needs.

ATTACHMENT 1:

**EXAMPLE OF QUEENSTOWN LAKES COMMUNITY HOUSING TRUST
ONLINE REGISTRATION FORM**

Please complete this form online by clicking on the following link:

<http://www.qlcht.org.nz/register-your-interest/>

REGISTER YOUR INTEREST

Please fill in this form to register your interest.

Name:

Email:

Contact Phone Number:

Mobile Number:

Preferred Contact Time:

Age Group:

Number Of Adults In Proposed Household:

Number Of Children In Proposed Household:

Occupation:

Workplace:

Job Type:

Other Property:

Heard About From:

Gross Household Income:

Additional Message:

ATTACHMENT 2:

**MINISTRY OF SOCIAL DEVELOPMENT
LAKEVIEW TENANT ACCOMMODATION ASSESSMENT FORM**

MINISTRY OF SOCIAL DEVELOPMENT
LAKEVIEW TENANT ACCOMMODATION ASSESSMENT FORM

FULL NAME:	
CURRENT CABIN NUMBER:	

**Please note you may be asked to supply verification to support your answers below*

- 1. Are you interested in continuing to live in a Lakeview cabin (short to medium term), should you be deemed eligible?**

YES / NO (please circle)

- 2. What is your annual gross household income?**

(please tick which income bracket applies)

- \$0 - \$18,000 per annum
- \$18,001 - \$28,000 per annum
- \$28,001 - \$38,000 per annum
- \$38,001 - \$48,000 per annum
- \$48,001 - \$58,000 per annum
- \$58,001 - \$68,000 per annum
- \$68,001 - \$78,000 per annum
- \$78,001 - \$88,000 per annum
- \$88,001 + per annum

3. What is your household makeup?

Please list the details of each person in your household in the following table.

FULL NAME	AGE	SEX	RELATIONSHIP TO YOU	RESIDENCY STATUS (for each person) <ul style="list-style-type: none">● NZ Citizen● Permanent Resident in NZ more than two years or● Permanent Resident in NZ for less than two years)● Work Visa

7. Do you have any debt that you are repaying on a regular basis?

YES / NO (please circle)

If you answered YES above, please complete the table below:

DEBT AMOUNT	WHO DO YOU OWE MONEY TO?	REPAYMENT AMOUNT	FREQUENCY

8. What other housing options have you applied for?

9. Do you have any cash or non-cash assets?

YES / NO (please circle)

If you answered YES above, please advise what assets you have

TYPE OF ASSET	AMOUNT

The information I have provided is true and correct

(Please tick if you agree)

Please sign and date this form:

NAME:	
SIGNATURE:	
DATE:	

Please email your completed form to: judith.mclellan003@msd.govt.nz

If you require assistance emailing this form: Take the form into the Queenstown Lakes District Council office at 10 Gorge Road and one of the Customer Services team can email the completed form to MSD for you.