

# Board and rent information form



MINISTRY OF SOCIAL  
DEVELOPMENT  
TE MANATŪ WHAKAHIATO ORA

**You can complete this form online by logging into MyMSD – this is the quickest way to update or confirm your information. Go to [my.msd.govt.nz](https://my.msd.govt.nz)**

This form gives us information about your accommodation and any boarders or renters you share your home with, or who just rent space from you. We need this information so we can make sure we're paying you correctly.

Our definition of renters, flatmates and boarders are:

- **Renters:** people who pay for accommodation only
- **Flatmates:** people who share the cost of the accommodation and other costs, such as food and utilities.
- **Boarders:** people who pay a fixed amount for accommodation, food and utilities, and are not included on the tenancy agreement. This includes people living in a boarding house (with food provided) or social housing property and are not the head tenant.

**Note:** If you pay board to someone else, you don't need to complete this form.

## Tell us about yourself

Client number

It's on your Community Services Card or a letter from us.

### Tell us your details

1

#### What is your full name?

First and middle names

Surname or family name

2

#### What date were you born?

Day Month Year

#### HOW TO ANSWER Q3:

If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

3

#### Where do you live?

Flat/House number

Street name

Suburb

Town/City

#### HOW TO ANSWER Q4:

Mailing address can include a PO Box, rural delivery details, or C/O address.

4

#### Is your mailing address different from where you live?

☐

No

☐

Yes



If yes, tell us your mailing address

**HOW TO ANSWER Q5:**  
Please only give us contact details you'd like us to use.

5

### How else can we contact you?

Tick the best way for us to first contact you

Home phone	(     )	
Mobile phone	(     )	
Other phone	(     )	
Email		

## Tell us about your accommodation

### Tell us who you live with

6

**INFORMATION FOR Q6:**  
Our definitions of renters, flatmates and boarders are at the top of page 1.  
If more than 3 other people live at your residence, tell us who they are on page 6.

### What other people live at your residence? (Tick all that apply)

- ☐ I live alone **You don't need to complete this form**
- ☐ My partner and/or dependent children
- ☐ The people listed below (don't list your partner or dependent children)

First name	Surname or family name	Relationship to you

7

### Do any of the people you live with, listed in Q6 above, pay you board or rent?

- ☐ No **Go to question 12** ☐ Yes **↓ If yes, please provide details below**

**Person 1**

Name of renter or boarder	
Date of birth	/ /
Phone number	(     )
Email address	
Do they pay you rent or board?	<input type="checkbox"/> Rent <input type="checkbox"/> Board
How much do they pay each week?	\$
When did they start paying?	/ /

**Person 2**

Name of renter or boarder	
Date of birth	/ /
Phone number	(     )
Email address	
Do they pay you rent or board?	<input type="checkbox"/> Rent <input type="checkbox"/> Board
How much do they pay each week?	\$
When did they start paying?	/ /

**Person 3**

Name of renter or boarder	
Date of birth	/ /
Phone number	(     )
Email address	
Do they pay you rent or board?	<input type="checkbox"/> Rent <input type="checkbox"/> Board
How much do they pay each week?	\$
When did they start paying?	/ /

**INFORMATION FOR Q7:**  
There is space available on page 6 to tell us these details for any other people.

**8** **HOW TO ANSWER Q8:**  
 'Self-contained' means there is a kitchen or a kitchenette and a bathroom. If it's a caravan or campervan it needs to have facilities for:

- day-to-day living
- sleeping
- preparing and cooking food.

It must also have a:

- Sink
- Toilet

**9** **HOW TO ANSWER Q9:**  
 The floor area for the whole home can be found by looking up the address on **qv.co.nz**

**10** **INFORMATION FOR Q11:**  
 if there are more than three people, tell us who they are on page 6.

**Do any of your boarders or renters live in a self-contained part of the property?**

☐ No **Go to question 12**

☐ Yes

**What is the floor area of the self-contained part of property?**

Length of the space (in metres)	Multiply	Width of the space (in metres)	Equals	Floor area (in metres <sup>2</sup> )
<input type="text"/>	×	<input type="text"/>	=	<input type="text"/>

**What is the total floor area of the whole property?**

metres<sup>2</sup>

**Who lives in the self-contained part of the property?**

Person's name

Person's name

Person's name

## Tell us about rental costs

**12** **INFORMATION FOR Q12:**  
 By rent we mean the amount you pay is for your accommodation only and doesn't include other costs such as food or electricity.

**13** **ATTACHMENT FOR Q13:**  
 You may need to show proof of what you pay for rent.

**14** **ATTACHMENT FOR Q15:**  
 You may need to show proof of what you pay for water rates.

**Do you pay rent?**

☐ No **Go to question 17** ☐ Yes

**What is the total amount of rent paid each week for your home?**

\$

**How much of this total amount do you pay for you and your family?**

\$

**Do you pay water rates separately from your rent?**

☐ No ☐ Yes **↓ If yes, tell us how much you pay**

\$  How often?

**Tell us about the person or organisation you pay rent to:**

Person's or organisation's full name

Person's or organisation's contact details

Address	<input type="text"/>
Phone number	( <input type="text"/> ) <input type="text"/>
Email	<input type="text"/>

If paid to a person, what is their date of birth (if known)?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

**15** **INFORMATION FOR Q16:**  
 We need this information so we can correctly identify the person.

Tell us about home ownership costs

17

Do you own the home you live in?

☐

No

Go to question 21

☐

Yes

18

What are your home ownership costs?

Who do you pay?

How much do you pay?

How often do you make the payment (such as weekly, monthly or yearly)?

First mortgage		\$	
Other mortgage		\$	
House insurance		\$	
Mortgage insurance		\$	
Rates		\$	
Ground lease		\$	
Water rates		\$	
Body corporate fees		\$	

HOW TO ANSWER Q18:

Only include mortgages you used to buy or alter your home. Include both interest and principal. List any other mortgages such as a second mortgage or revolving mortgage. Don't include contents insurance.

ATTACHMENT FOR Q18:

You'll need to show proof of your home ownership costs.

ATTACHMENT FOR Q19:

Bring receipts for any repair and maintenance costs.

19

Did you have to pay for repairs and maintenance to your home in the last 12 months?

☐

No

☐

Yes

→ Please write the total amount

\$

ATTACHMENT FOR Q20:

You'll need to show proof of your rates rebate.

20

Have you received a rates rebate in the last 52 weeks?

☐

No

☐

Yes

Amount

\$

Rating year 1 July

20

to 30 June

20

Business expenses

Claiming expenses

21

Do you run your own business?

☐

No

Go to question 24

☐

Yes

HOW TO ANSWER Q22:

If you don't know the exact amount please estimate it, based on the percentage of your home used for the business. Talk with us if you're not sure.

22

Do you claim back part of the home you live in as a business expense from Inland Revenue at the end of each tax year?

☐

No

Go to question 24

☐

Yes

23

What is the amount you claim back from Inland Revenue?

\$

# Other rent payments

24

HOW TO ANSWER Q24:

For example:

•

a person pays you to use your garage to park their car in each week

•

an organisation rents a bedroom they use as an office.

25

HOW TO ANSWER Q25:

For example a bedroom or garage.

24

Do you rent out some of your residence (not used for accommodation purposes) to another person or organisation?

☐ No

Go to the Declaration

☐ Yes

25

What is the space they rent?

26

What is the floor area of the space they use?

Length of the space (in metres)

Multiply

Width of the space (in metres)

Equals

Floor area (in metres²)

×

=

27

How much do they pay you?

Amount

How often (eg weekly)?

Start date of payment

\$

/

/

## Declaration

By signing this form I have read, understood and agreed to the following:

•

The information I've provided on this form is true and complete.

•

More information about what we do with your personal information and how we protect your privacy is at [workandincome.govt.nz/privacy](https://workandincome.govt.nz/privacy)

Your name (print)

Your signature

Day

Month

Year

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.