

# 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 and boarders are:

- **Renters:** people who pay for accommodation only
- **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

3

#### Where do you live?

Flat/House number

Street name

Suburb

Town/City

4

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

No

Yes



If yes, tell us your mailing address

#### HOW TO ANSWER Q3:

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

#### HOW TO ANSWER Q4:

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

**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

**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.

7

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

- No **Go to question 8**
- Yes **↓ If yes, please provide details below**

**HOW TO ANSWER Q7:**  
'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

**Person 1**

Full name of renter or boarder

Date of birth    /    /

Phone number    (    )

Email address

Do they pay you rent or board?     Rent     Board

How much do they pay? \$                      How often?

When did they start paying?    /    /

Does this person live in a self-contained part of the property?

No **Go to next person or question 8**

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> )
[    .    ]	×	[    .    ]	=	[    .    ]

What is the total floor area of the whole property? [    .    ] metres<sup>2</sup>

**HOW TO ANSWER Q7:**  
The floor area for the whole home can be found by looking up the address on [qv.co.nz](http://qv.co.nz)

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**HOW TO ANSWER Q7:**

The floor area for the whole home can be found by looking up the address on [qv.co.nz](http://qv.co.nz)

**ATTACHMENT FOR Q7:**

If more than 4 other people live at your address, please write these details about each one on a separate sheet of paper, and bring them with this application form.

**Person 2**

Full name of renter or boarder \_\_\_\_\_

Date of birth     /     / \_\_\_\_\_

Phone number    (     ) \_\_\_\_\_

Email address \_\_\_\_\_

Do they pay you rent or board?     Rent     Board

How much do they pay?    \$ \_\_\_\_\_    How often? \_\_\_\_\_

When did they start paying?     /     / \_\_\_\_\_

Does this person live in a self-contained part of the property?

No    **Go to next person or question 8**

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" value="."/>	×	<input type="text" value="."/>	=	<input type="text" value="."/>

What is the total floor area of the whole property?   

**Person 3**

Full name of renter or boarder \_\_\_\_\_

Date of birth     /     / \_\_\_\_\_

Phone number    (     ) \_\_\_\_\_

Email address \_\_\_\_\_

Do they pay you rent or board?     Rent     Board

How much do they pay?    \$ \_\_\_\_\_    How often? \_\_\_\_\_

When did they start paying?     /     / \_\_\_\_\_

Does this person live in a self-contained part of the property?

No    **Go to next person or question 8**

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" value="."/>	×	<input type="text" value="."/>	=	<input type="text" value="."/>

What is the total floor area of the whole property?   

**Person 4**

Full name of renter or boarder \_\_\_\_\_

Date of birth     /     / \_\_\_\_\_

Phone number    (     ) \_\_\_\_\_

Email address \_\_\_\_\_

Do they pay you rent or board?     Rent     Board

How much do they pay?    \$ \_\_\_\_\_    How often? \_\_\_\_\_

When did they start paying?     /     / \_\_\_\_\_

Does this person live in a self-contained part of the property?

No    **Go to question 8**

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" value="."/>	×	<input type="text" value="."/>	=	<input type="text" value="."/>

What is the total floor area of the whole property?

## Tell us about rental costs

8

### Do you pay rent?

 No

[Go to question 13](#)

 Yes

#### INFORMATION FOR Q8:

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

9

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

10

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

#### ATTACHMENT FOR Q10:

You may need to show proof of what you pay for rent.

11

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

 No Yes

[If yes, tell us how much you pay](#)

How often?

#### ATTACHMENT FOR Q11:

You may need to show proof of what you pay for water rates.

12

### 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	
Phone number	(     )
Email	

#### INFORMATION FOR Q12:

We need this information so we can correctly identify the person.

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

Day    Month    Year

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## Tell us about home ownership costs

13

Do you own the home you live in?

No

[Go to question 17](#)

Yes

14

What are your home ownership costs?

**HOW TO ANSWER Q14:**

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 Q14:**

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

**ATTACHMENT FOR Q15:**

Bring receipts for any repair and maintenance costs.

**ATTACHMENT FOR Q16:**

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

	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		\$	

15

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

No

Yes

[Please write the total amount](#)

\$

16

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

No

Yes

Amount

\$

Rating year 1 July

to 30 June

## Business expenses

### Claiming expenses

17

Do you run your own business?

No

[Go to question 20](#)

Yes

18

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 20](#)

Yes

19

What is the amount you claim back from Inland Revenue?

# Other rent payments

## HOW TO ANSWER Q20:

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.

20

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

No

[Go to the Declaration](#)

Yes

21

What is the space they rent?

  

## HOW TO ANSWER Q21:

For example a bedroom or garage.

## HOW TO ANSWER Q22:

The floor area for the whole home can be found by looking up the address on [qv.co.nz](http://qv.co.nz)

22

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 metres <sup>2</sup> )
<input type="text"/>	×	<input type="text"/>	=	<input type="text"/>

23

How much do they pay you?

Amount	How often (eg weekly)?	Start date of payment
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 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](http://workandincome.govt.nz/privacy)

Your name (print)

Your signature

Day

Month

Year