

## Policy on allocation of QLCHT properties and households – 9.15

Queenstown Lakes Community Housing Trust  
July 2018, updated November 2020, March 2021, May 2022

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### Background

Since its inception in 2007, QLCHT has managed the allocation of properties by inviting selected households on its waiting list to submit a formal application. These households are selected by QLCHT giving consideration to their eligibility, suitability and in the case of some rental programmes, highest need as determined by QLCHT.

The manner in which QLCHT allocates housing programmes (for example Secure Home) to specific housing developments has in the past been determined on a case by case basis by factoring in tenure demand, typology suitability, project financing available at completion, and any other considerations specific to that particular housing project (for example, a Council requirement restricting tenure to rentals only). As QLCHT's property portfolio grows, it is appropriate to set benchmarks for the allocation of housing programmes.

There will always be a tension between supporting those with greatest need versus key worker and committed resident objectives. Benchmarking should take into account these tensions alongside consideration of the financial capacity of different cohorts on the waiting list, and long term funding options for QLCHT in providing housing programmes. There may be additional requirements to prioritise particular cohorts, who are otherwise underrepresented in housing, eg Maori, families with children, seniors.

As Secure Home properties require less equity to fund than rental properties, and a growing number of households on QLCHT's waiting list are in a position to take up the Secure Home programme, it is prudent to allocate the greatest portion of properties to this housing programme.

QLCHT offers three rental programmes. Demand across all three is reasonably equal, and it is therefore appropriate to split the rental portfolio equally between the three rental programmes where possible. It is also important to recognise that demand and additional Government funding for Public Housing Rental will vary between different housing developments, so it will be necessary to assign properties to this programme with this in mind.

### Policy

1. Programme benchmarks – QLCHT will aim for the following benchmarks when allocating properties to housing programmes:
  - a. *Secure Home* - 60-70%
  - b. *Rent Saver* – 10-15%
  - c. *Affordable Rental* – 10-15%
  - d. *Public Housing Rental* – 10-15%

2. Secure Home – households will be prioritised according to how long they have been on the waiting list. QLCHT staff will start at the top of the waiting list (those who have been there the longest), inviting those who are eligible and who have the financial capacity for the programme to apply for a property. A full and thorough assessment will be made by QLCHT (including credit check, landlord reference, evidence of income and interview with household) and properties offered first to those who have been on the waiting list the longest. It is the responsibility of the applicant to keep QLCHT updated with their current financial position.
  
3. Rent Saver – households will be prioritised according to how long they have been on the waiting list. QLCHT staff will start at the top of the waiting list (those who have been there the longest), inviting those who are eligible and who have the financial capacity for the programme to apply for a property. A full and thorough assessment will be made by QLCHT (including credit check, landlord reference, evidence of income and interview with household) and properties offered first to those who have been on the waiting list the longest. The responsibility lies with the applicant to keep QLCHT updated with their current financial position.
  
4. Affordable Rental – the invitation to apply for a property under the Affordable Rental programme will be based first on highest need, as determined by QLCHT. A full and thorough assessment will be made by QLCHT (including credit check, landlord reference, evidence of income and interview with household) and properties offered to those with the highest need. Where there are multiple households with a high need on the waiting list, consideration will then be given to length of time on the waiting list and the final offer of a property based on this. Assessment of need will be evaluated at QLCHT’s sole discretion and will include factors such as a household size, income, typology and current living circumstances.
  
5. Public Housing Rental - the invitation to apply for a property under the Public Housing Rental programme will be based first on highest need, as determined by QLCHT from households on the Government’s Public Housing register. An assessment will be made by QLCHT (including landlord reference, and interview with household – but evidence of income is not required) and properties offered to those with the highest need. Where there are multiple households with a high need on the waiting list, consideration will then be given to the length of time on the waiting list and the final offer of a property based on this. Assessment of need will be evaluated at QLCHT’s sole discretion and will include factors such as a household size, typology and current living circumstances.
  
6. Key Worker priority – from time to time, QLCHT may determine, at its sole discretion, that a particular property should be prioritised for a “key worker”. Key workers include police, nurses, teachers and others, whose professions have been identified as core to the makeup of a high functioning community. The professions included in the class of key worker and assessment of priority for housing will be evaluated and determined at the sole discretion of QLCHT.