



KiwiSaver First-Home Deposit Subsidy  
KiwiSaver First-Home Withdrawal

# KIWISAVER APPLICATION CHECK SHEET

For Housing New Zealand to process your application for a KiwiSaver first-home deposit subsidy or determine eligibility as a previous home owner for the first-home withdrawal, you must include the following:

- ☐ Proof of the income you have earned over the previous **52 weeks** (for employed workers); or copies of your financial statements and tax returns for the period you are applying for (for self employed); or evidence that you have not earned any income (non income earners)
- ☐ The relevant proof of income for those buying the property with you
- ☐ A photocopy of a passport or a birth certificate
- ☐ Full transactional statements showing all contributions made towards your KiwiSaver scheme. We prefer print outs from “My KiwiSaver” from [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz)
- ☐ If applicable, a copy of the sale and purchase agreement, clearly identifying all purchasers. Please note an agreement in the name of a purchaser “and/or nominee” is not acceptable.

If incomplete applications are received, then it could affect your eligibility for the deposit subsidy/determination for a previous home owner.

Pre-approvals/applications will be processed within **five working days** of Housing New Zealand receiving the application (provided all supporting documentation has been included).

Please note that the payment of the deposit subsidy could take up to **four weeks** from when Housing New Zealand receives the application. We may not accept applications that do not give us at least three weeks to process and pay the deposit subsidy.

The deposit subsidy **will only be paid out** on the settlement date. It forms part of the overall deposit paid to the vendor on the day you buy the property. Subsidy payments cannot be made before or after the settlement date.

Please also read and use the Checklist found on page one of the Application Form to ensure your application is complete and can be processed.