

Security deposit claim form



MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

Housing providers or suppliers need to complete this form if they wish to claim against an occupant's security deposit.

This form asks for information required by the Ministry of Social Development to process the claim. A security deposit must have been approved before the person entered your emergency housing, contracted emergency housing or transitional housing.

You'll need to provide this form and your invoices for the claim to your nearest Ministry of Social Development service centre.

Housing provider's details

1

What is the trading name of your housing organisation?

2

What is your organisation's MSD registration number?

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Information about the occupant

3

What is the person's name?

First and middle names

Surname or family name

4

What is their MSD client number?

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5

What date did the person check in?

Day Month Year

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6

Is the person still staying with you?

No

[Go to question 7](#)

Yes

[Go to question 9](#)

7

What date did the person leave?

Day Month Year

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8

Did the person check out before they left?

No

[Go to question 10](#)

Yes

9

Have they agreed to the claim?

No Yes

10

What was the pre-approved security deposit amount?

\$

Information about your claim

11

Are you claiming an amount for unpaid accommodation contribution costs? (This can **only** be claimed for transitional or contracted emergency housing).

No Yes

↓ Amount you're claiming

\$

12

What are you claiming for loss and/or damage?

Item you're claiming	Amount	Loss	Damage
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>



INFORMATION FOR Q12:

Loss covers replacement items (including keys), excessive cleaning costs or rooms being unavailable.

Damage covers damages or breakages caused by the person or anyone staying with them.

Security deposit claims cannot cover items such as:

- general wear and tear
- telephone / internet
- parking
- meals
- laundry.



ATTACHMENT FOR Q12:

Please provide invoices for all items you're claiming.

Declaration and signature

By signing this form I confirm:

- damages or loss were caused by the occupant (or someone staying with them)
- the costs being claimed are actual and reasonable and are not general wear and tear
- for occupants that have checked out or are still staying at the accommodation, we have discussed the claim with them and they have agreed to this claim
- for occupants that did not check out, we don't know of any disputes to this claim
- I am authorised to act on behalf of the housing provider named on this form.

Authorised person's name

Authorised person's email

Authorised person's phone

()

Authorised person's mobile

()

Authorised person's signature

Day Month Year