



Home purchase withdrawals – Frequently asked questions

Q. What is a home purchase withdrawal?

A. The Fund's Trust Deed allows you to make a withdrawal from your account to go towards the purchase of a first home. The withdrawal facility is briefly explained in the Fund's Product Disclosure Statement and these frequently asked questions provide supporting information.

Q. How do I qualify?

A. You must have been a member of the Fund (with locked-in savings, if you are seeking a locked-in account withdrawal) and/or a KiwiSaver scheme for at least three years in total.

You must be buying your first home in New Zealand and **to live in** (not as an investment property).

Q. Am I eligible if I have owned a home before?

A. The withdrawal facility is intended principally for first home purchases. If you have owned a home before, either on your own or jointly with another person, you will only be eligible to make a withdrawal if Kāinga Ora confirms in writing that it is satisfied you are in the same financial position as a person who has never owned a home.

Q. Can I withdraw my full balance from the Fund (including my standard account and any locked-in account)?

A. Yes, provided you leave a balance of not less than \$1,000 in your standard account (or, if you have a locked-in account, that account) on the date of the withdrawal.

The amount withdrawn can include the government contributions credited to any locked-in account.

Q. Can I make more than one withdrawal?

A. No, you can only ever make one withdrawal to purchase a home.

However, if you make a withdrawal from the Fund for a home purchase and the withdrawal amount is subsequently returned to the Fund because the purchase did not proceed, then you will be treated as not having made a withdrawal and you will be eligible to apply again.

Q. When can I apply?

A. You can apply for a home purchase withdrawal provided you have been a member of a KiwiSaver scheme and/or the Fund (with locked-in savings, if you are seeking a locked-in account withdrawal) for a combined total of at least three years as at the date when you want to make the withdrawal.

Q. How do I apply?

A. Complete the 'Home Purchase Withdrawal' form, which is available at www.nzasretirementfund.com (click on the *Documents* tab and then go to *Member forms*) or through the Fund member helpline on 0508 266 787.

Note that the form includes a statutory declaration, which must be witnessed by an authorised person (see the form for details). The completed form must also be accompanied by a letter of undertaking from your solicitor or conveyancing practitioner – the form of this letter will differ based on whether the purpose of your withdrawal is to pay all or part of the deposit or solely to pay funds at settlement.

You must then ensure that the Fund's Administration Manager, Mercer, receives the completed form (with all the required supporting documentation) **at least 10 working days before you wish to withdraw the money.**

Q. What do I need to do if I have previously owned a home?

A. If you have previously owned a home, you will need to get Kāinga Ora to determine whether you are eligible for a withdrawal. See [Kāinga Ora's website](#) for details (click on the *Home ownership* tab and then go to *KiwiSaver first-home withdrawal*).

If you believe you meet the criteria for being in the same financial position as a person who has never owned a home, you need to complete Kāinga Ora's application form (available [here](#) or by calling the Kāinga Ora helpline on 0508 935 266). You should then give the completed form to Kāinga Ora with the appropriate documentation.

If you qualify, Kāinga Ora will issue a confirmation letter for you to attach to the Fund's Home Purchase Withdrawal form. You and your solicitor or conveyancing practitioner should then complete that form and submit it to Human Resources at NZAS.

Q. When will the payment be made?

A. No payment can be made until after your withdrawal has been approved. The timing of the payment will vary, depending on whether the stated purpose of your withdrawal is to pay all or part of the deposit or solely to pay funds at settlement.

If the purpose of your withdrawal is to pay all or part of the deposit (with any remaining withdrawal amount then paid at settlement), payment will be made to your solicitor's or conveyancing practitioner's trust account once your application has been approved. If your withdrawal is for funds to be paid at settlement, payment will be made on the date your sale and purchase agreement becomes unconditional or as soon as possible after that date.

Note that you must complete and return your form and provide the appropriate documentation so that they are received by the Fund's Administration Manager, Mercer, **at least 10 working days** before payment is required.

Q. Can the withdrawal be paid directly to me?

A. No, the home purchase withdrawal must be paid direct to your solicitor's or conveyancing practitioner's trust account.

Q. What happens if the home sale falls through?

A. The withdrawal payment made to your solicitor or conveyancing practitioner must be returned to Mercer and the funds must be credited back to the relevant account (or accounts) in the Fund. You will need to make a new withdrawal application if you find another home.

Q. What can I use this money for?

A. The home purchase withdrawal can be used to help you buy a house, home unit or apartment to live in, or a section on which your home is to be built. Alternatively, it can be used to buy a dwelling-house on Māori land, provided there is evidence of your right to occupy the land (such as a licence to occupy or an occupation order).

The withdrawal cannot be used to buy an investment property.

Q. Can the Trustee decline my application?

A. The Trustee will only permit a withdrawal if it is satisfied (based on whatever supporting evidence it may reasonably require) that if you were a member of a KiwiSaver scheme you would be permitted to make the withdrawal.

First Home Grant

If you are purchasing a first home, or Kāinga Ora has confirmed that you are eligible to make a home purchase withdrawal despite having previously owned a home, you may also be entitled to a once-only First Home Grant. Kāinga Ora administers these grants.

To qualify for a grant, you must:

- have been contributing at least the prescribed minimum amount to a KiwiSaver scheme, exempt employer's scheme or complying superannuation fund (such as the Fund) for a minimum of three years; and
- meet other terms and conditions, including income caps and regional house price caps.

All enquiries about the First Home Grant should be directed to Kāinga Ora. For more details, you can visit the Kāinga Ora website www.kaingaora.govt.nz (click on the *Home ownership* tab and then go to *First Home Grant*) or call the Kāinga Ora Helpline on 0508 935 266.

The amount of the First Home Grant will differ depending on whether you are:

- purchasing an existing home; or
- purchasing a brand-new home, a home off the plans or land to build a new home on.

Purchase of an existing property

If you are purchasing a brand-new home, a home off the plans or land to build a new home on, the grant is between \$3,000 and \$5,000, based on \$1,000 for each year of contributory membership up to a maximum of \$5,000 after five or more years.

Purchase of a new property

If you are building or purchasing a new home or buying land to build a new home on, the grant is between \$6,000 and \$10,000, based on \$2,000 for each year of contributory membership up to a maximum of \$10,000 after five or more years.

You can combine your grant with any grant received by another eligible purchaser. The maximum combined grant for a single dwelling is \$10,000 for an existing property and \$20,000 for a new property.

Notes: (i) Because Kāinga Ora administers the First Home Grant and grants are not payable from the Fund, the Trustee has no liability for (or involvement in relation to) the First Home Grant. (ii) If you have previously owned a home, your eligibility for a home purchase withdrawal is also determined exclusively by Kāinga Ora.