



Guidance to homeowners for completing the authority form for representative and assessment

For individual unit/flat within a multi-unit complex or stand-alone complex claim (section 19 or 21 Weathertight Homes Resolution Services Act 2006)

The authority form for representative and assessment authorises:

- the representative listed on the form to bring a claim under the Weathertight Homes Resolution Services Act 2006 (the WHRS Act 2006) for the above complex
- a Department of Building and Housing assessor to assess your unit.

You will be aware that action is underway to bring a claim for the above complex, which is classed as a multi-unit or stand-alone complex under the WHRS Act 2006.

In order to apply for an assessor's report under the WHRS Act 2006 you must authorise a representative to bring and resolve the claim. Please fill out the section on the attached form, authorising the representative to bring and resolve the claim.

- If your complex is a unit title development, the body corporate will be your representative. Write the number of your body corporate – you do not need to provide a name.
- If your complex is a cross-lease development, write the name of the representative who has been chosen by you and the others involved in the claim.
- If you do not know the type of development, you can find out from your certificate of title.

In order to complete a thorough assessment of the complex, the assessor must undertake invasive testing of the complex. He/she needs your authorisation to assess your unit.

Invasive testing means the assessor may:

- drill holes in walls (inside and outside)
- cut A4-sized holes in walls (inside and outside)
- take samples of wood or mould from inside the wall.

Invasive testing is essential because it:

- enables the assessor to form an opinion on eligibility with a sound basis
- ensures the report has authority and credibility.

The assessor will make temporary repairs to the tested areas, but you are responsible for making the final repairs.

Under the WHRS Act 2006, 75 percent of units/flats involved in the multi-unit complex claim, or all of the units involved in a stand-alone complex claim, must authorise invasive testing of their individual unit/flat by the Department of Building and Housing assessor. If the required percentage is not reached, the claim will be declined.

If you consent to the assessor entering your unit and undertaking all necessary testing, including invasive testing, please sign the authority form and give it to your representative.

For more information call 0800 324 477, visit our website www.dbh.govt.nz or email us at info@dbh.govt.nz



Authority form for representative and assessment

For individual unit/flat within a multi-unit complex or stand-alone complex claim (section 19 or 21 Weathertight Homes Resolution Services Act 2006)

Address of complex	
Representative (complete the relevant option)	
Unit title complex	(Body corporate number)
Cross lease complex	(Name of individual)
Stand-alone complex	(Name of individual)
Homeowner's agreement	
<p>I/We authorise the representative listed above as my/our representative to bring and resolve a claim under the Weathertight Homes Resolution Services Act 2006 for the above complex.</p> <p>I/We authorise the Department of Building and Housing assessor and his/her nominated assistants to enter my unit/flat in order to conduct and complete an assessment of the complex.</p> <p>I/We authorise the assessor to undertake all necessary testing of my unit/flat including invasive testing. I understand that this authorises holes being drilled and/or cut in external cladding or internal lining of my unit/flat for inspection purposes and that I am responsible for making final repairs to tested areas.</p>	
Unit flat number	
Print names of all owners of unit/flat here	
Signed	Homeowner
	Date / /
Signed	Homeowner
	Date / /
Signed	Homeowner
	Date / /

Print **names of all the owners in full** as shown on the certificate of title.

- Include all first/given names and surname/family name.
- If the unit/flat is jointly owned, include all owners' names. All joint-owners must sign this form.
- If a trust owns the unit/flat, please print the full name of the trust **and** the names of the trustees listed on the certificate of title. This form must be signed by someone appropriately authorised to sign on behalf of the trust, or by all the trustees.
- If a company owns the unit/flat, please print the full name of the company. This form must be signed by someone appropriately authorised to sign on behalf of the company.