

## **AUSTRALIAN CAPITAL TERRITORY**

### **FIRST HOME OWNER GRANT APPLICATION FORM AND LODGMENT GUIDE**

#### **LODGMET GUIDE -**

#### **FOR TRANSACTION DATED ON OR AFTER 1 JANUARY 2016 ONLY**

The information in this lodgment guide is for general guidance only. It should not be relied upon to address every aspect of the [First Home Owner Grant Act 2000](#) and should not be lodged with your application.

The First Home Owners Grant amount is \$10,000 for transactions dated on or after 1 January 2016.

#### **BEFORE LODGING YOUR APPLICATION, REMOVE PAGES 1 TO 6 OF THIS LODGMET GUIDE**

#### **HOW TO LODGE YOUR APPLICATION**

- Applications must be lodged within 12 months of the completion of the eligible transaction.
- There are two options available when lodging the First Home Owner Grant Application. You can lodge your completed application with:
  - An approved agent; or
  - The ACT Revenue Office only after completion of the eligible transaction.

**NOTE:** An approved agent is not authorised by the ACT Revenue Office to provide advice or assistance on the eligibility of the grant or on the completion of the application for the grant. All questions should be directed to the ACT Revenue Office. A list of approved agents can be found at <http://www.revenue.act.gov.au/home-buyer-assistance/first-home-owner-grant/approved-agents>

#### **WHAT HOMES QUALIFY**

The grant applies to new and substantially renovated homes in the ACT. A home is a building affixed to the land that may lawfully be used as a place of residence. An off the plan purchase or a house and land package will become eligible for the grant on settlement.

#### **ELIGIBILITY CRITERIA**

Applicants must:

- ✓ lodge an application within 1 year after completion of the eligible transaction;
  - ✓ fully complete and sign the application form and lodge it together with the required supporting documents;
  - ✓ be an individual at least 18 years of age<sup>^</sup> (i.e. not be applying as a company or a trust, unless as trustee for a person with a legal disability);
  - ✓ ensure at least one applicant is an Australian citizen or a permanent resident;
  - ✓ be buying or building a new home, substantially renovated or off the plan home for which the contract was signed on or after 1 January 2016, or building a home as an owner builder where building commenced on or after 1 January 2016;
  - ✓ ensure each person holding a relevant interest in the property is an applicant;
  - ✓ ensure at least one applicant must reside in the home as their principal place of residence for a continuous period of at least 1 year, with the period of occupation starting within 1 year after completion of the eligible transaction; and
  - ✓ be buying or building a new home for which the total value of the property does not exceed \$750,000.
- \* The Commissioner may allow an application before or after the application period i.e. the period beginning on the commencement date of the eligible transaction and ending 1 year after completion of the eligible transaction.

<sup>^</sup> If the Commissioner is satisfied there are good reasons to do so, the Commissioner may exempt the applicant from the requirement to be at least 18 years old.

### **APPLICANTS AND THEIR SPOUSE OR PARTNER MUST:**

- ✓ **not have** received a First Home Owner Grant anywhere in Australia. An applicant, who received a grant after 1 January 2011 and paid it back, may be entitled to apply for a further grant depending on the circumstances. However, an applicant is ineligible for a further grant if the applicant has been convicted of an offence against the [First Home Owner Grant Act 2000](#) or a corresponding law;
- ✓ **not have** previously owned or held a relevant interest in a residential property anywhere in Australia prior to 1 July 2000;
- ✓ **not have** occupied a residential property in which they acquired a relevant interest anywhere in Australia on or after 1 July 2000 but before 1 January 2004; and
- ✓ **not have** occupied, for a continuous period of at least 6 months, a residential property in which they acquired a relevant interest anywhere in Australia on or after 1 January 2004.

**NOTE:** A person who is the spouse of an applicant will not be regarded as the applicant's partner if, at the time of deciding the application, the Commissioner is satisfied that the applicant is not living with the person and has no intention of resuming living with the person.

### **WHEN WILL THE GRANT BE PAID**

For payment to be available at settlement or first draw down/progress payment you must lodge your application with an approved agent. Applications for payment after completion can be lodged at the ACT Revenue Office. The table below provides payment details.

<b>Type of transaction</b>	<b>Applying through</b>	<b>Payment of grant will be made/available</b>
Purchase of New, Substantially renovated home or Off the plan home	Approved agent	At date of settlement by approved agent.
	ACT Revenue Office	Within 10 working days of lodging a complete application, <u>after</u> completion of the eligible transaction.
Contract to build	Approved agent	On date of first progress payment by approved agent.
	ACT Revenue Office	Within 10 working days of lodging a complete application, <u>after</u> completion of the eligible transaction.
Owner builder	Approved agent	When construction of the home has been completed.
	ACT Revenue Office	Within 10 working days of lodging a complete application, <u>after</u> completion of the eligible transaction.
Terms contract	ACT Revenue Office Only	Within 10 working days of lodging a complete application with evidence of possession and at least \$10,000 has been paid.

### **RESIDENCY REQUIREMENTS**

- At least one applicant must start occupying the home within 1 year after completion of the eligible transaction.
- At least one applicant must reside in the home as their principal place of residence for a continuous period of at least 12 months.
- Applicants must satisfy the Commissioner that they have met the residency requirements and may be required to prove residency by providing documentary evidence of their period of occupancy.
- Applicants who do not satisfy the residency requirements must notify the Commissioner in writing within 14 days of the notifiable event and repay the grant.

**NOTE:** The **Commissioner** may apply discretion to extend or exempt the residency requirements in certain circumstances. Mandatory timeframes and evidentiary requirements apply to all applications requesting consideration for discretion to be exercised.

## **WHEN YOU MUST REPAY THE GRANT**

A notifiable event occurs when any part of the eligibility criteria is not met. In all such cases, applicants are required by law to notify the Commissioner in writing and repay the grant within the timeframes specified as follows.

**NOTE:** Failure to notify the **Commissioner** and repay the grant is a strict liability offence

<b>NOTIFIABLE EVENT</b>	<b>NOTIFICATION TIMEFRAME</b>
Failing to comply with the residency requirements	Within 14 days of the earlier of the date: <ul style="list-style-type: none"><li>• by which the applicants were required to have taken occupation of the home; or</li><li>• on which it became apparent that the applicants would not comply with the residency requirements during the period allowed for compliance.</li></ul>
Failing to comply with a condition of the grant in relation to a non-complying interest, or payment before completion of eligible transaction, for example exceeding the cap, or a general condition	Within 14 days of breach of the condition.
Overpayment of the grant	Within 14 days of payment of the grant.

## **YOUR OBLIGATIONS**

As an Applicant for the First Home Owner Grant (FHOG) you must ensure information contained in your application is true and correct. It is an offence for a person to make a false or misleading statement when applying for the grant. If you are unsure about any of your obligations or the information required in the application, it is important that you contact the ACT Revenue Office.

## **COMPLIANCE INVESTIGATIONS**

The ACT Revenue Office conducts ongoing investigations to ensure that applicants comply with all conditions. Applications are rigorously reviewed, and checks are made of former home ownership by any applicant in the ACT and interstate. Compliance investigations are generally undertaken after the grant has been paid.

For further information regarding internal compliance investigations visit:

<http://www.revenue.act.gov.au/interest-and-penalties/compliance>

## **YOUR RIGHTS**

For information regarding your rights is available at:

<http://www.revenue.act.gov.au/interest-and-penalties/your-rights>

## **SUPPORTING DOCUMENTATION**

Please refer to page 13 for all supporting documentation checklist required when lodging an application for the FHOG.

### **SUPPORTING EVIDENCE – PROOF OF IDENTITY**

All applicants and their partners (excluding a shared equity partner) must lodge a copy of a Category One document as primary identity.

- If lodging at the ACT Revenue Office, each applicant and their partner must provide copies of at least one document from each of the four proofs of identity categories below.
- A single document cannot be used for more than one category.
- Documents of Evidence need to be Current (eg. Passports, drivers licence). Any expired documents will NOT be accepted as proof of identity.

<b>❖ Category One – Evidence of citizenship or permanent residency</b>
<p><b>Note:</b> At least one <b>applicant</b> must be an Australian citizen or <b>permanent resident</b> at the time of application.</p> <p><b><u>IF BORN IN AUSTRALIA:</u></b></p> <ul style="list-style-type: none"><li>• Full Australian birth certificate issued by Registrar of Births, Deaths and Marriages <b>EXTRACTS and Passports will not accepted (There are NO exceptions to this requirement)</b></li></ul> <p><b><u>IF BORN OVERSEAS:</u></b></p> <ul style="list-style-type: none"><li>• Australian passport <b>OR</b></li><li>• New Zealand passport <b>OR</b></li><li>• International passport and Citizenship Certificate <b>OR</b></li><li>• International passport and current Australian Visa issued for entry into Australia (VEVO)</li></ul> <p>If separated from your spouse, provide a statutory declaration with your former partner's name, date of birth, date of marriage, date of separation, current address (if known) and statement to the effect that you do not live together and have no intention of cohabitation.</p>
<b>❖ Category Two – Evidence of photo identity</b>
<ul style="list-style-type: none"><li>• Australian driver's licence<sup>^</sup> – learner's permit or provisional licence (Preferred Document)</li><li>• Passport <sup>^</sup></li><li>• Photo ID from place of work</li></ul>
<b>❖ Category Three – Evidence that the applicant resides in Australia</b>
<ul style="list-style-type: none"><li>• Medicare card<sup>^</sup> (Preferred Document)</li><li>• Motor vehicle registration</li><li>• Centrelink or Department of Veterans' Affairs card<sup>^</sup></li><li>• Security guard/crowd control licence<sup>^</sup></li><li>• Tertiary education institution ID card<sup>^</sup></li></ul>
<b>❖ Category Four – Evidence of the applicant's residential address</b>
<ul style="list-style-type: none"><li>• Utility documents showing applicant's name and current residential address (Preferred Document)</li><li>• Insurance policy showing applicant's name and current residential address</li><li>• Loan documents from a financial institution (showing the purchase property address as security)</li></ul>

<sup>^</sup> Evidence of Change of Name is required if the name on any document is different from the name of the applicant (eg. Change of Name certificate, Marriage certificate, and Birth certificate or Divorce certificate).

## **Terms Used**

**Applicant:** A person applying for a grant, who on completion of the eligible transaction, will own or hold a relevant interest in the land on which the home is built. All interested persons must be applicants — an interested person is a person who is, or will be on completion of the eligible transaction, an owner of the home.

**Approved agent:** Financial organisations, approved by the ACT Revenue Office, to accept and process applications for the grant. An Approved agent is not authorised by the ACT Revenue Office to offer any advice or assistance on the conditions of eligibility for the grant or on the completion of the application for the grant.

**Cap:** The value amount of the eligible property the first home owner grant cap is \$750,000 or less; or if another amount is prescribed by regulation—the prescribed amount.

**Commissioner:** Commissioner for ACT Revenue.

### **Completion date of eligible transaction:**

- (a) For a contract to purchase a new, substantially renovated or off the plan home— when the purchaser becomes entitled to possession of the home and, if required to obtain registered title to the property, when the necessary steps to obtain registration of the purchaser's title have been taken.
- (b) For a contract to build or an owner builder – when a Certificate of Occupancy is issued.

**Contract to build:** A comprehensive building contract where a builder agrees to build a complete **home**, from the time the building starts to when it is finished and is ready for occupation, and includes any further contract to complete work not otherwise completed for any reason.

**Consideration:** The purchase price or cost of construction of the home.

**Eligible transaction:** An eligible transaction is:

- (a) A contract for the purchase of a new home in the ACT made on or after 1 January 2016; or
- (b) A comprehensive home building contract made on or after 1 January 2016 by the owner of land in the ACT, or a person who will on completion of the contract be the owner of land in the ACT, to have a new home built on the land; or
- (c) The building of a new home in the ACT by an owner-builder if the building work begins on or after 1 January 2016.

**Home:** A building, affixed to land, that may be lawfully used as a place of residence and that the Commissioner is satisfied is a suitable building for use as a place of residence.

**Individual:** A natural person

**Related or associated party:** A person is related or associated with another party when:

- one is the partner of the other; or
- they are related by blood, marriage or adoption; or
- they are a shareholder/director of the other party, being a company; or
- they are a beneficiary of a trust for which the other party is a trustee; or
- the transaction is otherwise not at arm's length.

**Relevant interest:** A person with a relevant interest may be described as the person who will have a legal entitlement to occupy the home being bought or constructed. Usually this will be the person(s) registered as proprietor on the title (generally a leasehold interest in the land granted by the Commonwealth). Each person acquiring a relevant interest must be listed as an applicant on the application form.

**New home:** A home that has not been previously occupied or sold as a place of residence and includes a substantially renovated home.

**Notifiable event:** An event that occurs when any part of the eligibility criteria is not met. Applicants are required by law to notify the Commissioner in writing and repay the grant within 14 days of becoming aware of a notifiable event. Examples: applicant cannot satisfy the residence requirement, or grant has been paid to an owner builder in anticipation the total value will not exceed the cap but the total value when completed, does exceed the cap.

**Off the plan purchase agreement:** An agreement for the sale or transfer of dutiable property that is, or includes, land where a residence is to be erected or developed before completion of the sale or transfer.

**Owner:** A person who has a relevant interest in land on which a home is built.

**Owner builder:** An owner of land who builds a home or has a home built, on the land without entering into a comprehensive home building contract.

**Partner of Applicant:** A person is the partner of the applicant if the person is the applicant's domestic partner. (See *Legislation Act 2001*, s 169 for the meaning of domestic partner).

**Permanent resident:** A person who holds a permanent residency visa under s 30 of the *Migration Act 1958* (Cth) or a New Zealand citizen who holds a special category visa under s 32 of the *Migration Act 1958*.

**Principal place of residence:** The home you primarily reside in. The most important characteristic of a principal place of residence is that the person is living in the residence on an ongoing and permanent basis as the person's settled or usual home. When the occupation is transient, temporary or of a passing nature, or the occupation is for some other purpose, this is not sufficient to establish occupation as a principal place of residence.

**Residential property:** Land in Australia is residential property at a particular time if there is, at that time, a building on the land lawfully occupied as a place of residence or suitable for occupation as a place of residence.

**Shared equity finance arrangement**

A finance arrangement between an **applicant** and a **shared equity partner**.

**Shared equity partner:** A financial institution or an entity declared as a provider of community housing under s 73A of the *Duties Act 1999*. A **shared equity partner** is excluded from the requirement to be an **applicant** to the grant provided that, on completion of the transfer of the property to which the application relates, the **shared equity partner** will have an interest of 50 per cent or less in the property.

**Substantially renovated home:** A home that has had substantial renovations; and as renovated, has not been previously occupied, or sold as a place residence.

**Substantial renovations:** of a home, means renovations in which all, or a substantial part, or the home is removed or replaced. Eg. Removal or replacement of foundations, external walls, interior supporting walls, floors, roof or staircases.

**Terms contract:** A contract for the sale of land where the purchaser has to make 2 or more payments (excluding the deposit) to the vendor after the contract is signed by all parties. Generally, the purchaser will be in possession of the land under the contract but cannot be registered on the title until the final payment is made to the vendor.

**Unencumbered value:** The value of a home or relevant interest in land without regard to any encumbrance e.g. mortgage. The Commissioner will disregard any scheme or arrangement where the main purpose is to reduce the value of the home or interest.

See the *First Home Owner Grant Act 2000* for full definition of unencumbered value.

**Valuer:** A certified practising valuer who is a member of the Australian Property Institute or a person the Commissioner considers suitably qualified.

**Value of relevant interest in the land:** Greater of the consideration paid or payable for the interest and unencumbered value of the interest.

## **FIRST HOME OWNERS GRANT APPLICATION FORM**

**FOR TRANSACTIONS DATED ON OR AFTER 1 JANUARY 2016**

### **SECTION 1 ELIGIBILITY CRITERIA**

**NOTES** Read the guide to the application for the meaning of any terms used in the application. This application will not be considered unless it is signed and lodged with the required supporting evidence. Applications must be lodged within 1 year after the completion date of the eligible transaction. Eligibility is determined at the date of lodgment of the application. All applicants and their partner must be considered when answering the eligibility questions.

#### **ELIGIBILITY CHECKLIST**

**CIRCLE ONE**

<b>1</b>	Is this the first time each applicant and/or their partner will receive a grant under the <i>First Home Owner Grant Act 2000</i> anywhere in Australia? <b>NOTE:</b> You may be eligible for a further grant if you repaid an earlier grant	YES	NO
<b>2</b>	Does each applicant and their partner declare that before 1 July 2000 he/she has never owned a residential property anywhere in Australia either jointly, separately or with some other person? <b>NOTE:</b> Applicants are not eligible for a grant if they or their partner have held a relevant interest in residential property prior to 1 July 2000, even if they have never occupied the property.	YES	NO
<b>3A</b>	Does each applicant and their partner declare that he/she has never occupied residential property anywhere in Australia in which they acquired a relevant interest either jointly, separately or with some other person, on or after 1 July 2000 but before 1 January 2004?	YES	NO
<b>3B</b>	Does each applicant and their partner declare that he/she has never occupied residential property anywhere in Australia for a continuous period of at least 6 months in which they acquired a relevant interest either jointly, separately or with some other person, on or after 1 January 2004?	YES	NO
<b>4</b>	Is each applicant an individual (e.g. not a company or trust except a trustee for a person with a legal disability) and at least 18 years of age? <b>NOTE:</b> An individual under 18 years of age may still be eligible – contact the ACT Revenue Office.	YES	NO
<b>5</b>	Is at least one applicant an Australian citizen or permanent resident at the time of application?	YES	NO
<b>6</b>	Will at least one applicant be occupying the home as their principal place of residence for a continuous period of at least 12 months, with the period of occupation starting within 1 year after the completion date of the eligible transaction? <b>NOTE:</b> From 17 February 2010, where there are joint applicants and at least one applicant will comply with the residency requirements, there is no requirement for the Commissioner to exempt a non-complying applicant.	YES	NO
<b>7</b>	Has each applicant on or after 1 January 2016, either: <ul style="list-style-type: none"> <li>entered into a contract for the purchase of a new home in the ACT; or</li> <li>entered into a contract for the purchase of a substantially renovated home in the ACT; or</li> <li>entered into a contract for the purchase of an off the plan home in the ACT; or</li> <li>entered into a contract to build a home in the ACT; or</li> <li>in the case of an owner builder – commenced constructing a home in the ACT (i.e. laying the foundations)?</li> </ul>	YES	NO

#### **Determination of Eligibility**

If you answered YES to all of the above questions, you **may** be entitled to receive the First Home Owner Grant subject to the written decision of the Commissioner. If you answered NO to any question, you may still be eligible if discretion is exercised in your favour.

#### **APPROVED AGENT/ACT REVENUE OFFICE USE ONLY:**

All evidence sighted:	Yes	No	Signature & Date:
Person sighting evidence:	Payment eligibility date: (Settlement/completion/first draw down date only)		





# APPLICATION FORM – FIRST HOME OWNERS GRANT

		APPLICANT 1				APPLICANT 2										
<b>DO YOU HAVE A PARTNER?</b>	Yes	No	Yes	No	Yes	No	Yes	No								
<b>If yes, will your partner have a relevant interest in the home?</b>  Use an additional application form if necessary.	Yes – your partner must complete the details as an applicant in <b>Section 2</b>	No – Go to <b>Section 4</b>	Yes – your partner must complete the details as an applicant in <b>Section 2</b>	No – Go to <b>Section 4</b>												
	No – Your partner must complete the Non-Applicant details in <b>Section 3</b>	N/A	No – Your partner must complete the Non-Applicant details in <b>Section 3</b>	N/A												
<b>Tick the States and/or the Territories in which you have lived:</b>	ACT <input type="checkbox"/>	NSW <input type="checkbox"/>	NT <input type="checkbox"/>	QLD <input type="checkbox"/>	SA <input type="checkbox"/>	TAS <input type="checkbox"/>	VIC <input type="checkbox"/>	WA <input type="checkbox"/>	ACT <input type="checkbox"/>	NSW <input type="checkbox"/>	NT <input type="checkbox"/>	QLD <input type="checkbox"/>	SA <input type="checkbox"/>	TAS <input type="checkbox"/>	VIC <input type="checkbox"/>	WA <input type="checkbox"/>

## SECTION 3 NON-APPLICANT PARTNER DETAILS

**NOTE:** To be completed by the applicant where the partner of an applicant is not listed as an applicant in section 2. The non-applicant partner must also sign the declaration in section 7.

		Non Applicant partner of Applicant 1					Non Applicant partner of Applicant 2									
<b>TITLE:</b>	(Please circle)	Mr	Mrs	Miss	Ms	Dr	Mr	Mrs	Miss	Ms	Dr					
<b>FIRST NAME:</b>																
<b>MIDDLENAME(S):</b>																
<b>FAMILYNAME:</b>																
If different from above																
<b>FIRST NAME ON BIRTH CERTIFICATE:</b>																
<b>MIDDLENAME(S):</b>																
<b>FAMILYNAME:</b>																
If different from above																
<b>Have you ever used any name other than the name(s) declared above?</b>	Yes (list below)	No	Yes (list below)	No												
<b>DATE OF BIRTH:</b>					1	9					1	9				
<b>PLACE OF BIRTH:</b>	State/Territory															
	Country															
<b>DAYTIME TELEPHONE NUMBER:</b>																
<b>EMAIL ADDRESS:</b>																
<b>Tick the States and/or the Territories in which you have lived:</b>	ACT <input type="checkbox"/>	NSW <input type="checkbox"/>	NT <input type="checkbox"/>	QLD <input type="checkbox"/>	SA <input type="checkbox"/>	TAS <input type="checkbox"/>	VIC <input type="checkbox"/>	WA <input type="checkbox"/>	ACT <input type="checkbox"/>	NSW <input type="checkbox"/>	NT <input type="checkbox"/>	QLD <input type="checkbox"/>	SA <input type="checkbox"/>	TAS <input type="checkbox"/>	VIC <input type="checkbox"/>	WA <input type="checkbox"/>

## SECTION 4 PROPERTY AND TRANSACTION DETAILS

<b>ADDRESS OF THE PROPERTY:</b>	Street/Unit number and name:																			
	Suburb:																			
	Territory: ACT								Postcode:											
<b>TITLE DETAILS:</b>	Suburb:				Section:				Block:				Unit:							
<b>TRANSACTION DETAILS:</b>	New home <input type="checkbox"/>				Off the Plan <input type="checkbox"/>				Contract to build <input type="checkbox"/>				Substantially renovated home <input type="checkbox"/>				Owner builder <input type="checkbox"/>			

## APPLICATION FORM – FIRST HOME OWNERS GRANT

<b>DATE OF OCCUPATION (OR INTENDED DATE) AS PRINCIPAL PLACE OF RESIDENCE:</b>						2	0		
<b>TOTAL PURCHASE PRICE (INCLUDING LAND PLUS CONTRACT TO BUILD):</b>		\$							
<b>REQUIRED WHEN YOU ARE BUILDING YOUR HOME UNDER A CONTRACT TO BUILD:</b>	Enter the unimproved land value:	\$							
	A copy of the stamped contract or transfer for the purchase of the land	<input type="checkbox"/>							
	A copy of the signed contract to build	<input type="checkbox"/>							
	A copy of the Certificate of Occupancy and Use issued by the Environment And Planning Directorate	<input type="checkbox"/>							
<b>REQUIRED FOR RELATED PARTY TRANSACTIONS OR OWNER BUILDERS:</b>	Enter the total value of house and land:	\$							
	A copy of the stamped contract or transfer for the purchase of the land	<input type="checkbox"/>							
	Evidence of value - A full property valuation report from a certified valuer for stamp duty purposes	<input type="checkbox"/>							
	A copy of the Certificate of Occupancy and Use issued by the Environment And Planning Directorate	<input type="checkbox"/>							
<b>REQUIRED FOR WHEN YOU ARE PURCHASING A NEW, SUBSTANTIALLY RENOVATED OR AND OFF-THE-PLAN HOME:</b>	Enter the total value of house and land:	\$							
	A copy of the stamped contract or transfer for the purchase of the property	<input type="checkbox"/>							
	For related party transactions or if there is no contract: A full property valuation report from a certified valuer for stamp duty purposes	<input type="checkbox"/>							
	A copy of the Certificate of Occupancy and Use issued by the Environment And Planning Directorate	<input type="checkbox"/>							
<b>DATE OF CONTRACT FOR SALE (OR IF OWNER BUILDER/CONTRACT TO BUILD, DATE THE FOUNDATIONS WERE LAID):</b>						2	0		
<b>DATE OF SETTLEMENT (OR IF BUILDING, DATE OF FIRST PROGRESS PAYMENT OR COMPLETION DATE):</b>						2	0		
<b>SHARED EQUITY PARTNER: (If unsure of this section please refer to page 6 of the Terms Used)</b>	Do you have a shared equity partner: Yes		No						
	If yes, name of shared equity partner:								
	% of property held by shared equity partner:								

### SECTION 5 - PAYMENT DETAILS

**NOTE:** If applying through the ACT Revenue Office, payment of the grant will be by electronic funds transfer only into the account nominated below. If applying through an **Approved agent**, do not complete the account details below as the grant will be paid through the agent.

<b>NAME OF FINANCIAL INSTITUTION:</b>										
<b>ACCOUNT NAME:</b>										
<b>BSB NUMBER: (must have 6 digits)</b>				-						
<b>ACCOUNT NUMBER: (Maximum of 9 numbers, do not include dashes or spaces)</b>										

## APPLICATION FORM – FIRST HOME OWNERS GRANT

### SECTION 6 - DECLARATION BY APPLICANT

1. I have completed the application form and I declare that all copies of documents attached in support of this application are a true copy of the original document.
2. I have not previously received and retained a grant under the *First Home Owner Grant Act 2000* (ACT) or under a corresponding Act in any State or other Territory, either alone or together with any other person or persons.
3. I have not owned a home or held a relevant interest in a residential property within Australia, either alone or together with any other person or persons, prior to 1 July 2000.
4. I have not owned and occupied a residential property within Australia in which I acquired a relevant interest, either jointly, separately or with some other person, on or after 1 July 2000 but before 1 January 2004.
5. I have not owned and occupied, for a continuous period of at least 6 months, a residential property within Australia in which I acquired a relevant interest, either jointly, separately or with some other person on or after 1 January 2004.
6. At the date of lodging this application, at least one applicant is an Australian citizen or a permanent resident.
7. I will be residing in the home to which this application relates as my principal place of residence for a continuous period of at least 12 months, with the period of occupation starting within 1 year after the completion date of the eligible transaction.  
(From 17 February 2010, where there are joint applicants and at least one applicant will comply with the residency requirements, the non-complying applicants are exempted from the residency requirements.)
8. I undertake to notify the Commissioner in writing of any notifiable event under the *First Home Owner Grant Act 2000* (ACT) within 14 days of its occurrence.
9. I declare that the total value of the property does not exceed the cap amount as at the commencement date of the eligible transaction for Contracts to Purchase and Contracts to build or as at the completion date of the eligible transaction for a home built by an Owner Builder.
10. I have read and understood the information in the guide prepared by the ACT Revenue Office relating to the conditions of eligibility. I accept that if the conditions of eligibility are not met, I may not be entitled to receive or retain the grant.
11. I authorise the ACT Revenue Office to access and exchange information about me to verify my eligibility for the First Home Owner Grant with the approved agent (where applicable), State, Territory and Australian Government agencies, and commercial organisations, as permitted by law.
12. I understand that information provided as evidence of identity with this application will be checked with the agencies that issued the original documents.
13. I understand that the approved agent is not authorised by the ACT Revenue Office to offer any advice or assistance on the conditions of eligibility for the grant, or on the completion of this application.
14. I authorise the ACT Revenue Office to deposit the grant into the account nominated in section 5 (ensure account details are correct) or into the approved agent's nominated account where applicable.
15. I authorise the approved agent to hold the grant until the completion of the eligible transaction and to repay the grant to the Commissioner if the transaction is not completed within 28 days of the date specified.
16. I authorise the Commissioner to address all correspondence relating to this application to Applicant 1 at the address nominated.
17. I acknowledge that if I am not entitled to the grant I may be required to repay the grant, and may be liable for a penalty of up to the amount of the grant, and interest. I further acknowledge that I may also be prosecuted under the *Criminal Code 2002* (ACT) for making a false or misleading statement in or in connection with this application.
18. I declare that the statements contained herein and the supporting documentation provided are true and correct in every particular.

	APPLICANT 1	APPLICANT 2
NAME:		
SIGNATURE:		
DATE:		

  

	WITNESS 1	WITNESS 2
NAME OF WITNESS:		
ADDRESS OF WITNESS:		
SIGNATURE OF WITNESS:		

**(A witness must not be an applicant or a partner of an applicant and must not be related to the applicant or his/her partner)**

## APPLICATION FORM – FIRST HOME OWNERS GRANT

### SECTION 7 - DECLARATION BY NON-APPLICANT PARTNER/S OF APPLICANT/S

1. The partner details in section 3, in so far as they relate to me, are true and correct.
2. The partner details in section 3, in so far as they relate to me, are true and correct.
3. I have not previously received and retained a grant under the *First Home Owner Grant Act 2000* (ACT) or under a corresponding Act in any State or other Territory, either alone or together with any other person or persons.
4. I have not owned a home or held a relevant interest in a residential property within Australia, either jointly, separately or with some other person, prior to 1 July 2000.
5. I have not owned and occupied a residential property within Australia in which I acquired a relevant interest, either jointly, separately or with some other person, on or after 1 July 2000 but before 1 January 2004.
6. I have not owned and occupied, for a continuous period of at least 6 months, a residential property within Australia in which I acquired a relevant interest, either jointly, separately or with some other person, on or after 1 January 2004.
7. I authorise the ACT Revenue Office to access and exchange information about me to verify my partner's eligibility for the First Home Owner Grant with the approved agent (where applicable), State, Territory and Australian Government agencies, and commercial organisations, as permitted by law.
8. I understand that information provided as evidence of my identity with this application will be checked with the agencies that issued the original documents.
9. Although I am not an applicant for the grant, I have read and understood the reasons in the guide for me having to make this declaration.
10. I acknowledge that I may be prosecuted under the *Criminal Code 2002* (ACT) for making a false or misleading statement in or in connection with this application.
11. I declare that I have read and understood the above information and that the statements contained herein and the supporting documentation provided are true and correct in every particular in so far as they relate to me.

PARTNER OF APPLICANT 1	PARTNER OF APPLICANT 2
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NAME:		
SIGNATURE:		
DATE:		

WITNESS 1	WITNESS 2
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NAME OF WITNESS:		
ADDRESS OF WITNESS:		
SIGNATURE OF WITNESS:		

**(A witness must not be an applicant or a partner of an applicant and must not be related to the applicant or his/her partner)**

## **SUPPORTING EVIDENCE – TRANSACTION TYPE**

If lodging directly with ACT Revenue Office required supporting documents must be attached. The documents required will depend on the type of transaction.

If lodging through an approved agent, please check what supporting documents are required to be lodged with the approved agent.

<b>REQUIRED WHEN YOU ARE BUILDING YOUR HOME UNDER A CONTRACT TO BUILD:</b>	Enter the unimproved land value: \$			
	A copy of the stamped contract or transfer for the purchase of the land	<input type="checkbox"/>		
	A copy of the signed contract to build	<input type="checkbox"/>		
	A copy of the Certificate of Occupancy and Use issued by the Environment And Planning Directorate	<input type="checkbox"/>		
	The following will also be required when lodging through an <u>approved agent</u> : <ul style="list-style-type: none"> <li>Evidence of first progress payment after deposit: <input type="checkbox"/></li> <li>Copy of receipt for foundations <input type="checkbox"/></li> </ul>			
<b>PROOF OF IDENTITY:</b>	Category 1 <input type="checkbox"/>	Category 2 <input type="checkbox"/>	Category 3 <input type="checkbox"/>	Category 4 <input type="checkbox"/>

<b>REQUIRED FOR RELATED PARTY TRANSACTIONS OR OWNER BUILDERS:</b>	Enter the total value of house and land: \$			
	A copy of the stamped contract or transfer for the purchase of the land	<input type="checkbox"/>		
	Evidence of value - A full property valuation report (house and land) from a certified valuer for stamp duty purposes	<input type="checkbox"/>		
	A copy of the Certificate of Occupancy and Use issued by the Environment and Planning Directorate	<input type="checkbox"/>		
<b>PROOF OF IDENTITY:</b>	Category 1 <input type="checkbox"/>	Category 2 <input type="checkbox"/>	Category 3 <input type="checkbox"/>	Category 4 <input type="checkbox"/>

<b>REQUIRED FOR WHEN YOU ARE PURCHASING A NEW, SUBSTANTIALLY RENOVATED OR OFF-THE-PLAN HOME:</b>	Enter the total value of house and land: \$			
	A copy of the stamped contract or transfer for the purchase of the property dated and signed by the vendor:	<input type="checkbox"/>		
	A copy of the Certificate of Occupancy and Use issued by the Environment And Planning Directorate	<input type="checkbox"/>		
	For related party transactions and if there is no contract the following documents are also required: <ul style="list-style-type: none"> <li>A full property valuation report from a certified valuer for stamp duty purposes. <input type="checkbox"/></li> <li>A copy of the transfer stamped and signed by both parties. <input type="checkbox"/></li> <li>Evidence that a consideration of at least \$10,000 has been paid to the seller by the purchaser. <input type="checkbox"/></li> </ul>			
<b>PROOF OF IDENTITY:</b>	Category 1 <input type="checkbox"/>	Category 2 <input type="checkbox"/>	Category 3 <input type="checkbox"/>	Category 4 <input type="checkbox"/>

## **Revenue Office Contact Details**

<b>Telephone:</b>	(02) 6207 0028
<b>Email:</b>	<a href="mailto:f_h_o_g@act.gov.au">f_h_o_g@act.gov.au</a>
<b>Postal address:</b>	PO Box 293 Civic Square ACT 2608
<b>Website:</b>	<a href="http://www.revenue.act.gov.au">http://www.revenue.act.gov.au</a>