

Please forward completed form to the ACT Revenue Office at:  
 PPD@act.gov.au OR PO Box 293, Civic Square ACT 2608

### Part 1: Property and Contact Details

\*all fields mandatory

Suburb*	Section*	Block*
Account Number: (If known)		
Residential Address:*		
Name Lessee 1:*		
Name Lessee 2 or Domestic Partner:		
Telephone:*		
Email Address:		

**NOTE:** If an email address is provided all correspondence relating to this application will be sent via email.

### Part 2: Income Details

\*all fields mandatory

Please provide the total of last financial year's income including any payments made by Centrelink and any other sources. (Include same for Domestic Partner if applicable)

	Lessee 1	Domestic Partner
Last Financial Year's Income: (New and existing applicants)	\$	\$
	Lessee 2	Domestic Partner
Last Financial Year's Income: (New and existing applicants)	\$	\$

### Part 3: Eligibility Checklist

\*all fields mandatory

1. Does the <b>total gross income</b> of all lessees and their <b>domestic partner (if applicable)</b> exceed the <b>income threshold amount</b> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Have documents proving the above been attached including:		
<b>Income Statement</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Full income tax return</b> (as you would submit to the Australian Tax Office)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>For the unemployed, a signed statutory declaration advising of employment status</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Do any of the <b>lessees</b> own any other property other than this property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Will at least one <b>lessee</b> occupy the property as their principal place of residence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. How many <b>dependent children</b> do the lessees have? (circle one)	<b>1, 2, 3, 4, 5, more</b>	

**PLEASE NOTE: All requested documentation must be submitted or the application will not be processed**

**Part 4: Declaration and Undertaking**

Each lessee must read and understand the applicable terms and conditions at Part 5 of this form before completing and submitting the application

I/we \_\_\_\_\_

of (address) \_\_\_\_\_

being the lessee/s, declare that:

1. By signing this form I/we am/are making an application for discounted land rent;
2. All of the information in this application including any attachments is true and correct, and to the best of my/our knowledge, no information relevant to the consideration of my/our application for discounted land rent has been omitted;
3. The income details I have provided are an indication of my usual income (copies attached);
4. I/we have read and understood the 'Terms and Conditions' in Part 5 of this application in relation to my/our land rent property;
5. I/we have read and understood the Privacy Statement below;
6. I/we understand that, depending on the circumstances, interest may apply (on a compounding monthly basis) to any underpayment of land rent; and
7. I/we understand that giving false or misleading information is a serious offence under the *Criminal Code 2002*.

**NOTE: ALL LESSEES / DOMESTIC PARTNERS MUST SIGN THE DECLARATION**

Signature Lessee 1\*

Date:

Signature Lessee 2 or domestic partner\*

Date:

Domestic Partner of Lessee 1 (If applicable)

Date:

Domestic Partner of Lessee 2 (If applicable)

Date:

**Privacy Statement**

All information collected by the ACT Revenue Office is protected by secrecy provisions in Acts administered by the Office and only used for the purposes of those Acts. In addition, personal information provided to the ACT Revenue Office is protected by the Information Privacy Act 2014. Information (including personal information) is not disclosed to any third party unless authorised by law or with the consent of the person involved.

## Part 5: Terms and Conditions

**Each lessee MUST read and understand this information before completing and submitting the application**

### Terms

<b>Dependent Child</b>	has the same meaning as in the <i>Social Security Act 1991</i> (Cwlth).
<b>Determined Rate</b>	in relation to interest, means the rate determined under s 26 of the <i>Taxation Administration Act 1999</i> .
<b>Discounted Land Rent</b>	refers to the discount granted under part 3 of the <i>Land Rent Act 2008</i> .
<b>Domestic Partner</b>	see the <i>Legislation Act 2001</i> , section 169.
<b>Income Threshold Amount</b>	means the income threshold amount with reference to the number of dependent children the <b>lessees</b> have, as specified in the instrument applicable at the time of declaration: see the instrument at <a href="http://www.revenue.act.gov.au/home-buwer-assistance/land-rent-scheme">http://www.revenue.act.gov.au/home-buwer-assistance/land-rent-scheme</a>
<b>Lessee</b>	in relation to a proposed land rent lease, includes a person proposed to be a <b>lessee</b> under the lease. <b>Lessee</b> refers to all individuals who appear on the land rent lease and who, on completion of the purchase, will be an owner of the subject property. <b>Lessee</b> includes all <b>lessees</b>
<b>Total Gross Income</b>	means the total gross income of all persons named on the land rent lease, transfer or agreement for transfer of the subject property.
<b>Year</b>	means a financial year.

### Conditions

Applications for **discounted land rent** may only be made on a single dwelling house land rent lease granted under the *Planning and Development Act 2007*.

**Lessees** acknowledge that interest will accrue on the amount of unpaid land rent at the **determined rate** from the day the amount becomes payable until the day the amount is paid. If an amount remains unpaid for part of a month, then interest is payable for the whole of the month.

**Lessees** acknowledge that any outstanding land rent or interest will be held as a charge against the property under the land rent lease.

**Lessees** acknowledge that any outstanding land rent or interest must be paid in full prior to the property being sold.

**Lessees** will be notified in writing whether or not they have been successful in their application.

**Lessees** are required to notify the ACT Revenue Office if they no longer reside in the property, or become the owner of other real property, within 30 days of the change in circumstance.

**Lessees** acknowledge that giving false or misleading information is a serious offence under the *Criminal Code 2002* and the ACT Revenue Office may prosecute any **lessee** found to have provided false or misleading information in an application.

### Land rent leases first granted prior 1 October 2013

Applications for **discounted land rent** may be made before the grant of the lease or at any time during the term of the lease.

Applications for **discounted land rent** received during the term of the land rent lease, if approved, will take effect from the date that the application is received by the Commissioner for ACT Revenue.

To be eligible for the discount, all applicants must be **lessees** who meet the following criteria:

- the **lessee**, or any of the **lessees**, must not own other real property; and
- the total income of the **lessee**, or all of the **lessees**, must not exceed the **income threshold amount**; and
- if a certificate of occupancy is issued for the land rent lease – the **lessee**, or at least one of the **lessees**, must live in the property under the lease.

## Part 5: Terms and Conditions (continued)

All **lessees** currently paying discounted land rent must lodge the application form 'Discount Land Rent Application/Review' between 1 July and 30 September each year to demonstrate their continuing eligibility for **discounted land rent**.

A **lessee** who is determined to be ineligible to continue to receive **discounted land rent** because the total income of the **lessee**, or all of the **lessees**, exceeds the **income threshold amount**, will commence paying land rent at the standard rate from 1 October after the annual review of eligibility.

Loss of eligibility for discounted land rent because one of the **lessees** becomes the owner of other real property or all of the **lessees** stop living on the subject property will result in land rent being payable at the standard rate, effective from the start of the 1st quarter after the circumstance has occurred.

**Lessees** acknowledge that if a land rent lease is transferred, land rent will be payable at the standard percentage of the unimproved value of the property under the land rent lease.

### Land rent leases first granted on or after 1 October 2013

For leases first granted on or after 1 October 2013 applications for **discounted land rent** must be made before the grant of the lease or transfer date.

To be eligible for the discount, all applicants must be **lessees** who meet the following criteria:

- the **lessee**, or any of the **lessees**, must not own other real property; and
- the **total gross income** of the **lessee**, or all of the **lessees**, and their **domestic partner** must not exceed the **income threshold amount**; and
- if a certificate of occupancy is issued for the land rent lease –at least one of the **lessees** must live in the property under the lease.

All **lessees** currently paying discounted land rent must lodge the application form 'Discount Land Rent Application/Review' between

1 July and 30 September each year to demonstrate their continuing eligibility for **discounted land rent**.

Loss of eligibility for discounted land rent because the total income of the **lessee**, or all of the **lessees**, and their **domestic partner** exceeds the **income threshold amount** for two (2) consecutive years or one of the **lessees** becomes the owner of other real property or all of the **lessees** stop living on the subject property will result in the Commissioner for ACT Revenue giving each **lessee** a written notice that the **lessee** is not eligible to pay land rent.

If a **lessee** is given such a notice, the **lessee** must within two (2) years vary the lease to reduce the land rent payable to a nominal rent or transfer the lease to an eligible transferee.