

# First Home Owner Grant Act 2000

## APPLICATION FORM AND LODGEMENT GUIDE

### NOTE:

- Please read the 'Terms Used' on pages 5 and 6 for explanations of terms shown in italics in completing the Application.
- Before lodging the application remove pages 1 to 8 and keep for your reference.
- This form applies for applications lodged on or after 1 July 2007.

Each *applicant* should read this information before completing and submitting the application form.

### YOUR OBLIGATIONS

As an *applicant* for the First Home Owner Grant, you must ensure that the information contained in your application for the grant is complete and correct.

The provision of false or misleading information to the *Commissioner* is an offence under the First Home Owner Grant Act 2000. Therefore, if you are unsure about any of your obligations or the information that is required by in the application, it is important that you consult our website or contact the *Office of State Revenue (OSR)* for clarification. (Please refer to Page 7 for contact details).

If your application is approved, and the grant is paid, you will be notified in writing of the conditions you are required to satisfy, including the residence requirements.

If you are unable to satisfy any of these conditions, you must notify the *Commissioner*, within the required timeframe, and repay the grant.

If you do not meet these obligations you may be subject to penalties.

## LODGEMENT GUIDE

### To apply:

#### ■ **Applicants must:**

- ✓ fully complete the application form and lodge with all relevant supporting documentation.
- ✓ be a *natural person* (i.e. not applying as a company or trust), at least 18 years of age at the *commencement date of the eligible transaction*.
- ✓ ensure at least one *applicant* is an *Australian citizen* or a *permanent resident* at the *commencement date of the eligible transaction*.
- ✓ be buying or building a *home* for which the contract was signed on or after 1 July 2000 or building a *home* as an *owner builder* where building commenced on or after 1 July 2000.
- ✓ ensure each person holding a *relevant interest* in the property is an *applicant*.
- ✓ ensure all *applicants* will reside in the *home* as their *principal place of residence* for a continuous period of at least 6 months commencing within 12 months of *completion of the eligible transaction*.
- ✓ lodge an application within 12 months of *completion of the eligible transaction*.

#### ■ **Applicants and their spouse/de facto partner must:**

- ✓ never been paid a First Home Owner Grant in any State or Territory of Australia or never had to repay the grant as a result of an investigation by the *Commissioner*.
- ✓ not have previously owned or held a *relevant interest* in a *residential property* anywhere in Australia prior to **1 July 2000**.
- ✓ never owned or held a *relevant interest* in a *residential property* anywhere in Australia on or after 1 July 2000 and never occupied (as a place of residence) that *residential property* **before 1 July 2004**.
- ✓ never owned or held a *relevant interest* in a *residential property* anywhere in Australia on or after 1 July 2000 and never occupied (as a place of residence) that *residential property* for a continuous period of at least 6 months that began **on or after 1 July 2004**.

(*Residential property* means land in Australia on which there is a building which is either a lawfully occupied residence or suitable for occupation as a place of residence whether you have occupied it or not. These include, but are not limited to; homes, townhouses, units, villas, flats, duplexes, converted warehouses, fixed transportables, moveable homes and farmstead/homesteads. It should be noted that a residential investment property owned before 1 July 2000 makes you ineligible for the grant whether you have occupied that property or not.)

## HOW TO LODGE YOUR APPLICATION

### You can lodge your application with:

- the **Approved agent** who is providing your finance. A list of *Approved agents* can be found at [www.osr.wa.gov.au](http://www.osr.wa.gov.au). If you require the grant for settlement or want to receive the grant as soon as possible, you must lodge your application with an *Approved agent*.
- the *Office of State Revenue (OSR)*. Refer to page 7 for address details.

### Supporting evidence

If lodging with an **Approved agent** – provide a category 1 document (see below) for each *applicant* and their *spouse/de facto partner*. The 100 point check conducted by the *Approved agent* will meet the remaining Proof of Identity categories.

If lodging with **OSR** – the following evidence **must** be submitted with your application:

#### Proof of identity

Each *applicant* and their *spouse/de facto partner* must provide either an original or *certified* document from each of the 4 categories (**4 documents per person**). A single document cannot be used for more than one category.

Preferred documents are shown below. If you are unable to provide the preferred documents, please contact the *OSR* to discuss your circumstances. Refer to page 7 for contact details.

**Do not mail original documents.** Only mail **certified copies** (for persons who can certify copies – refer to Terms Used on page 5).

#### Category 1 – Primary identity document and evidence of citizenship or permanent residency (Provide one document).

If an *Australian Citizen*:

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- Australian birth certificate issued by Registry of Births, Deaths and Marriages
- Australian Passport
- Australian Citizenship Certificate

If a New Zealand citizen:

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- Current passport

**NOTE:**

New Zealand citizens must be living in Australia upon *commencement of the eligible transaction*.

If a citizen of another country:

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- Current passport
- Evidence of *permanent residency* or *permanent residence visa*

**NOTE:**

At least one *applicant* **must** have Permanent Residency Visa or Australian Citizenship Certificate. Permanent Residency Visa must have been issued on or before the *commencement date of the eligible transaction*.

**Category 2\* – Linkage between Identity and Person (photo and signature) (Provide one document):**

- Australian Drivers Licence (current)
- Passport (current)
- Firearms Licence (current)
- Proof of age issued by Consumer Affairs (photo ID card)

**Category 3\* – Evidence that *applicant* resides in Australia (Provide one document):**

- Medicare Card
- Motor Vehicle Registration
- Centrelink or Department of Veterans Affairs Card
- Debit/Credit Card of a financial institution

**Category 4\* – Evidence of *applicant's* residential address (Provide one document):**

- Utility documents of residential address (e.g. bills for electricity, gas, water etc)
- Insurance Policy with current residential address
- Statement of account of a financial institution

**\*Not required if application is lodged through an *Approved agent*.**

**Additional supporting evidence is required if any of the following applies to you**

- If you are:
- Married – a copy of your marriage certificate;
  - Divorced – a copy of your divorce certificate;
  - Widowed – a copy of the death certificate of your *spouse/de facto partner*;
  - Name Change – a copy of the change of name certificate;
  - Separated – a statutory declaration with the following information:
    - the name of your former *spouse/de facto partner*;
    - *spouse/de facto partner's* date of birth;
    - the date you were married or commenced your domestic relationship;
    - the date you separated;
    - your former *spouse/de facto partner's* current address (if known);
    - a statement to the effect that you do not live together and have no intention of resuming cohabitation.

**NOTE:**

Evidence of a Change of Name is required if the name on any of the documents presented is different to the name of the *applicant* (e.g. change of name certificate, statutory declaration).

## Transaction type

Depending on the circumstances of your application, the following is required:

### **A Contract to purchase a *new or established home* or an *off the plan home*:**

- A copy of the Contract for Sale or Agreement for the Purchase (Offer and Acceptance), dated and signed by all parties;
- For *related or associated party* transactions - a copy of the transfer of land, dated and signed by all parties.
- *Title search* showing the *applicant(s)* as the registered proprietor(s).\*

**\*Not required if the application is lodged with an *Approved agent*.**

**OR**

### **B Contract to build a home:**

A copy of the:

- *Contract to build* dated and signed by all parties;
- Documentary evidence of progress payments (either an invoice or receipts from the builder but not the deposit totalling an amount equal to or greater than the grant);
- *Title search* showing the *applicant(s)* as the registered proprietor(s).\*

**\*Not required if the application is lodged with an *Approved agent*.**

**OR**

### **C Owner builder:**

A copy of the:

- Documentary evidence of the commencement of the construction of the *home*;
- Documentary evidence of the building costs incurred for the construction of the *home*. The evidence submitted must total an amount equal to or greater than the grant and must not include your own labour costs;
- Documentary evidence confirming that the *home* is ready for occupation;
- *Title search* showing the *applicant(s)* as the registered proprietor(s).\*

**\*Not required if the application is lodged with an *Approved agent*.**

#### **NOTE:**

Additional documents may be requested after lodgement of application in order to confirm eligibility for the grant.

## When will the grant be paid?

The date the grant is paid depends on whether you are building or buying, and if you are applying through an *Approved agent* or *OSR*. The following table details the various scenarios when all the documentation has been provided.

Type of transaction	Applying through ...	Payment of grant
Purchase of a <i>new, established home</i> , or <i>off the plan home</i>	<i>Approved agent</i>	At date of settlement by <i>Approved agent</i> .
Purchase of a <i>new, established home</i> , or <i>off the plan home</i>	<i>OSR</i>	After evidence has been provided of your name registered on the certificate of title of the property (i.e. approximately 3 to 6 weeks after settlement).
<i>Contract to build</i>	<i>Approved agent</i> or <i>OSR</i>	After evidence has been provided of the date of first progress payment and your name registered on the certificate of title of the property.
<i>Owner builder</i>	<i>Approved agent</i> or <i>OSR</i>	After evidence has been provided that the <i>home</i> is ready for occupation as a place of residence and your name registered on the certificate of title of the property.

## When do I have to move in and for how long?

- All *applicants* must live in the *home* as their *principal place of residence* for **at least 6 continuous months** commencing **within** 12 months of *completion of the eligible transaction*.
- It is the responsibility of the *applicant* to satisfy the *Commissioner* that they have met the residence requirements. *Applicants* may be required to verify this later by providing documentation supporting their period of occupancy.
- Should you not meet the residence requirements, you must advise the *Commissioner* in writing either within 30 days after the expiration of the 12 month residency period or within 30 days after the date it becomes apparent you will not be able to fulfil the requirement, whichever is the earlier.
- The *Commissioner* may consider your written request if your original circumstances have changed, however you **must** still occupy the *home* as your *principal place of residence*.
- The *Commissioner* will determine if you are required to repay the grant. Failure to advise the *Commissioner* in writing will result in the *applicant(s)* being required to repay the grant with penalties and also being ineligible for a future grant in Western Australia.

## Terms used

### Applicant

A person applying for a grant who, on completion of the purchase of a *home* or construction of a *new home*, will own or hold a *relevant interest* in the land on which the *home* is built.

### Approved agent

An organisation approved by *OSR* that is authorised to process applications for the First Home Owner Grant.

### Australian citizen

A person who is an *Australian citizen* under the Australian Citizenship Act 1948 of the Commonwealth.

### Certified copy

A true copy of an original document that has been sighted and certified by an authorised person \* and noted as follows: **'I certify that I have sighted the original document and this is a true copy of it'**. This certification must have the Certifier's Name, Title, Registration number (where applicable) and be signed and dated.

\*An authorised person includes a legal practitioner, justice of the peace (JP), magistrate, Member of Parliament, public servant, medical practitioner, dentist, veterinary practitioner, pharmacist, primary or secondary teacher, police officer, certified practising accountant, a minister of religion, mortgage broker and officers of *OSR*.

### Commencement date of the eligible transaction

date of contract to purchase or build a *home*, or for an *owner builder* – date the foundations commenced to be laid.

### Commissioner

*Commissioner* of State Revenue Western Australia.

### Completion of the eligible transaction

Date of settlement – in the case for the purchase of a *home* or date when the building is ready for occupation as a place of residence – in the case of a *home* being built.

### Contract to build

A comprehensive building contract where a builder agrees to build a *home*, from the time the building starts to when it is finished and is ready for occupation.

### Consideration

Purchase price or cost of construction of the *home*.

### De facto partner

A person who, on the *commencement date of the eligible transaction* to which the application relates, is living in a de facto relationship with the *applicant* and has lived on that basis with the *applicant* for at least 2 years.

### Eligible transaction

Contract for the purchase of a *home*, *contract to build a home* or construct a *home* as an *owner builder* on or after 1 July 2000.

### Established home

A *home* that has been previously occupied and is lawfully fit for occupation.

<b>Home</b> <hr/>	A building, affixed to land, that may be lawfully used as a place of residence and is, in the <i>Commissioner's</i> opinion, suitable for use as a place of residence.
<b>Natural person</b> <hr/>	A person (does not include a company or trust).
<b>New home</b> <hr/>	A <i>home</i> that has not previously been lived in or sold as a place of residence.
<b>Notifiable event</b> <hr/>	When any part of the eligibility criteria is not met, the <i>applicant(s)</i> <b>must notify the Commissioner within 30 days</b> of the event. An example would be where an <i>applicant</i> is not able to occupy the <i>home</i> as their <i>principal place of residence</i> within 12 months of <i>completion of the eligible transaction</i> .
<b>Off the plan</b> <hr/>	A contract for the purchase of the <i>home</i> on a proposed lot in an unregistered plan of a subdivision of land.
<b>OSR</b> <hr/>	the Office of State Revenue of Western Australia.
<b>Owner</b> <hr/>	A person who has a <i>relevant interest</i> in land on which a <i>home</i> is built.
<b>Owner builder</b> <hr/>	An <i>owner</i> of land who builds a <i>home</i> or has a <i>home</i> built, on the land without entering into a <i>contract to build</i> .
<b>Permanent resident</b> <hr/>	A person who holds a permanent residency visa (under Section 30 of the Migration Act 1958 of the Commonwealth (Cwth)) or a New Zealand citizen who is the holder of a special category visa (under Section 32 of the Migration Act 1958 of the Cwth).
<b>Principal place of residence</b> <hr/>	The <i>home</i> you primarily reside in. This <i>home</i> must be occupied by all <i>applicants</i> for a continuous period of at least 6 months commencing within 12 months of the <i>completion of the eligible transaction</i> .
<b>Related or associated party</b> <hr/>	A person is related to or associated with another party when: <ul style="list-style-type: none"> <li>(i) one is the <i>spouse/de facto partner</i> of the other; or</li> <li>(ii) they are related by blood, marriage or adoption; or</li> <li>(iii) they are a shareholder or director of the other party, being a company; or</li> <li>(iv) they are a beneficiary of a trust for which the other party is a trustee; or</li> <li>(v) the transaction is otherwise not at arm's length.</li> </ul>
<b>Relevant interest</b> <hr/>	a person with a <i>relevant interest</i> may be described as someone who will have a legal entitlement to occupy the <i>home</i> being bought or constructed. Usually this will be the person(s) registered as proprietor on the Title. This commonly is an estate in fee simple. Other forms of interest are defined in the First Home Owner Grant Act 2000. Each person acquiring a ' <i>relevant interest</i> ' must be an <i>applicant</i> on this form.
<b>Residential property</b> <hr/>	Land in Australia on which there is a <i>home</i> which is lawfully occupied or suitable for occupation. This includes houses, townhouses, units, flats, duplexes, converted warehouses and fixed moveable <i>homes</i> .
<b>Spouse</b> <hr/>	A person is a <i>spouse</i> of another if they are legally married to each other.
<b>Title search</b> <hr/>	A search on the land which shows the names of the registered <i>owners</i> . A <i>title search</i> can be obtained from Landgate at <a href="http://www.landgate.wa.gov.au">www.landgate.wa.gov.au</a> .

## **How to lodge this application**

- For payment to be available at settlement or first draw down/progress payment, lodge with the *Approved agent* who is processing your mortgage.
- For payment after *completion of the eligible transaction*, lodge in person or by mail to *OSR*.

### **NOTE:**

Read more details about *Approved agents* at [www.osr.wa.gov.au](http://www.osr.wa.gov.au) or by phoning any of the numbers below.

### **PRIVACY STATEMENT**

The information in this form is required by the Office of State Revenue (*OSR*) to determine your eligibility for the grant under the First Home Owner Grant scheme. By submitting this form, you consent to *OSR* using the information to process your application.

The information will be stored on the First Home Owner Grant national database, and your application will be retained by either *OSR* or your approved agent. Information will only be used and disclosed as required or permitted by law, or with your consent.

An individual may review and update personal information held by *OSR* by contacting the office.

## **Contact details**

<b>Website:</b>	<a href="http://www.osr.wa.gov.au">www.osr.wa.gov.au</a>
<b>Email:</b>	<a href="mailto:firsthomegrant@dtf.wa.gov.au">firsthomegrant@dtf.wa.gov.au</a>
<b>Phone:</b>	(08) 9262 1299 or 1300 363 211 (Monday – Friday, 8.00 am – 5.00 pm)
<b>Fax:</b>	(08) 9262 1597
<b>In person:</b>	Office of State Revenue QBE House Plaza Level, 200 St George's Tce Perth WA
<b>Mail:</b>	Office of State Revenue Grants & Subsidies Section GPO BOX T1600 PERTH WA 6845

# **Guide to Completing the Application**

The first home owner grant application form has 8 sections. These sections must be completed as follows:

## **Section 1 – Eligibility Criteria**

Answer Questions 1 to 7 by ticking the relevant Yes or No box. The answers are designed to establish that the *applicant(s)* for the grant meet the eligibility criteria.

All persons with a *relevant interest* (refer to 'Terms Used') in the property, and any *spouse/de facto partner* of these persons, must be considered when answering these questions.

In exceptional circumstances, the *Commissioner* may use discretion relating to the eligibility criteria. Please contact *OSR* for further information.

All decisions relating to the eligibility of an *applicant* are made by the *Commissioner*.

## **Section 2 – Applicant Details**

Detail the number of persons with a *relevant interest*. All persons who have, or will have, a *relevant interest* in the property must record their details in this section.

If there are more than two *applicants*, an additional application will need to be completed and attached to the application form.

If an *applicant* has a *spouse/de facto partner*, there are two options. If your *spouse/de facto partner* is an *applicant*, they must be recorded within this section. If your *spouse/de facto partner* is not an *applicant*, they are required to complete the details in section 3 of the application form.

Please nominate a postal address for correspondence to be sent on behalf of all *applicants*.

## **Section 3 – Spouse/de facto partner Details**

This section must be completed by the *applicant* in relation to the *spouse/de facto partner* of the *applicant* who has not already been specified as an *applicant* (and therefore will have no *relevant interest* in the *residential property*). If this section is required to be completed the *spouse/de facto partner* must complete the declaration in section 7.

## **Section 4 – Property and Transaction Details**

Provide the current title (Volume and Folio numbers) details of the property. The title number can be obtained from either the Contract for Sale and Purchase, the Transfer of Land document, or a *title search*. If the title number is unavailable, enter the parent title number.

Provide the expected date of occupancy as *owner* of the *home*. Estimate this date if you are unsure. To be eligible for the grant an *applicant* must move into the *home* and maintain it as their *principal place of residence* for a continuous period of at least 6 months, commencing within 12 months of *completion of the eligible transaction*.

## **Section 5 – Payment Details**

*Applicants* must complete this section only if applying through *OSR*.

You must nominate an account to receive funds electronically (EFT). The account can belong to a person who is not an *applicant*.

Payment of the grant will be made into the nominated bank account. Provide details of the name of financial institution, account name, BSB, and account number. Failure to provide correct details will cause delays in payment of the grant.

If you are applying through an *Approved agent*, the agent will record all your payment details.

## **Section 6 – Declaration by Applicant**

All *applicants* must sign the declaration and must have read and understood all the details completed on the application form.

## **Section 7 – Declaration by Spouse/de facto partner**

If an *applicant's spouse/de facto partner* is not an *applicant*, they must sign the declaration and must have read and understood all the details completed on the application form as they relate to them.

## **Section 8 – Supporting Documentation Checklist**

Please supply the required documents with your application and tick off the documents attached. Failure to produce the relevant documentation may result in delays in processing.

## **Penalties**

The *OSR*, as part of its role in administering the First Home Owner Grant Act 2000, conducts ongoing investigations to ensure that *applicants* comply with the conditions of the Act. If *applicants* receive the grant when they are not entitled, or do not comply with the residence requirements, penalties and interest may be imposed and the *applicant* will be ineligible for a future grant in Western Australia. The amount of any penalty which may apply is dependant on the circumstances of each case and is in addition to having to repay the grant. In some circumstances the penalty applied is equal to the amount of the grant received.

### **Providing incorrect or misleading information in this application**

Providing incorrect or misleading information to *OSR* is a **criminal offence**. If it is determined that an *applicant* has provided incorrect or misleading information to obtain, or attempt to obtain the grant, then prosecution action may be commenced.

**All applications undergo a rigorous review where *applicants* are checked for former *home ownership* in Western Australia and interstate. Other checks into *spouse/de facto partner status*, council records, title details and finance particulars are undertaken on a routine basis.**



Office use only

UIN

Application reference

Application received by

Date lodged

## First Home Owner Grant Act 2000

# APPLICATION FOR FIRST HOME OWNER GRANT

**NOTE:**

- Read the lodgement guide for explanations of the terms used in this application.
- Applications must be lodged within 12 months of *completion of the eligible transaction*.
- There are significant penalties for making a false or misleading statement, as well as possible prosecution.
- Please answer all questions and tick (✓) the appropriate boxes.

### SECTION 1: Eligibility criteria

**NOTE:**

- Eligibility is determined as at the *commencement date of the eligible transaction*.
- All *applicants* and their *spouses/de facto partners* must be considered when answering eligibility questions.

### Eligibility checklist

<p>1. Does <b>each applicant</b> and/or their <i>spouse/de facto partner</i> declare that he or she:</p> <p>i. has never been paid a grant either jointly, separately or with some other person under the First Home Owner Grant Act 2000 of any State or Territory of Australia; or</p> <p>ii. has never had to repay a First Home Owner Grant as a result of an investigation by the <i>Commissioner</i>.</p>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<p>2. Is <b>each applicant</b> and their <i>spouse/de facto partner</i> a person who has <b>never owned</b> a <i>residential property</i>, either jointly, separately or with some other person <b>before 1 July 2000</b> in any State or Territory of Australia?</p> <p><b>NOTE:</b> <i>Residential property</i> means land in Australia on which there is a building which is either a lawfully occupied residence or suitable for occupation as a place of residence, and a residential investment property owned <b>before 1 July 2000</b>.</p> <p><b>NOTE:</b> <i>Applicants</i> are not eligible for a grant if they or their <i>spouse/de facto partner</i> have held a <i>relevant interest</i> in <i>residential property</i> prior to 1 July 2000, even if they have never occupied the property (e.g. an investment property).</p>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<p>3 A. Does <b>each applicant</b> and their <i>spouse/de facto partner</i> declare that on or <b>after 1 July 2000</b> that he/she have never owned <i>residential property</i> anywhere in Australia either jointly, separately or with some other person or if he/she did own <i>residential property</i>, that he/she never occupied (as a place of residence) that <i>residential property</i> <b>before 1 July 2004</b>?</p>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<p>3 B. Does <b>each applicant</b> and their <i>spouse/de facto partner</i> declare that on or <b>after 1 July 2000</b> that he/she have never owned <i>residential property</i> anywhere in Australia either jointly, separately or with some other person or if he/she did own <i>residential property</i>, that he/she has not occupied (as a place of residence) that <i>residential property</i> for a continuous period of at least 6 months that began <b>on or after 1 July 2004</b>?</p>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<p>4. Is <b>each applicant</b> a <i>natural person</i> (e.g. not a company or trust) and at least 18 years of age?</p>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<p>5. Is <b>at least one applicant</b> a <i>permanent resident</i> or <i>Australian citizen</i> at the <i>commencement date of the eligible transaction</i>?</p> <p><b>NOTE:</b> <i>Commencement date of the eligible transaction</i> (i.e. date of contract to purchase or build a <i>home</i>, or for <i>owner builder</i> - date foundations commenced to be laid).</p>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<p>6. Will all <i>applicants</i> be occupying the <i>home</i> as their <i>principal place of residence</i> for a continuous period of 6 months commencing within 12 months of <i>completion of the eligible transaction</i>?</p> <p><b>NOTE:</b> <i>Completion of the eligible transaction</i> is either: date of settlement – in the case for purchase of a <i>home</i>; or date when the building is ready for occupation as a place of residence – in the case of a <i>home</i> being built.</p>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<p>7. Has each <i>applicant</i> <b>on or after 1 July 2000</b>, either:</p> <ul style="list-style-type: none"> <li>■ entered into a contract for the purchase of a <i>home</i> in Western Australia <b>OR</b></li> <li>■ entered into a contract to have a <i>home</i> built in Western Australia <b>OR</b></li> <li>■ in the case of an <i>owner builder</i>, commenced construction of a <i>home</i> in Western Australia? (i.e. laying of foundations).</li> </ul>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

**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 being made by the *Commissioner*.

Please attach additional information (where applicable) to support your eligibility for the First Home Owner Grant.

## SECTION 2: *Applicant details*

### NOTE:

- It is essential that **ALL** *applicants* complete this section.
- If there are more than 2 *applicants*, please complete and attach an additional application form.
- Each *applicant* must sign the Declaration by *applicant* at Section 6.

### Number of *applicants*

How many people will have a *relevant interest* in the property?

### *Related or associated party transactions*

Are any of the *applicants* or their *spouse/de facto partner* related to or associated with the vendor or builder?

Yes  No

#### **Applicant 1 (Contact applicant)**

#### **Applicant 2**

<b>Title</b>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>
<b>First name</b>	<input type="text"/>	<input type="text"/>
<b>Middle name(s)</b>	<input type="text"/>	<input type="text"/>
<b>Family name</b>	<input type="text"/>	<input type="text"/>
<b>Name on birth certificate (if different from above)</b>	First name <input type="text"/>	<input type="text"/>
	Middle name(s) <input type="text"/>	<input type="text"/>
	Family name <input type="text"/>	<input type="text"/>
<b>Date of birth</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> D D M M Y Y Y Y	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> D D M M Y Y Y Y
<b>Have you ever used any name other than the name(s) declared above?</b>	<input type="checkbox"/> Yes – list name(s) below <input type="checkbox"/> No	<input type="checkbox"/> Yes – list name(s) below <input type="checkbox"/> No
	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<b>Place of birth</b>	State/Territory <input type="text"/>	<input type="text"/>
	Country <input type="text"/>	<input type="text"/>
<b>Daytime telephone number</b>	( ) <input type="text"/>	( ) <input type="text"/>
<b>Email address</b>	<input type="text"/>	
<b>Current residential address</b>	Street no. <input type="text"/>	Street no. <input type="text"/>
	Street name <input type="text"/>	Street name <input type="text"/>
	Suburb/ town <input type="text"/>	Suburb/ town <input type="text"/>
	State <input type="text"/> Postcode <input type="text"/>	State <input type="text"/> Postcode <input type="text"/>
<b>Address for service of notices (if different from above)</b>	Street no. <input type="text"/>	Street no. <input type="text"/>
	Street name <input type="text"/>	Street name <input type="text"/>
	Suburb/ town <input type="text"/>	Suburb/ town <input type="text"/>
	State <input type="text"/> Postcode <input type="text"/>	State <input type="text"/> Postcode <input type="text"/>
<b>Do you have a <i>spouse/ de facto partner</i>?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If you have a <i>spouse/ de facto partner</i>, will your <i>spouse/de facto partner</i> have a <i>relevant interest</i> in the <i>home</i>?</b>	<input type="checkbox"/> Yes – your <i>spouse/ de facto partner</i> must complete the details in <i>Applicant 2</i> above. <input type="checkbox"/> No – you must complete Section 3 – <i>Spouse/de facto partner</i> details	<input type="checkbox"/> Yes – your <i>spouse/ de facto partner</i> must complete the details in <i>Applicant 1</i> above. <input type="checkbox"/> No – you must complete Section 3 – <i>Spouse/ de facto partner</i> details
<b>Tick the States and/or Territories in which you have lived</b>	<input type="checkbox"/> NSW <input type="checkbox"/> ACT <input type="checkbox"/> NT <input type="checkbox"/> QLD	<input type="checkbox"/> NSW <input type="checkbox"/> ACT <input type="checkbox"/> NT <input type="checkbox"/> QLD
	<input type="checkbox"/> TAS <input type="checkbox"/> SA <input type="checkbox"/> VIC <input type="checkbox"/> WA	<input type="checkbox"/> TAS <input type="checkbox"/> SA <input type="checkbox"/> VIC <input type="checkbox"/> WA

## SECTION 3: Spouse/de facto partner details

**NOTE:**

- This schedule must be completed where the *spouse/de facto partner* of an *applicant* has not been specified as an **applicant** in Section 2 of the application.
- **Applicant's spouse/de facto partner must sign the spouse/de facto partner declaration at Section 7.**

	<b>Spouse/de facto partner of Applicant 1</b>	<b>Spouse/de facto partner of Applicant 2</b>																																
<b>Title</b>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>																																
<b>First name</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																																
<b>Middle name(s)</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																																
<b>Family name</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																																
<b>Name on birth certificate (if different from above)</b>	First name <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																																
	Middle name(s) <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																																
	Family name <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																																
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<b>Place of birth</b>	State/Territory <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																																
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<b>Has your spouse/de facto partner ever used any name other than the name(s) declared above?</b>	<input type="checkbox"/> Yes – list name(s) below <input type="checkbox"/> No <input type="checkbox"/> Yes – list name(s) below <input type="checkbox"/> No																																	
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<b>Daytime telephone number</b>	(    ) <input style="width: 100%;" type="text"/>	(    ) <input style="width: 100%;" type="text"/>																																
<b>Tick the States and/or Territories in which your spouse/de facto partner has lived</b>	<input type="checkbox"/> NSW <input type="checkbox"/> ACT <input type="checkbox"/> NT <input type="checkbox"/> QLD	<input type="checkbox"/> NSW <input type="checkbox"/> ACT <input type="checkbox"/> NT <input type="checkbox"/> QLD																																
	<input type="checkbox"/> TAS <input type="checkbox"/> SA <input type="checkbox"/> VIC <input type="checkbox"/> WA	<input type="checkbox"/> TAS <input type="checkbox"/> SA <input type="checkbox"/> VIC <input type="checkbox"/> WA																																

## SECTION 4: Property and transaction details

### Address of the property

Lot no. (only use lot no. if street no. is not allocated)	Unit/Street no.		
Street name			
Suburb/town	State	Postcode	

Date when occupation as a *principal place of residence* commenced or is intended to commence (if not known estimate)

				2	0		
D	D	M	M	Y	Y	Y	Y

Purchase or construction price

\$
----

Please tick (✓) the appropriate box

Title Type: Certificate of Title  Other

VOLUME

FOLIO

### Transaction details

What type of transaction does this application refer to:

Established home  Off the plan  Contract to build  New home  Owner builder

#### Approved agent and OSR use only

All evidence sighted

Name of person sighting the evidence \_\_\_\_\_

Payment eligibility date

(Enter settlement, completion or first draw down date only)

				2	0		
D	D	M	M	Y	Y	Y	Y

Date of contract (or if 'Owner builder', date the foundations were laid)

				2	0		
D	D	M	M	Y	Y	Y	Y

Date of settlement (or if building, expected date of completion)

				2	0		
D	D	M	M	Y	Y	Y	Y

## SECTION 5: Payment details

#### NOTE:

- If applying with OSR, the grant will be paid by electronic funds transfer into the account nominated below.
- If you are applying with an *Approved agent*, please **DO NOT** complete the account details below as the grant will be paid through the *Approved agent* in accordance with your agreement.

Name of financial institution and branch

Account name (e.g. John & Jan Citizen)

BSB number (must have 6 numbers)\*

						—					
--	--	--	--	--	--	---	--	--	--	--	--

Account number (maximum of 9 numbers)\*

--	--	--	--	--	--	--	--	--	--	--

\* DO NOT include dashes or spaces

#### Approved agent use only

Applicant reference

## SECTION 6: Declaration by *applicant/s*

1. I have completed the application form and attached all relevant documents in support of this application.
2. I declare that I have never been paid a grant either jointly, separately or with some other person under the First Home Owner Grant Act 2000 of any State or Territory of Australia or have never had to repay a First Home Owner Grant as a result of an investigation by the *Commissioner*.
3. I declare that I have not **owned** a *home* or had a *relevant interest* in a *residential property* within Australia **prior to 1 July 2000**.
4. I declare that on or **after 1 July 2000** that I have never owned *residential property* anywhere in Australia either jointly, separately or with some other person or if I did own *residential property*, that I never occupied (as a place of residence) that *residential property* **before 1 July 2004**.
5. I declare that on or **after 1 July 2000** that I have never owned *residential property* anywhere in Australia either jointly, separately or with some other person or if I did own *residential property*, that I have not occupied (as a place of residence) that *residential property* for a continuous period of at least 6 months that began **on or after 1 July 2004**.
6. I declare that as at the *commencement date of the eligible transaction* that **at least one applicant** for the grant is a **permanent resident** or an **Australian citizen**.
7. I will be residing in the *home* that is the subject of this application as my *principal place of residence* for a continuous period of 6 months commencing within 12 months of *completion of the eligible transaction*.
8. I undertake to notify the *Commissioner* of any *notifiable event* in writing relevant to the requirements under the First Home Owner Grant Act 2000 within 30 days from the occurrence of that *notifiable event*.
9. I have read and understood the information prepared by *OSR* relating to the conditions of eligibility. I accept that if the conditions are not met, I may not be entitled to receive or retain the grant.
10. I authorise *OSR* to access and exchange information about me to verify my eligibility for the First Home Owner Grant with the *Approved agent* (where applicable), other State, Territory and Australian Government agencies and commercial organisations as permitted by law.
11. I understand that the *Approved agent* is not authorised by *OSR* to offer any advice or assistance on the conditions of eligibility for the grant, or on the completion of this application.
12. I authorise the *Approved agent* to hold the grant until *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.
13. I authorise the *Commissioner* to address all correspondence relating to this application to *Applicant 1* at the address nominated.
14. I acknowledge that making statements or providing documents that are false or misleading in relation to this application, is a serious offence and that I may be prosecuted or liable to penalties of up to \$20,000 and required to repay the grant.
15. I authorise *OSR* to deposit the grant into the account nominated in Section 5 or into the *Approved agent's* nominated account when lodged with the *Approved agent* (ensure account details are correct).

I declare that I have read and understood the above information and that the information provided in this application is true and correct.

	<b>Applicant 1</b>	<b>Applicant 2</b>																																
<b>Name</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																																
<b>Signature</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																																
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<b>Before me (signature of witness)*</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																																
<b>Full name and address of witness</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2">Name</td></tr> <tr><td colspan="2">Street no.</td></tr> <tr><td colspan="2">Street name</td></tr> <tr><td colspan="2">Suburb/ town</td></tr> <tr><td>State</td><td>Postcode</td></tr> </table>	Name		Street no.		Street name		Suburb/ town		State	Postcode	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2">Name</td></tr> <tr><td colspan="2">Street no.</td></tr> <tr><td colspan="2">Street name</td></tr> <tr><td colspan="2">Suburb/ town</td></tr> <tr><td>State</td><td>Postcode</td></tr> </table>	Name		Street no.		Street name		Suburb/ town		State	Postcode												
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\* Witness must not be an *applicant* or *spouse/de facto partner* of an *applicant* and must not be related to the *applicant*.

## SECTION 7: Declaration by *spouse/de facto partner*

1. I declare that the *spouse/de facto partner* details in Section 3, in so far as they relate to me, are true and correct.
2. I declare that I have never been paid a grant either jointly, separately or with some other person under the First Home Owner Grant Act 2000 of any State or Territory of Australia or have never had to repay a First Home Owner Grant as a result of an investigation by the *Commissioner*.
3. I declare that I have **not owned** a *home* or had a *relevant interest* in a *residential property* within Australia **prior to 1 July 2000**.
4. I declare that on or **after 1 July 2000** that I have never owned *residential property* anywhere in Australia either jointly, separately or with some other person or if I did own *residential property*, that I never occupied (as a place of residence) that *residential property* **before 1 July 2004**.
5. I declare that on or **after 1 July 2000** that I have never owned *residential property* anywhere in Australia either jointly, separately or with some other person or if I did own *residential property*, that I have not occupied (as a place of residence) that *residential property* for a continuous period of at least 6 months that began on or **after 1 July 2004**?
6. I authorise *OSR* to access and exchange information about me that may affect the *applicant's* eligibility for the First Home Owner Grant with the *Approved agent* (where applicable), other State, Territory and Australian Government agencies and commercial organisations as permitted by law.
7. I acknowledge that making statements or providing documents that are false or misleading in relation to this application, is a serious offence and that I may be prosecuted or liable to penalties up to \$20,000.

	<b><i>Spouse/de facto partner of Applicant 1</i></b>	<b><i>Spouse/de facto partner of Applicant 2</i></b>																																
<b>Name</b>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>																																
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\* Witness must not be an *applicant* or *spouse/de facto partner* of an *applicant* and must not be related to the *applicant*.

## SECTION 8: Supporting documentation checklist

### NOTE:

- To ensure your application is processed in a timely manner, make sure the application is fully completed, signed and dated.
- Please complete the checklist to ensure you have attached the required supporting documentation defined in the lodgement guide. Attach these papers to this page.
- Additional documents may be requested after lodgement of your application.

### Supporting documentation checklist

### NOTE:

- Refer to the lodgement guide for the documentation required.
- DO NOT mail original documents, **only mail certified copies**.

		<i>Applicant to tick if attached</i>	<i>Approved agent or OSR use only</i> Tick when sighted
<b>Proof of identity of all applicants and their spouse/de facto partner</b>			
<b>Category 1</b>	Type of doc. submitted _____	<input type="checkbox"/>	<input type="checkbox"/>
	Name on doc. _____ Doc. no. _____ Date issued _____ Permanent residency visa Date granted _____ Sub class _____		
	Type of doc. submitted _____	<input type="checkbox"/>	<input type="checkbox"/>
	Name on doc. _____ Doc. no. _____ Date issued _____ Permanent residency visa Date granted _____ Sub class _____		
<b>Category 2*</b>	Type of doc. submitted _____	<input type="checkbox"/>	<input type="checkbox"/>
	Type of doc. submitted _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Category 3*</b>	Type of doc. submitted _____	<input type="checkbox"/>	<input type="checkbox"/>
	Type of doc. submitted _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Category 4*</b>	Type of doc. submitted _____	<input type="checkbox"/>	<input type="checkbox"/>
	Type of doc. submitted _____	<input type="checkbox"/>	<input type="checkbox"/>
■ Copy of a marriage or death or divorce (Decree nisi) certificate, or change of name certificate.		<input type="checkbox"/>	<input type="checkbox"/>
■ a statutory declaration for those who are separated. – must have name of <i>spouse</i> , their date of birth, date of marriage, date of separation, current address (if known), a statement to the effect that you do not intend to resume cohabitating together as a couple within the next 18 months.		<input type="checkbox"/>	<input type="checkbox"/>

Transaction type	Applicant to tick if attached	Approved agent or OSR use only Tick when sighted
<b>Contract to purchase a home:</b>		
■ a copy of your Contract for Sale or Agreement for the Purchase (Offer & Acceptance), dated and signed by all parties.	<input type="checkbox"/>	<input type="checkbox"/>
■ where there is no contract, or the sale of the property is between family members or <i>related or associated parties</i> – a copy of the transfer of land dated & signed by all parties.	<input type="checkbox"/>	<input type="checkbox"/>
■ a <i>Title search</i> showing the <i>applicant(s)</i> as the registered proprietor(s).*	<input type="checkbox"/>	<input type="checkbox"/>

**Contract to build a home:**

■ a copy of your <i>contract to build</i> dated and signed by all parties.	<input type="checkbox"/>	<input type="checkbox"/>
■ documentary evidence of progress payments made (either an invoice or receipts from the builder but not the deposit totalling an amount equal to or greater than the grant).	<input type="checkbox"/>	<input type="checkbox"/>
■ a <i>Title search</i> showing the <i>applicant(s)</i> as the registered proprietor(s).*	<input type="checkbox"/>	<input type="checkbox"/>

**Owner builders:**

■ documentary evidence of the commencement of the construction of the <i>home</i> .	<input type="checkbox"/>	<input type="checkbox"/>
■ documentary evidence confirming that the <i>home</i> is ready for occupation.	<input type="checkbox"/>	<input type="checkbox"/>
■ documentary evidence of the building costs incurred for the construction of the <i>home</i> . The evidence proof submitted must total an amount to or greater than the grant and must not include your own labour costs.	<input type="checkbox"/>	<input type="checkbox"/>
■ a <i>Title search</i> showing the <i>applicant(s)</i> as the registered proprietor(s).*	<input type="checkbox"/>	<input type="checkbox"/>

\* **Not required if your application is lodged with an Approved agent.**

The above documentation **must** be sighted by the *Approved agent* or *OSR* and **must** be submitted in support of the application.

**Approved agent and OSR use only**

Name of person sighting the documentation above:

Name of employer:

Signature:

Date: / / 20

**Copies may be certified by the following –**

- Legal Practitioner
- Member of Parliament
- Dentist
- Police Officer
- Pharmacist
- Justice of the Peace (JP)
- Public Servant
- Veterinary Practitioner
- Minister of Religion
- Mortgage Broker
- Magistrate
- Medical Practitioner
- Primary or Secondary Teacher
- Certified Practising Accountant
- Officers of OSR