# YOUR GUIDE TO THE FIRST HOME OWNERS GRANT APPLICATION

**NEW SOUTH WALES** 





Filling out forms can be tricky, so here's a little help. This handy guide will make it easier to complete your First Home Owners Grant (FHOG) application and we'll share a few tips along the way.

The FHOG application consists of three parts:



### Lodgement guide (pages 1-13)

This section contains important information about the grant, your obligations after receiving the grant, and a glossary of terms and meanings.



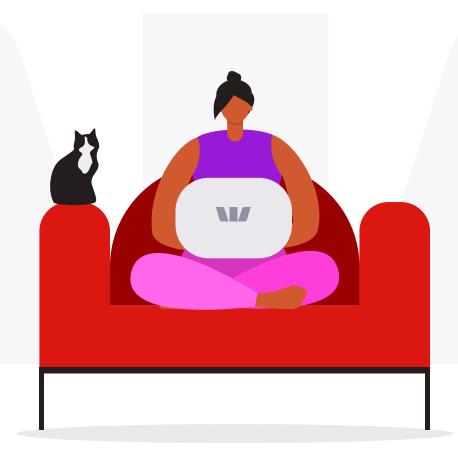
## Application form (pages 14-21)

You'll be required to fill out this section. We've provided some frequently asked Q&As to help you.



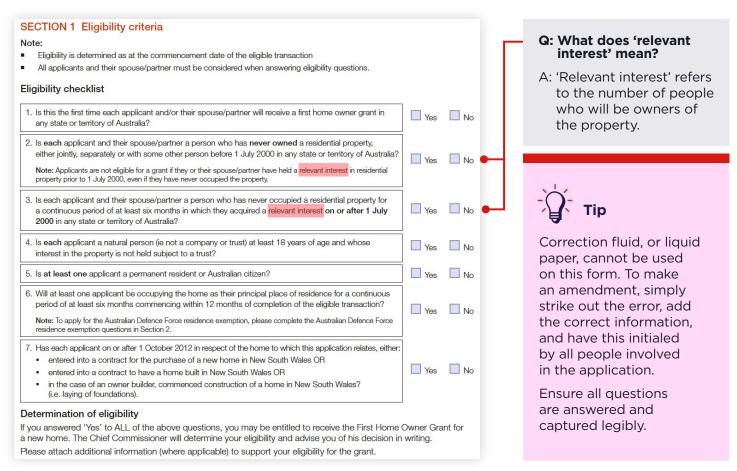
### **Supporting document checklist (page 22)**

This is a comprehensive list of the supporting documents needed for your application.



# **SECTION 1 Eligibility criteria**

This section will help you know whether you meet the eligible requirements to apply for the grant. You'll be asked questions such as your Australian citizenship or residency status, if you've owned residential properties in the past, or if you've entered into a contract to purchase or build a new home.



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# **SECTIONS 2 AND 3**

# **Applicant and spouse partner details**

In these sections, you'll be asked to provide details such as your name, date of birth, residential and postal address, and whether you have a spouse or partner. If you do, you'll also need to provide their details.

### Q. What name should I use on the application?

A: Your First, Middle and Family name used on your application must be the same name that appears on your loan application and your identification documents.



### Tip

There should be no variations of your name between your identity documents, building/sale contract or loan application. If variations exist, forward all supporting documents with this application to our FHOG team and we'll help resolve this with your Home Finance Manager or Broker.



### Tip

You'll need to provide additional supporting evidence if you've declared a previous or alternative name (this includes any previous married names). Please refer to the Supporting Documentation section of the application for a complete list of acceptable identification documents.



### Tin

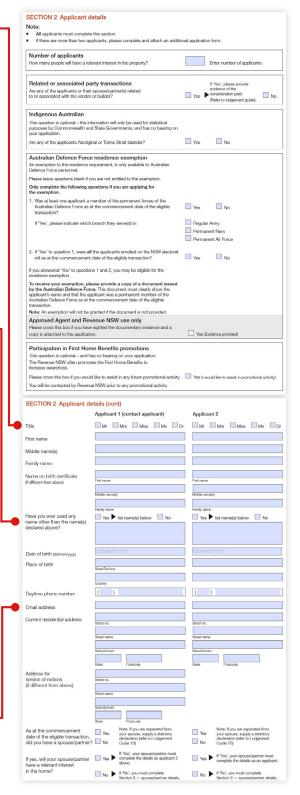
If you're applying as an applicant and will be on the title after settlement; complete the **Applicant details** section.

If you're applying as a Spouse or Partner and will not be on the title after settlement; complete the Spouse/Partner details section.



### Tip

Ensure your email address is clearly captured so it is legible.



Pages 15-17 of Application Form

# **SECTION 4**

# **Property and transaction details**

This is where you provide the property address details and the type of transaction the application for a new home applies to (e.g. purchasing a new home, a contract to build, etc.).

SECTION 4 Property and transaction details Q: What if I don't know Address of the property the exact address of my Unit/ Street no. property or only have a lot number? N S W Date when occupation as a principal place of residence commenced or is intended to commence (if not known please estimate) (dd/mm/yyyy). A: If the street number has not been allocated you can Leave blank if Australian Defence Force residence exemption applies provide the lot number, Title details street name, suburb and Section no. postcode of the property. \*Enter DP for Deposited Plan: SP for Strata Plan: Other if not DP or SP and enter the other details under Plan no Transaction details What type of transaction does this application refer to? Please select your transaction type and answer the questions for that transaction. Please refer to terms used in the lodgement guide Q: What if the property has not yet been subdivided Transaction type (please tick applicable boxes) and I don't have the new New Home purchase title details? 1. Is this the first sale of the home? A: The property needs a 2. Did you purchase the home from the builder? No No lot, plan and volume/folio number before the FHOG 3. Are you/will you be the first occupant(s) of the home? No No can be submitted. This 4. Are you purchasing a substantially renovated home? can be found on your contract of sale or building Off the Plan (New Home purchase) contract. Your conveyancer 1. Is this the first sale of the home? or solicitor will also be able to help you with this. 2. Did you purchase the home from the builder? 3. Are you/will you be the first occupant(s) of the home? Yes 4. Are you purchasing a substantially renovated home? 1. Are you building a home to replace demolished premises? No. 2. If 'Yes', did an applicant occupy the demolished home as a place of

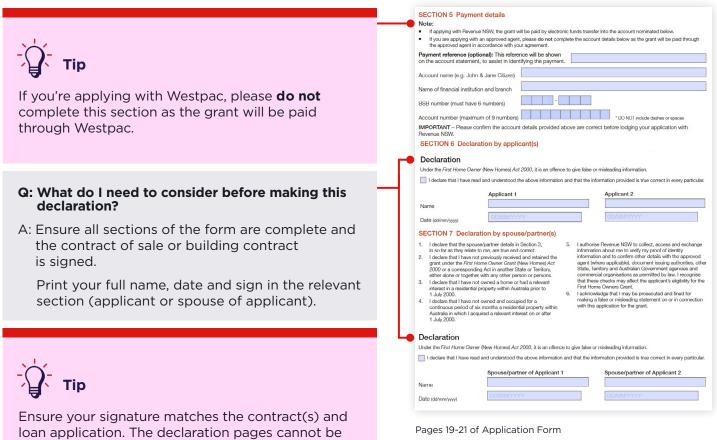
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# **SECTIONS 5, 6 AND 7**

# **Payment details Declaration by applicant or by** spouse/partner

If you're applying with Revenue NSW, the grant will be paid via Electronic Funds Transfer (EFT) into the account nominated in this section.

Finally, you'll be asked to declare and confirm that all the details you've provided are correct. If you have a spouse or de facto partner, they'll also need to declare and confirm that the details listed in Section 3 are correct.



amended or backdated.

# **SECTION 8**

# Supporting documentation checklist

This checklist will help ensure you've attached copies of all the required supporting documents.

# Q: What is a vendor's statement and when is it required?

A: A vendor's statement is a letter from the vendor or vendor's legal representative advising the property has never been previously occupied or sold as a place of residence.

If you're purchasing a new home (including off-the-plan and substantially renovated homes), you'll need to provide this.

Please refer to the **Supporting Documentation** section of the application to see if this applies to you.

# Q: What should I consider when providing my building contract or contract of sale?

A: Contracts must be signed and dated by all parties e.g. all buyers and vendors (builder or developer). The date of the contract must be prior to the date of the FHOG application. Any variation to the original contract must be included, signed and dated by all parties, as above.



### Tip

Only send copies and not the original ID documents.

A driver's licence is not an acceptable form of ID.

Please complete the checklist to en- lodgement guide. Attach these paper	sure you have attached the required supporting documentation de ers to this page.	fined in the
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Additional documents may be reque	sted after lodgement of your application.	
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Additional evidence		
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# Any questions, just ask.



**Lenders** - refer to OBI



Brokers - talk to your BDM