

YOUR GUIDE TO THE FIRST HOME OWNERS GRANT APPLICATION

VICTORIA





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:

- 1 Lodgement guide (pages 1-6)**
This section contains important information about the grant, your obligations after receiving the grant, and a glossary of terms and meanings.
- 2 Application form (pages 1-5)**
You'll be required to fill out this section. We've provided some frequently asked Q&As to help you.
- 3 Supporting document checklist (page 6)**
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.

SECTION 1 Eligibility criteria

NOTE: ■ Eligibility is determined at the date of settlement or completion of construction.
■ All applicants and their spouse/partner(s) must be considered when answering eligibility questions.

Eligibility checklist

1. Is this the first time each applicant and/or their spouse/partner will receive a grant under the First Home Owner Grant Act 2000 in any State or Territory of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is each applicant and their spouse/partner a person who has never owned a residential property, either jointly, separately or with some other person before 1 July 2000 in any State or Territory of Australia? <small>NOTE: Applicants are not eligible for a grant if they or their spouse/partner have held a relevant interest in residential property prior to 1 July 2000, even if they have never occupied the property</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is each applicant and their spouse/partner a person who has never occupied a residential property for a continuous period of at least six months in which they acquired a relevant interest on or after 1 July 2000 in any State or Territory of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is each applicant a natural person (e.g. not a company or trust) and at least 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is at least one applicant a permanent resident or Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Will at least one applicant be occupying the home as their principal place of residence for a continuous period of at least 12 months commencing within 12 months of completion of the eligible transaction ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Please answer either 7a or 7b based on whichever applies to your circumstances:	
7a. Has each applicant on or after 1 July 2013 , either: ■ Entered into a contract for the purchase of a new home in Victoria OR ■ Entered into a contract to have a home built in Victoria OR ■ In the case of an owner builder , commenced construction of a home in Victoria? (i.e. laying of foundations)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7b. Has each applicant on or before 30 June 2013 , either: ■ Entered into a contract for the purchase of a new home in Victoria OR ■ Entered into a contract to have a home built in Victoria OR ■ In the case of an owner builder , commenced construction of a home in Victoria? (i.e. laying of foundations) AND ■ Which completes or settles after 1 July 2013 AND ■ The Commissioner HAS NOT authorised payment in anticipation of the residence requirement.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Determination of eligibility
If you answered 'YES' to ALL of the above questions, either 7a OR 7b as applicable) 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.

Page 1 of Application Form



Tip

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

Correction fluid, or liquid paper, cannot be used on this form. To make an amendment, simply strike out the error, add the correct information, and have this initialed by all people involved in the application.

Ensure all questions are answered and captured legibly.

SECTION 2 AND 4

Applicant and spouse/partner details

In this section 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 does 'How many people will have a relevant interest in the property' mean?

A: 'Relevant interest' means the number of people who will be owners of the property.

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.

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.



Tip

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

SECTION 2 Applicant details

NOTE: ■ It is essential that ALL applicants complete this section.
■ If there are more than two applicants please complete and attach an additional application form.
■ Each applicant must sign the 'declaration by applicant(s)' at section 7.

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

Are any of the applicants or their spouse/partner(s) related to or associated with the vendor or builder? ☐ Yes ☐ No If Yes, please refer to 'further supporting evidence' in the Lodgement Guide

Indigenous Australian ☐ This question is optional - the information will only be used for statistical purposes by Commonwealth and State Governments, and has no bearing on your application.

Are any of the applicants Aboriginal or Torres Strait Islander? ☐ Yes ☐ No

Applicant 1 (Contact applicant)

Title

First name

Middle name(s)

Family name

Name on birth certificate (if different from above)

Date of birth

Place of birth

Have you ever used any name other than the name(s) declared above? ☐ Yes - list name(s) below ☐ No

Daytime telephone number

Email address

Current residential address

Address for service of notices (if different from above)

Do you have a spouse/partner? ☐ Yes ☐ No

If you have a spouse/partner, will your spouse/partner have a relevant interest in the home? ☐ Yes ☐ No

If Yes, your spouse/partner must complete the details as 'applicant 2' above.

If No, you must complete section 4 - spouse/partner details.

Applicant 2

Title

First name

Middle name(s)

Family name

Name on birth certificate (if different from above)

Date of birth

Place of birth

Have you ever used any name other than the name(s) declared above? ☐ Yes - list name(s) below ☐ No

Daytime telephone number

Email address

Current residential address

Address for service of notices (if different from above)

Do you have a spouse/partner? ☐ Yes ☐ No

If you have a spouse/partner, will your spouse/partner have a relevant interest in the home? ☐ Yes ☐ No

If Yes, your spouse/partner must complete the details as an applicant.

If No, you must complete section 4 - spouse/partner details.

Pages 2-3 of Application Form

SECTION 5

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.).

Q: What if I don't know the exact address of my property or only have a lot number?

A: If the street number has not been allocated you can provide the lot number, street name, suburb and postcode of the property.

Q: What if the property has not yet been subdivided and I don't have the new title details?

A: The property needs a lot, plan and volume/folio number before the FHOG can be submitted. This can be found on your contract of sale or building contract. Your conveyancer or solicitor will also be able to help you with this.

SECTION 5 Property and transaction details

Address of the property

Lot no. 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) Purchase or construction price \$

Title details

Lot no. Plan no. Plan type* Volume Folio

* SP for Strata Plan or PS for Plan of Subdivision.

Transaction details

What type of transaction does this application refer to? Please tick one:

☐ Off the plan ☐ Contract to build ☐ New home ☐ Owner Builder ☐ Established home*

* Only for contracts entered into on or before 30 June 2013

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

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

NOTE: If lodging with an Approved agent, please estimate

APPROVED AGENT AND SRO USE ONLY

All evidence sighted ☐ Name of person sighting the evidence

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

Pages 3-4 of Application Form

SECTION 6, 7 AND 8

Payment details

Declaration by applicant or by spouse/partner

If you're applying with the State Revenue Office, 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 partner, they'll also need to declare and confirm that the details listed in Section 2 are correct.



Tip

If you're applying with Westpac, please **do not** complete this section as the grant will be paid through Westpac.

Q: What do I need to consider before making this declaration?

A: Ensure all sections of the form are complete and the contract of sale or building contract is signed.

Print your full name, date, and sign in the relevant section (**Applicant or Spouse of applicant**).



Tip

Ensure your signature matches the contract(s) and loan application. The declaration pages cannot be amended or backdated.

SECTION 6 Payment details

NOTE: If applying with the SRO, 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 & Jane Citizen)	
BSB number (must have 6 numbers)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account number (maximum of 9 numbers)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

SECTION 7 Declaration by applicant(s) (continued)

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

Applicant 1		Applicant 2	
Name	<input type="text"/>	Name	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Before me (signature of witness)*	<input type="text"/>	Before me (signature of witness)*	<input type="text"/>
Full name and address of witness	<input type="text"/>	Full name and address of witness	<input type="text"/>

* Witness must not be an applicant or spouse/partner of an applicant and must not be related to the applicant or spouse/partner

SECTION 8 Declaration by spouse/partner(s)

- I declare that the spouse/partner details in section 4, in so far as they relate to me, are true and correct.
- I declare that I have not previously received and retained the grant under the First Home Owner Grant Act 2000 or a corresponding Act in another State or Territory, either alone or together with any other person or persons.
- 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.
- I declare that I have not owned and occupied for a continuous period of at least six months a residential property within Australia in which I held a relevant interest on or after 1 July 2000.
- I authorise the SRO to access and exchange information about me to verify my proof of identity information and to confirm other details with the approved agent (where applicable), document issuing authorities, other State, Territory and Australian Government agencies and commercial organisations as permitted by law. I recognise that these checks may affect the applicant's eligibility for the First Home Owner Grant.
- I acknowledge that I may be prosecuted and fined for making a false or misleading statement in or in connection with this application for the grant.

Spouse/partner of applicant 1		Spouse/partner of applicant 2	
Name	<input type="text"/>	Name	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Before me (signature of witness)*	<input type="text"/>	Before me (signature of witness)*	<input type="text"/>
Full name and address of witness	<input type="text"/>	Full name and address of witness	<input type="text"/>

* Witness must not be an applicant or spouse/partner of an applicant and must not be related to the applicant or spouse/partner

Lodgement
The application and all supporting documents can be mailed to:
State Revenue Office, GPO Box 1641, MELBOURNE VIC 3001
or
DX 260090 MELBOURNE

Form 100-01



SECTION 9

Supporting documentation checklist

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

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.

SECTION 9 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. Your application will be returned to you if not fully completed and all the required supporting documentation is not attached. Additional documents may be requested after lodgement of your application.

Eligibility checklist

NOTE: Refer to the lodgement guide for the documentation required. Do NOT send original documents, only send copies.

Proof of identity of all applicants and their spouse/partner

Category 1

Type of document submitted

Category 2*

Type of document submitted

Category 3*

Type of document submitted

Category 4*

Type of document submitted

Additional supporting evidence (if applicable)

a marriage or divorce certificate, death certificate or change of name certificate

a statutory declaration for those who are separated

Transaction type

Contract to purchase a new home off the plan

a copy of the exchanged contract of sale, dated and signed by all parties

a copy of the transfer of land with a dealing number

Contract to purchase a new home

a copy of the exchanged contract of sale, dated and signed by all parties

a copy of the building permit and/or a copy of the Domestic Building Insurance Certificate of Insurance from the contract of sale

a copy of the Certificate of Occupancy

a copy of the transfer of land with a dealing number

Contract to build a home

a copy of your contract to build dated and signed by all parties

a title search showing the applicant(s) as the registered proprietor(s)*

a copy of the Certificate of Occupancy*

Owner builder

a copy of the evidence for laying of the foundations

a copy of the Certificate of Occupancy

a copy of receipts for the home totalling more than the grant amount*

a title search showing the applicant(s) as the registered proprietor(s)*

Related or associated party, nominee purchaser or deceased estate transactions

Supporting evidence if your application falls within one of the following: related or associated party*; nominee purchaser*; or deceased estate (not related) transaction. All deceased estate (related) transactions must be lodged with the SRO. (please refer to page 4 of the Lodgement Guide)

Applicant to tick if attached

Approved agent or SRO use only

Tick when signed

APPROVED AGENT AND SRO USE ONLY

Name of person signing the documentation above

Name of employer

Signature

Date

D

D

M

M

2

0

Y

Y

Page 4-5 of Application Form



Any questions, just ask.



Lenders – refer to OBI



Brokers – talk to your BDM