YOUR GUIDE TO THE FIRST HOME OWNERS GRANT APPLICATION

WESTERN AUSTRALIA





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 2-9)

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



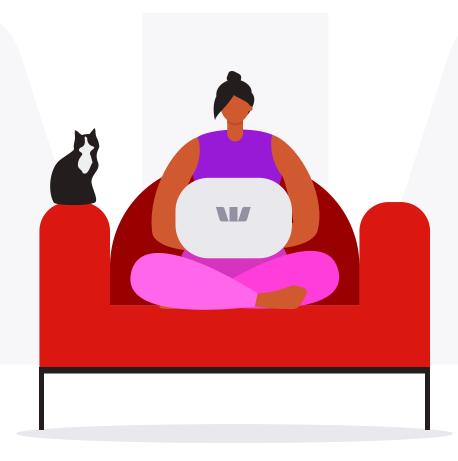
Application form (pages 3-17)

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



Supporting document checklist (pages 17-19)

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 All persons with a *relevant interest* in the property, and any *spouselde facto partner* of these persons, must be considered when answering these questions. All decisions relating to the eligibility of an applicant are made by the Commissioner. Eligibility is determined as at the commencement date of the eligible transaction. Words used within this application are defined under Terms Used on pages 3 and 4 of this guide. The provision of false or misleading information may result in prosecution and penalties of up to \$20,000. Does each applicant and/or their spouse/de facto partner declare that he or she: □ Yes □ No. has never been paid a grant or received the first home owner rate of duty, either jointly, separately or with some other person under the FHOG Act of any State or Territory of Australia or the Duties Act; or has never had to repay a first home owner grant or first home owner rate of duty as a result of an investigation by the Commissioner? Is each applicant and their spouse/de facto 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? ☐ No Does each applicant and their spouse/de facto partner declare that on or after 1 July 2000 ☐ Yes ☐ No he/she have never owned residential property in any State or Territory of Australia either jointly, separately or with some other person or, if he/she did own residential property, that he/she never occupied (as a place of residence) that residential property before 1 July 2004? Does each applicant and their spouse/de facto partner declare that on or after 1 July 2000 he/she have never owned residential property in any State or Territory of Australia either jointly, separately or with some other person or, if he/she did own residential property, that he/she has not occupied (as a place of residence) that residential property for a continuous period of at least six months that began on or after 1 July 2004? ☐ Yes ☐ No Is each applicant a natural person and at least 18 years of age at the date of application? ☐ Yes ☐ No 5 Is at least one applicant a permanent resident or Australian citizen at the date of ☐ Yes ☐ No Will all applicants be occupying the home as their principal place of residence for ☐ Yes ☐ No a continuous period of at least six months commencing within 12 months of completion of the eligible transaction? Has each applicant on or after 1 July 2000 either: entered into a contract for the purchase of a home in Western Australia or the Indian Ocean entered into a contract to have a home built in Western Australia or the Indian Ocean Territories: or in the case of an *owner builder*, commenced construction of a *home* in Western Australia or the Indian Ocean Territories (i.e. laying of foundations)? Does each applicant declare they will own the home in their own capacity and not as a trustee ☐ Yes ☐ No of a trust (except as a guardian who holds the interest on trust for a person with a legal disability)? This page forms part of your application. ALL questions MUST be answered. If you answer YES to all of the above questions, you may be entitled to receive the first home owner grant and/or the first home owner rate of duty, subject to the written decision being made by the Commissioner.



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 de facto partner and will not be on the title after settlement; complete the Spouse or de facto 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.

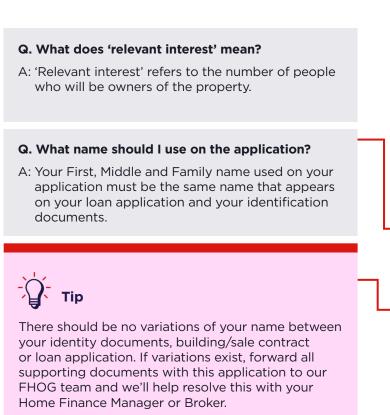
Ensure all questions are answered and captured legibly.

Page 10 of Application Form

SECTIONS 2 AND 3

Applicant details Non-applicant spouse/de facto 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 de facto partner. If you do, you'll also need to provide their details.

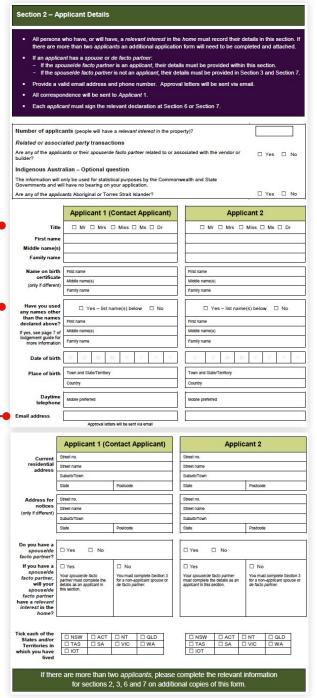


You'll need to provide additional supporting evidence if you've declared a previous or alternative name (this includes any previously married names). Please refer to the **Supporting Documentation** section of the application for a complete list of acceptable identification documents.



diT

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



Pages 11-13 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.).

- 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.

Provide the date you expense.	details.	act to build. If the new to	iis can also be obtained from th itle details are unavailable, pleas principal place of residence. If yo
Property Address	Tona our records	Towns and the second	
.ot No. (Use if no street no.)	Unit/Street No.	Street Name	
Suburb		State WA	Postcode
Date when occupation as a <i>prin</i> commenced, or is expected to		If not known, provide best er	Y Y Y Y
Certificate of Title Volume	38	Folio	
Date of contract of (if owner builder, date	the foundations were laid)	D D M M	YYYY
(if owner builder, date (or if building, expense) What type of transaction does to be compared to the plan of the plan complete Science of the complete Science of the plan complete of the plan complete Science of the plan complete of the plan com	e the foundations were laid) Date of settlement spected date of completion) this application refer to? Tie	ck one and complete the r Contract to Owner built	build
(if owner builder, date (or if building, e) What type of transaction does to Established home Off the plan New home (inc. substa	e the foundations were laid) Date of settlement spected date of completion) this application refer to? Tie	ck one and complete the r	build der
(if owner builder, date (or if building, expense) What type of transaction does to be compared to the plan of the plan complete Science of the complete Science of the plan complete of the plan complete Science of the plan complete of the plan com	e the foundations were laid) Date of settlement spected date of completion) this application refer to? Tie	ck one and complete the r Contract to Owner built	build der
(if owner builder, date (or if building, e) What type of transaction does to be substantial building buildin building building building building building building building	Date of settlement spected date of completion) this application refer to? Tie	ck one and complete the r Contract to Com Section B Construction price Land value*	spirite section B \$ \$ arket value of the land at the time of threat for contract to build, or at the time
(if owner builder, date (or if building, expension does to be a section	Date of settlement spected date of completion) this application refer to? Tie	ck one and complete the r Contract to Com Section B Construction price Land value*	split build der splete Section B \$ sharket value of the land at the time of threat for contract to build, or at the time dis ready for occupation for owner build.

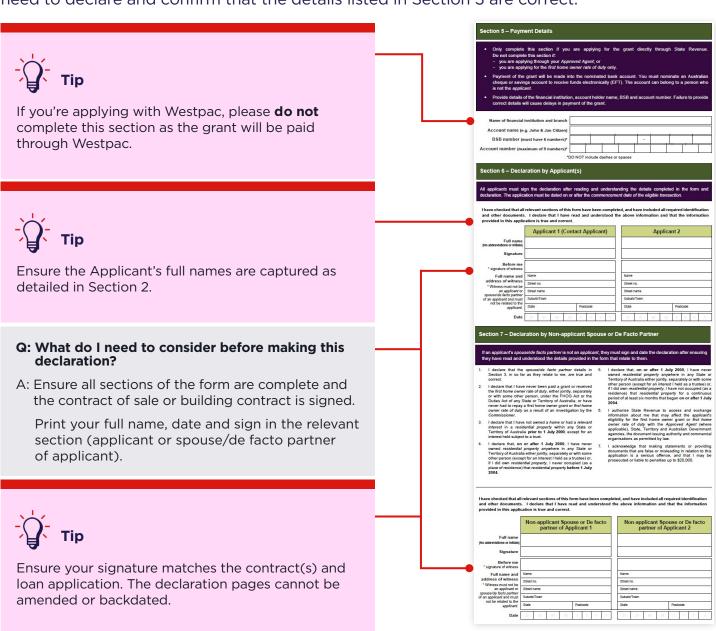
Page 14 of Application Form

SECTIONS 5, 6 AND 7

Payment details Declaration by applicant or by non-applicant spouse/de facto 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 domestic partner, they'll also need to declare and confirm that the details listed in Section 3 are correct.



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 or developer's letter and when might I need to provide it?

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

This is only applicable if you are purchasing a substantially renovated home. 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.



Only send copies and not the original ID documents.

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

Proof of ide	entity of all applicants and their spouse/de facto partner	Applicant tick if attached	Approved Agent or State Revenue – tick when sighted
Category 1	Type of document submitted		
	Type of document submitted		
Category 2*	Type of document submitted		
	Type of document submitted		
Category 3* #	Type of document submitted		
	Type of document submitted		
Additional evidence	Marriage certificate, death certificate, change of name certificate, evidence of divorce (e.g. Decree nisi/absolute), as relevant.		
	If separated – a Statutory Declaration with the following information: • name of apouse and their date of birth • date of marriage and date of separation • current address (if known) • whether or not you currently reside with your former spouse and whether or not you intend to resume cohabilitation.		

whether or not you intend to resume cohabitation.		
Transaction type: Contract to purchase a home	Applicant tick if attached	Approve Agent or St Revenue – when sight
A copy of your Contract for Sale or Agreement for the Purchase (Offer and Acceptance), dated and signed by all parties (including any special conditions, annexures and variations).		
Where there is no contract, or the sale is between family members or related or associated parties – a copy of the Transfer of Land dated and signed by all parties.		
Where the sale of the property is between related or associated parties, a completed form F-FHOG4 'FHOG Valuation Request' or a valuation of land by a qualified valuer (see Commissioner's Practice TAA 30 which outlines when a valuation will usually be accepted).		
Where the purchase property is a <i>substantially renovated home</i> – a statement from the vendor or other evidence confirming:		
 The sale of the home is a taxable supply as a sale of a new residential premises as defined under sections 40-76(1)(b) of the A New Tax System (Goods and Services Tax) Act 1999 (Cth). 		
 The home, as renovated, has not been previously occupied as a place of residence or sold as a place of residence. 		
The type and extent of the renovations.		
A copy of the Certificate of Title showing the applicant(s) as the registered proprietor(s).*		
Transaction type: Contract to build a home	Applicant tick if attached	Approve Agent or S Revenue - when sigh
A copy of the schedule of particulars from your contract to build dated and signed by all parties (including any special conditions, annexures and variations).		
Documentary evidence of progress payments made totalling an amount equal to or greater than the grant (either an invoice or receipt from the builder). Must be evidence that construction of the home has commenced (i.e. slab down NOT deposit).		
Where the contract to build a home is between related or associated parties provide a completed form F-FHOG4 <u>FHOG Valuation Request</u> or a valuation of land by a qualified valuer (see <u>Commissioner's Practice TAA 30</u> which outlines when a valuation will usually be accepted).		
A copy of the Certificate of Title showing the applicant(s) as the registered proprietor(s).*		
Transaction type: Owner builders	Applicant tick if attached	Approve Agent or S Revenue – when sigh
Documentary evidence of the commencement of construction of the $\it home$ (e.g. dated receipt for laying of the foundations).		
Documentary evidence confirming that the <i>home</i> is ready for occupation.		
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.		
SEV. SEATON WITH SECURIOR SEVEN SECURIOR SEVEN SEVEN SEVEN SECURIOR SEVEN SEVEN SEVEN SEVEN SEVEN SEVEN SEVEN SE		1015
A completed form F-FH0G4 <u>'FH0G Valuation Request'</u> or a valuation of land by a qualified valuer (see <u>Commissioner's Practice TAA 30</u> which outlines when a valuation will usually be accepted).		

Page 18-19 of Application Form



Any questions, just ask.



Lenders - refer to OBI



Brokers - talk to your BDM