

First Home Owner Grant application

Important:

- To help determine if you qualify for a grant, please answer the questions below by ticking (✓) the appropriate box.
- If there are more than two applicants, please complete and attach a second application form.
- Incomplete application forms or applications lacking any of the supporting evidence required will be returned.

OFFICE USE ONLY

UIN

AA
reference

AA
branch

SECTION 1 – ELIGIBILITY CRITERIA

APPLICANT ELIGIBILITY CRITERIA

Note: All applicants must be considered when answering the eligibility questions.

1. Will this be the first time each applicant or their spouse will receive a grant under the *First Home Owner Grant Act 2000* in any State or Territory of Australia?
Yes No
2. Is each applicant or their spouse 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?
Yes No
3. Is each applicant and their spouse a person who has **never** owned and occupied a residential property, either jointly, separately or with some other person **on or after** 1 July 2000, in any State or Territory of Australia?
Yes No
4. Is each applicant a natural person (for example, not a company)?
Yes No
5. Is at least **one** applicant a permanent resident or Australian citizen?
Yes No
6. Will **all** applicants be occupying the established home as their principal place of residence within 12 months of either settlement or completion of construction?
Yes No

TRANSACTION ELIGIBILITY CRITERIA

7. Has each applicant **on or after** 1 July 2000:
 - a. entered into a Contract of Sale or Agreement for the purchase of a home in the ACT?
Yes No
 - OR**
b. entered into a comprehensive building contract to have a home built on their land in the ACT?
Yes No
 - OR**
c. in cases of an owner-builder, commenced construction (laying of foundations) of a home on their land in the ACT?
Yes No

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 decision being made by the Commissioner for ACT Revenue.

Please note that there are significant penalties for making a false or misleading statement.

SECTION 2 – APPLICANT DETAILS

Please complete a second application form and attach it to this application where there are more than two applicants.

Number of persons with a relevant interest in the property that has been or will be acquired

(refer to 'Important definitions' for what is a relevant interest)

Applicant 1 (Primary contact)

Applicant 2

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Dr <input type="checkbox"/>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Dr <input type="checkbox"/>		
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"/>						
<i>Please provide name on birth certificate if different to above.</i>												
Original first name	(i)	<input type="text"/>					<input type="text"/>					
Original middle name(s)	(ii)	<input type="text"/>					<input type="text"/>					
Original family name	(iii)	<input type="text"/>					<input type="text"/>					
Date of birth	<input type="text"/> D D	<input type="text"/> M M	<input type="text"/> Y Y Y Y				<input type="text"/> D D	<input type="text"/> M M	<input type="text"/> Y Y Y Y			
Place of birth	State/Territory	<input type="text"/>					<input type="text"/>					
	Country	<input type="text"/>					<input type="text"/>					
Contact telephone number (daytime contact)	(<input type="text"/>)	(<input type="text"/>)
Current residential address	<input type="text"/>					<input type="text"/>						
	<input type="text"/>					<input type="text"/>						
	State	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	State	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do you have a spouse?	Yes <input type="checkbox"/>	If Yes, please answer next question.					Yes <input type="checkbox"/>	If Yes, please answer next question.				
	No <input type="checkbox"/>	If No, please go to Section 3.					No <input type="checkbox"/>	If No, please go to Section 3.				
Will your spouse also have a relevant interest in the property to which this application relates?	Yes <input type="checkbox"/>	If Yes, your spouse must complete applicant details.					Yes <input type="checkbox"/>	If Yes, your spouse must complete applicant details.				
	No <input type="checkbox"/>	If No, your spouse must complete Section 6.					No <input type="checkbox"/>	If No, your spouse must complete Section 6.				
Postal address if different to above	<input type="text"/>					<input type="text"/>						
	<input type="text"/>					<input type="text"/>						
	State	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	State	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 3 – DETAILS OF HOME PURCHASED OR LAND ON WHICH IT IS SITUATED

Address

State Postcode

Intended date of occupancy

D D

M M

Y Y Y Y

Cost of home

\$

Suburb

Section

Block

Unit

Volume

Folio

(If current title number unavailable, enter parent title number)

Type of home (Please tick (✓) one box)

Established home **OR** Contract to build a new home **OR** Owner-builder of a new home

Intended date of settlement/estimated date of completion/estimated date of first progress payment

D D

M M

Y Y Y Y

Contract date

D D

M M

Y Y Y Y

SECTION 4 – PAYMENT DETAILS

Please tick (✓) applicable

Are you applying through approved agent ACT Revenue Office

EFT – applying through an approved agent

Approved agent's name

The applicant(s) authorise the grant to be held by the approved agent until the completion of the transaction. The applicant(s) authorise the agent to repay the grant to the Commissioner if the transaction to which this application relates is not completed within 28 days of the date specified in this application.

EFT – applying through the ACT Revenue Office

Approved agent's name (if relevant)

Account name

Account BSB

Account no.

I agree for the grant to be paid to the approved agent as stated in Section 4.

SECTION 5 – DECLARATION

- I have completed and submitted all relevant documents in support of my application and to my knowledge they are true and correct.
- I undertake to notify the Commissioner of any notifiable event relevant to the legislation requirements under the *First Home Owner Grant Act 2000* within 28 days from the occurrence of this event.
- I have read and understood the information prepared by the ACT Revenue Office 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.
- I give authorisation for the approved agent identified in this application form to have access to any information held that may affect the First Home Owners' Grant and disclose it in good faith to the ACT Revenue Office.
- I understand that the information supplied on this form may be used by any Revenue Office administering this scheme, or their approved agents, to conduct eligibility checks of all applicants.
- I understand that the approved agent is not authorised by the ACT Revenue Office to offer any advice or assistance on the conditions of eligibility for the grant, or in the completion of this application.
- I understand that the ACT Revenue Office may give some of this information to other government agencies authorised by law to receive it.

I declare that I or my spouse/de facto have not previously made an application to the Commissioner pursuant to the *First Home Owner Grant Act 2000*, either alone or together with any person or persons. I or my spouse have not previously received the grant for the *First Home Owner Grant Act 2000*, either alone or together with any person or persons.

Applicant 1

Name

Signature

Date

Applicant 2

Name

Signature

Date

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Payment (settlement/ occupancy) eligibility date

Contract date

AA reference number

AA account name

AA account BSB

AA account no.

Applicant's nominated account

Account name

Account BSB

All documentation sighted

Account no.

SECTION 6 – SPOUSE DETAILS

Only complete this section if you are the spouse of an applicant and you have no interest in the residential property.

SPOUSE PARTICULARS

	Spouse of Applicant 1					Spouse of Applicant 2				
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Dr <input type="checkbox"/>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Dr <input type="checkbox"/>
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"/>				
<i>Please provide name on birth certificate if different to above.</i>										
Original first name	<input type="text"/>					<input type="text"/>				
Original middle name(s)	<input type="text"/>					<input type="text"/>				
Original family name (including maiden name)	<input type="text"/>					<input type="text"/>				
Date of birth	<input type="text"/> D D	<input type="text"/> M M	<input type="text"/> Y Y Y Y	<input type="text"/> D D	<input type="text"/> M M	<input type="text"/> Y Y Y Y	<input type="text"/> D D	<input type="text"/> M M	<input type="text"/> Y Y Y Y	<input type="text"/> Y Y Y Y
Place of birth	State/Territory	<input type="text"/>				<input type="text"/>				
	Country	<input type="text"/>				<input type="text"/>				
Current residential address	<input type="text"/>					<input type="text"/>				
	<input type="text"/>					<input type="text"/>				
	State	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	State	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>

SPOUSE DECLARATION

Will this be the first time you will receive a grant under the *First Home Owner Grant Act 2000* in any State or Territory of Australia? Yes No Yes No

Are you a person who has never owned a home, either jointly, separately or with some other person **before** 1 July 2000, in any State or Territory of Australia? Yes No Yes No

Are you a person who has never owned and occupied a home, either jointly, separately or with some other person **on or after** 1 July 2000, in any State or Territory of Australia? Yes No Yes No

I give authorisation for the approved agent to have access to any information held by the agent that may affect the applicant's eligibility for the *First Home Owner Grant* and disclose that information to the ACT Revenue Office for the purpose of administering the scheme.

Spouse of applicant 1

Name

Signature

Date
D D M M Y Y Y Y

Spouse of applicant 2

Name

Signature

Date
D D M M Y Y Y Y

Further information

By correspondence

First Home Owner Grant, ACT Revenue Office, PO Box 293, CIVIC SQUARE ACT 2608

In person

ACT Revenue Office, Plaza Level, Canberra Nara Centre, 1 Constitution Avenue, Canberra

Telephone

02 6207 0029

Facsimile

02 6207 0026

E-mail

FHOG@act.gov.au

Internet

http://www.revenue.act.gov.au

First Home Owner Grant

The ACT Government is helping first home buyers to buy or build their first home through the \$7,000 First Home Owner Grant (FHOG).

WHAT HOMES QUALIFY?

A new or established dwelling including a house, unit, townhouse or apartment anywhere in the ACT that meets ACT planning standards. A houseboat or mobile home is not eligible. The dwelling must be used as your principal place of residence within 12 months of the date of settlement, in the case of an established home, or for a new home, 12 months from the date construction is completed. The contract to purchase an established home or to build a new home must be signed on or after 1 July 2000.

HOW DO I APPLY?

Applicants can complete and lodge an application form with either an approved agent, which includes approved financial institutions, or the ACT Revenue Office (ACTRO). You are only able to complete and lodge an application form with a financial institution (approved agent) when you are borrowing funds from that approved agent, as part of buying or building your home. You need to apply within 12 months of completing the transaction.

Approved agent

If applying via an approved agent, complete and submit the application form and supporting documents directly to the agent. You can check with your local financial institution to see if it is an approved agent. A complete list of approved agents is available on the ACT Revenue Office website.

ACT Revenue Office

If applying via the ACTRO, complete and submit the application form with relevant supporting documentation (see below).

Spouse

If your spouse is also an applicant, their details need to be completed under the Applicant 2 details of the form. If your spouse is not an applicant, their details must be recorded in Section 6 of this application. A spouse must also be eligible for FHOG, whether an applicant or not.

SUPPORTING EVIDENCE REQUIRED

You will be required to lodge supporting documentation with this application. All applicants and their spouses must provide a certified copy of their birth certificate, if born in Australia, or proof of Australian citizenship or permanent residency. If purchasing an established home, you will need to provide a signed Contract of Sale. If you are entering into a comprehensive building contract to build a new home, you must provide the Building Contract. If you are an owner-builder, you must provide your Building Permit /Certificate of Occupancy. All documents provided must be originals or certified copies, not photocopies. You should advise which documents you are providing by ticking (✓) the corresponding box(es) below:

- | | | |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> Birth certificate | <input type="checkbox"/> Proof of Australian Citizenship or Permanent residency | <input type="checkbox"/> Building permit/Certificate of Occupancy (if owner-builder) |
| <input type="checkbox"/> Contract of Sale (if purchasing an existing home) | <input type="checkbox"/> Building contract/Certificate of Occupancy (if entering into a comprehensive building contract) | |

WHEN WILL THE GRANT PAYMENT BE PAID?

Established home/House and land package

If you apply for the grant via a financial institution/approved agent or the ACT Revenue Office and your application is approved, payment will be available on the day of settlement.

Comprehensive building contract

To qualify for payment, a Certificate of Occupancy must be sighted, however, where progress payments have been agreed, the Commissioner may make payment at the time of the first progress payment.

Owner-builder

To qualify for payment, a Building Permit/Certificate of Occupancy must be sighted, however, where progress payments have been agreed, the Commissioner may make payment at the time of the first progress payment.

Claims will take up to 14 days to process. Therefore, lodge this application as soon as you have all the information and documentation.

IMPORTANT DEFINITIONS

Applicant(s) – A person(s) that, on completion of the purchase of the property concerned, will be an owner of that property.

Primary contact – The nominated applicant that will receive correspondence from the ACT Revenue Office.

Consideration/Cost of the home – The total price/amount used for the purchase/building of the house.

Comprehensive building contract – A contract under which a builder agrees to build a complete home from the start of building to when it is ready for occupancy.

Owner-builder – An owner of land who builds a home, or has a home built in accordance with a building permit issued in his/her name, on the land without entering into a comprehensive building contract.

Relevant interest – A person with a 'relevant interest' can be described generally as someone who will have a legal entitlement to the home being bought or constructed. Normally, this will be the person(s) listed on the title. Each person with a 'relevant interest' must be listed as an applicant on this form.

Notifiable event – When any part of the eligibility criteria is not met, the applicant(s) must notify the Commissioner for ACT Revenue. For example, when the residency requirement is not met.

Residential property – Land on which there is a building which is a lawfully occupied residence or is suitable for occupation as a residence.

Natural person – A person, not a company.

Permanent resident – Holder of a permanent or long term residency visa.

Spouse – A person is a spouse of another if they are legally married to each other, or if they are de facto spouses of each other.

A guide to completing this application

The first home owner grant application form has 6 sections. These sections are to be completed as follows:

SECTION 1 – ELIGIBILITY CRITERIA

- All decisions relating to the eligibility of an applicant are made by the ACTRO, therefore any further information required should be directed to the ACTRO.

SECTION 2 – APPLICANT DETAILS

- All persons who have, or will have an interest in the home must complete this part of the application.
- If there are more than two applicants, another application form must be completed and attached to this application.

SECTION 3 – DETAILS OF HOME PURCHASED OR LAND ON WHICH IT IS SITUATED

Details of suburb, section, block or unit must be entered into this section. If known, volume and folio details should also be supplied.

SECTION 4 – PAYMENT DETAILS

- Applicants must complete this section to provide instructions about payment.
- If you are applying through an approved agent, the agent will record all your payment details and the grant will be paid by EFT, to be received on settlement, completion of building or first progress payment.
- You are able to nominate any account to receive EFT funds, including an account of a person who is not an applicant.
- You will receive payment of the grant at settlement once a completed application form along with all required supporting documentation is lodged.

SECTION 5 – DECLARATION

This must be completed and signed by **all** applicants, who must have read and understood all details on the application form, including the eligibility criteria.

SECTION 6 – SPOUSE DETAILS

Only complete this section if you are the spouse of an applicant and you have no interest in the residential property.

PENALTIES

The ACT Revenue Office, as part of its role in administering the *First Home Owner Grant Act 2000* has the authority to conduct regular investigations to ensure that applicants comply with the Act. The following penalties may be imposed:

- Under section 45 of the *First Home Owner Grant Act 2000*, penalties for making a false or misleading statement in or in connection with an application for a first home owner grant carries a maximum of 50 penalty units or imprisonment for six months or both.

OBJECTION AND APPEAL PROCESS

- If dissatisfied with the decision you may, within 60 days of notification of the decision, lodge an application for a review of that decision (an objection) with the Commissioner for ACT Revenue. The objection must be in writing, should set out the grounds of the objection and be accompanied by the determined fee.
- If dissatisfied with the decision resulting from the objection, an applicant may apply for a review of that decision to the Administrative Appeals Tribunal (AAT). The appeal must also be in writing and be accompanied by the determined fee.

Further information

By correspondence

First Home Owner Grant, ACT Revenue Office, PO Box 293, CIVIC SQUARE ACT 2608

In person

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