

# First Home Owner Grant Guide to the Application Form



The Northern Territory Government is assisting first home buyers to purchase or construct their first home through the \$7,000 First Home Owner Grant (FHOG). The eligibility conditions are set out in this form.

## WHAT HOMES QUALIFY?

A new or existing home situated in the Northern Territory that is suitable for use as a place of residence. The home must be used as your principal place of residence within 12 months of the date of settlement in the case of an existing home, or for a new home, 12 months from the date construction is completed. The contract or any binding arrangement to enter into a contract to purchase an existing home or to build a new home, must be signed **no earlier** than 1 July 2000.

## HOW DO I APPLY?

An application, with supporting documentation, may be lodged with either an approved participant or Territory Revenue Management. You are only able to complete and lodge an application form with an approved participant where you are borrowing funds from that participant, as part of buying or building your home. An application must be made within twelve months of completing the transaction.

### Supporting Documentation

If you are making application through an approved participant you will be required to submit the following documentation: The Contract of Sale if you are purchasing an existing home, the Building Contract if you are building a new home and the Certificate of Occupancy if you are an owner builder.

Where an application is made direct to Territory Revenue Management, in addition to the above, you will need to provide the following documentation: Evidence that settlement has occurred if you are purchasing an existing home, evidence that the first progress payment has been made, to the builder, if you are building a new home. You will also be required to provide photographic proof of identity in the form of a driver's licence or passport.

### Through an Approved Participant

Submit a completed application form with the above supporting documentation with the approved participant. **A complete list of approved participants is available on the Territory Revenue Management Internet site.** Alternatively, you can check with your lending institution to see if they are an approved participant.

### Direct to Territory Revenue Management

If applying direct to Territory Revenue Management, submit a completed application form with the above supporting documentation.

### Spouse

All applicants must declare their spouse on the application form unless their spouse is also an applicant. If the spouse is also an applicant, their details need to be completed under Applicant 2 details of the form. If the spouse is not an applicant, their details need to be recorded in Section 6.

## WHEN WILL THE GRANT BE PAID?

### Application through an Approved Participant

For the purchase of an **existing home**, payment will be made at settlement. For a **contract to build**, payment will be made on the first progress payment to the builder. For an **owner builder**, payment will be made on completion.

### Application direct to Territory Revenue Management

For the purchase of an **existing home**, payment will be made after settlement. For a **contract to build**, payment will be made at the time the first progress payment is made to the builder. For an **owner builder**, payment will be made on completion.

**Claims may take up to 5 days to process therefore this application should be lodged as soon as you have all of the information and documentation.**

## IMPORTANT DEFINITIONS

**Applicant(s)** - A person or persons who, on completion of the purchase or construction of the home, will be an owner of that home.

**Approved Participant** - A lending institution that the Commissioner has delegated the authority to process applications.

**Commissioner** - Commissioner of Taxes.

**Comprehensive Building Contract** - A contract under which a builder agrees to build a home from the start of the building to when it is ready for occupancy.

**Consideration/Construction Price** - The total price or amount used for the purchase or building of the home.

**Existing Home** - A home that is being purchased where you have not entered into a building contract to construct a home.

**Home** - A building affixed to land that may lawfully be used as a place of residence and is, in the Commissioner's opinion, a suitable building for use as a place of residence.

**Home Owner** - A person who holds or will on completion of the transaction hold a relevant interest in the home.

**New Home** - Where you have entered into a building contract to construct a home or are building your own home.

**Notifiable Event** - Applicants must notify the Commissioner, in writing, of any change in their circumstances that may affect their eligibility for the grant. For example, when the residency requirement is not met.

**Owner Builder** - An owner of land who builds a home, or has a home built, on the land without entering into a comprehensive building contract.

**Primary Contact** - Applicant to whom correspondence in respect of this application will be addressed.

**Permanent Resident** - Holder of an Australian permanent visa.

**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. Usually this will be the person(s) registered on the title but it **does not** include an interest held by a person as trustee, an equitable interest unless it is the interest of a person under a legal disability for whom a guardian holds the interest in trust or an interest which does not give the holder a right to immediate occupation of the land. Refer to the definition of relevant interest in the legislation for more details. Each person with a 'relevant interest' must be listed as an applicant on this form.

**Residential Property** - Land on which there is a building lawfully occupied as a place of residence or suitable for occupation as a place of residence.

**Spouse** - A person is a spouse of another if they are legally married to each other, or the person is the de facto partner of the other person.

The First Home Owner Grant application form has 6 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 whether the applicant(s) meet the eligibility criteria. **All persons with a 'relevant interest' (except the Chief Executive Officer (Housing)) must be considered when answering these questions.**
- **Any spouse of an applicant that does not have a 'relevant interest' is to be considered when answering questions 1-3.**
- All decisions relating to the eligibility of an applicant are made by Territory Revenue Management, therefore any further information required should be directed to Territory Revenue Management.

### Section 2 - APPLICANT DETAILS

- Detail the number of persons who have, or will have, a 'relevant interest' (except the Chief Executive Officer (Housing)). All of these persons must record their details in this section, ie be an applicant.
- If there are more than two applicants, an additional application form will need to be completed and attached.
- For an applicant who is married or in a de facto relationship there are two options. If the partner is an applicant they are to be recorded within this section. If the partner is not an applicant, they will be required to complete their details in Section 6 of the application form.

### Section 3 - DETAILS OF HOME PURCHASED OR LAND ON WHICH HOME IS BEING BUILT

- Provide the current title (Volume and Folio numbers) of the property being purchased or land on which the home is to be constructed. These can be obtained from a title search or the Contract for Sale and Purchase. If there is more than one title reference enter only one.
- Provide the expected date of occupancy as an owner of the home or estimate this date if you are unsure. To be eligible for the grant all applicants must move into the home and maintain it as their principal place of residence within 12 months.

### Section 4 - PAYMENT DETAILS IF APPLYING THROUGH TERRITORY REVENUE MANAGEMENT

- Applicants must complete this section **only** if applying direct to Territory Revenue Management
- You are able to nominate any account to receive EFT funds, including an account of a person who is not an applicant. Payment of the grant will be made into the nominated bank account. Give details of the name of bank, account name, BSB, and account number. Failure to provide correct details may cause a delay in payment of the grant.

*If you are applying through an approved participant, the participant will record all your payment details and the grant will be paid by EFT only, to be received on settlement or first progress payment to the builder or completion of construction if an Owner Builder.*

### 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

- This section is only to be completed by the spouse of an applicant who has not already been specified as an applicant and who does not or will not have a 'relevant interest' in the home.

### PENALTIES

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

- A penalty of up to 2 years imprisonment for making a false or misleading statement in or in connection with the application.
- A penalty of up to \$7,000, where the grant is not repaid to the Commissioner within 30 days of receiving the grant where the applicant was ineligible or within 30 days of not being able or being aware that you will not be able to satisfy the residency requirement or other condition imposed by the Commissioner when the grant was paid. This penalty is in addition to the requirement to repay the amount of the grant paid.

### OBJECTIONS PROCESS

If you are dissatisfied with the Commissioner's decision, you may lodge a written notice of objection to the Commissioner within 30 days of the notice of the decision.

#### Direct Enquires to:

<b>By Correspondence:</b> First Home Owner Grant, Territory Revenue Management, GPO Box 154, DARWIN NT 0801	<b>Telephone:</b> 08 8999 7949
<b>In Person:</b> Territory Revenue Management, 4 <sup>th</sup> Floor, 38 Cavenagh Street, DARWIN NT	<b>Facsimile:</b> 08 8999 5577
	<b>E-mail:</b> <a href="mailto:ntrevenue.ntt@nt.gov.au">ntrevenue.ntt@nt.gov.au</a>
	<b>Internet:</b> <a href="http://www.nt.gov.au/ntt/revenue">www.nt.gov.au/ntt/revenue</a>



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- To help determine if you qualify for a grant, please answer the questions below by ticking (✓) the appropriate box.
- All applicants with a relevant interest in the property must complete the eligibility checklist.
- Incomplete application forms or applications lacking any of the supporting evidence required will not be accepted.
- If there are more than two applicants, please complete and attach a second application form

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APPROVED PARTICIPANT BRANCH	
APPROVED PARTICIPANT REFERENCE	

## Section 1 - ELIGIBILITY CRITERIA

### Applicant Eligibility

- |    |   |     |    |
|----|---|-----|----|
| 1. | Will this be the first time <b>each</b> applicant or their spouse/de facto could receive a grant under the <i>First Home Owner Grant Act 2000</i> in any State or Territory of Australia?   | Yes | No |
| 2. | Is <b>each</b> applicant and their spouse/de facto a person who has <b>never</b> owned residential property, either jointly, separately or with some other person <b>before</b> 1 July 2000, in any State or Territory of Australia?  | Yes | No |
| 3. | Is <b>each</b> applicant and their spouse/de facto a person who has <b>never</b> owned and occupied a residential property ( <i>other than the property to which this application relates</i> ), either jointly, separately or with some other person <b>on or after</b> 1 July 2000, in any State or Territory of Australia? | Yes | No |
| 4. | Is <b>each</b> applicant a natural person ( <i>that is not a company</i> ), who does or will on completion of the transaction, own the property in their own right and not in any capacity as a trustee?  | Yes | No |
| 5. | Is at least <b>one</b> applicant a permanent resident or Australian citizen?  | Yes | No |
| 6. | Will <b>each</b> applicant be occupying the home as their principal place of residence within 12 months of either settlement or completion of construction?   | Yes | No |

### Transaction Eligibility

Please answer only one of (a), (b) or (c).

- |     |  |     |           |
|-----|--|-----|-----------|
| 7.  | Has each applicant <b>on or after</b> 1 July 2000:   |     |           |
| (a) | Entered into a Contract of Sale and Purchase or Agreement for the purchase of a home in the Northern Territory?                              | Yes | No        |
|     | <b>OR</b>  |     | <b>OR</b> |
| (b) | Entered into a comprehensive building contract to have a home built on their land in the Northern Territory?                                 | Yes | No        |
|     | <b>OR</b>  |     | <b>OR</b> |
| (c) | In cases of an owner builder, commenced construction ( <i>laying of the foundations</i> ) of a home on their land in the Northern Territory? | Yes | No        |

#### Determination of eligibility

If you answered 'Yes' to questions 1 to 7 then you may be entitled to receive the First Home Owner Grant, subject to the decision being made by the Commissioner. Where there are two or more applicants the Commissioner may exempt an applicant from the residence requirements, depending on the circumstances. The Commissioner may also declare a transaction that is not eligible to be an eligible transaction, depending on the circumstances. In all of these cases a submission must be made to the Commissioner for determination.

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

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## Section 2 - APPLICANT DETAILS

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

Number of persons (excluding the Chief Executive Officer (Housing)) who have or will on completion of the transaction, have a relevant interest in the property.

### Applicant 1 (Primary contact)

Miss Mr Mrs Ms

### Applicant 2

Miss Mr Mrs Ms

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>Provide name on birth certificate if different from above</b>		
Original First Name	<input type="text"/>	<input type="text"/>
Original Middle Name(s)	<input type="text"/>	<input type="text"/>
Original Family Name	<input type="text"/>	<input type="text"/>
Date of birth	<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"/> d d m m y y y y
Place of birth	<input type="text"/> State/Territory	<input type="text"/> State/Territory
	<input type="text"/> Country	<input type="text"/> Country
Day time contact telephone number	( <input type="text"/> ) <input type="text"/>	( <input type="text"/> ) <input type="text"/>
Current residential address	<input type="text"/> Street No Street Name	<input type="text"/> Street No Street Name
	<input type="text"/> Town/Suburb	<input type="text"/> Town/Suburb
	<input type="text"/> State Postcode	<input type="text"/> State Postcode

Do you have a spouse?	Yes If yes, please complete the next question. No If no, please ignore next question.	Yes If yes, please complete the next question. No If no, please ignore next question.
Will your spouse also have a relevant interest in the property to which this application relates?	Yes If yes, your spouse must complete applicant details. No If no, your spouse must complete Section 6.	Yes If yes, your spouse must complete applicant details. No If no, your spouse must complete Section 6.

Address for notices if different to residential address	<input type="text"/> Street No Street Name	<input type="text"/> Street No Street Name
	<input type="text"/> Town/Suburb	<input type="text"/> Town/Suburb
	<input type="text"/> State Postcode	<input type="text"/> State Postcode

## Section 3 - DETAILS OF HOME PURCHASED OR LAND ON WHICH HOME IS BEING BUILT

Address	<input type="text"/> Street No Street Name	
	<input type="text"/> Town/Suburb State Postcode	
Expected date of occupancy as an owner	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> d d m m y y y y	If current title number unavailable, enter parent title number.
Consideration or construction price	\$ <input type="text"/>	Title Reference <input type="text"/> Volume Folio
Are you	Purchasing an existing home <b>OR</b>	Entering into a contract to build <b>OR</b>
		An Owner Builder



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## Section 6 - SPOUSE DETAILS

Only complete this Section if the spouse/de facto of an applicant **has not** been specified as an applicant.

	Spouse of Applicant 1				Spouse of Applicant 2			
	Miss	Mr	Mrs	Ms	Miss	Mr	Mrs	Ms
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"/>			
<small>Please provide name on birth certificate if different from above.</small> Original First Name	<input type="text"/>				<input type="text"/>			
Original Middle Name(s)	<input type="text"/>				<input type="text"/>			
Original Family Name <i>(including maiden name)</i>	<input type="text"/>				<input type="text"/>			
Date of birth	<input type="text"/> d	<input type="text"/> d	<input type="text"/> m	<input type="text"/> m	<input type="text"/> y	<input type="text"/> y	<input type="text"/> y	<input type="text"/> y
Place of birth	<input type="text"/>				<input type="text"/>			
Current Residential Address	<small>State/Territory</small> <input type="text"/>				<small>State/Territory</small> <input type="text"/>			
	<small>Country</small> <input type="text"/>				<small>Country</small> <input type="text"/>			
	<small>Street No</small> <input type="text"/>		<small>Street Name</small> <input type="text"/>		<small>Street No</small> <input type="text"/>		<small>Street Name</small> <input type="text"/>	
	<small>Town/Suburb</small> <input type="text"/>				<small>Town/Suburb</small> <input type="text"/>			
	<small>State</small>		<small>Postcode</small>		<small>State</small>		<small>Postcode</small>	

## SPOUSE DECLARATION

I declare that the spouse details above and the answers provided in questions 1, 2 and 3 of the Eligibility Criteria in Section 1 are true and correct in as much as they relate to me.

I give authorisation for the approved participant to have access to any information held about me that may affect this First Home Owner Grant application and disclose it in good faith to the Commissioner for use by the Commissioner in administering the scheme.

### Spouse of Applicant 1

### Spouse of Applicant 2

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

### Direct Enquires to:

#### By Correspondence:

First Home Owner Grant, Territory Revenue Management, GPO Box 154, DARWIN NT 0801

#### In Person:

Territory Revenue Management, 4<sup>th</sup> Floor, 38 Cavenagh Street, DARWIN NT

**Telephone:** 08 8999 7949

**Facsimile:** 08 8999 5577

**E-mail:** [ntrevenue.ntt@nt.gov.au](mailto:ntrevenue.ntt@nt.gov.au)

**Internet:** [www.nt.gov.au/ntt/revenue](http://www.nt.gov.au/ntt/revenue)



Northern Territory Government