

First Home Owner Grant

The Victorian 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, flat, unit, townhouse or apartment anywhere in Victoria that meets local 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 no earlier than 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 State Revenue Office of Victoria (SRO). You are only able to complete and lodge an application form with a financial institution when you are borrowing funds from that financial institution, as part of buying or building your home. You need to apply within 12 months of completing the transaction.

Supporting documentation

You will be required to lodge supporting documentation with this application. If you are purchasing an existing home, you must provide a *Contract of Sale*. If you are entering a comprehensive building contract to build a new home, you must provide the *Building Contract* and a *Certificate of Occupancy*. If you are an owner-builder, you must provide a *Certificate of Occupancy*. All documents provided must be originals, not photocopies.

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 SRO internet site.

State Revenue Office of Victoria

If applying via the SRO, complete and submit the application form with relevant supporting documentation. You will also need to submit the *Transfer of Land* document. You may also be required to furnish proof of identity.

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.

WHEN WILL THE GRANT PAYMENT BE PAID?

Approved agent

For the purchase of an *existing dwelling*, payment will be made at settlement. For a *contract to build* or an *owner-builder*, payment will be made on receipt of a certificate of occupancy/completion.

State Revenue Office of Victoria

For the purchase of an *existing dwelling*, payment will be made after settlement. For a *contract to build* or an *owner-builder*, payment will be made following receipt of a certificate of occupancy/completion.

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 or persons who, on completion of the purchase or construction of the home, will be an owner of that home.

Consideration

The total price or amount used for the purchase or building of the home.

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, on the land without entering into a comprehensive building contract.

Home owner

A person who holds a relevant interest in property.

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 of State 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 suitable for occupation as a residence.

Natural person

A person, not a company.

Permanent resident

Holder of a permanent 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 SRO, therefore any further information required should be directed to the SRO.
- The questions in this section relate to all applicants and should be completed by one applicant in consultation with all other applicants.

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

- If the current title (volume and folio) number is unavailable, enter the parent title number. The volume and folio numbers can be obtained from the Transfer of Land document or the Contract of Sale.

SECTION 4 – PAYMENT DETAILS IF APPLYING THROUGH THE SRO

- Applicants must complete this section **only** if applying direct to the SRO.
- You are able to nominate any account to receive EFT funds, including an account of a person who is not an applicant.
- An applicant must receive payment by cheque if the grant is to be divided equally amongst more than one applicant. Note that cheque payments are only made to applicants applying through the SRO.
- You will receive payment of the grant after settlement once a completed application along with all required supporting documentation is received by the SRO.

If you are applying through an approved agent, the agent will record all your payment details and the grant will be paid by EFT only, to be received on settlement or completion of building.

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 State Revenue Office of Victoria, 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:

- A penalty of up to \$6,000 for making a false or misleading statement in or in connection with an application for a first home owner grant as specified in the *First Home Owner Grant Act 2000*.
- A penalty of up to \$7,000 may be imposed by the Commissioner as a result of an applicant's dishonesty where an amount is paid by way of a first home owner grant, along with repayment of the \$7,000 grant pursuant to the Act.

APPEALS PROCESS

You can object or appeal the decision made by the SRO in writing to the Review Branch of the SRO within 60 days after the date of the notice of decision. Please supply relevant documentation.

Further information

By correspondence

First Home Owner Grant, State Revenue Office, GPO Box 1641N, MELBOURNE VIC 3001

In person

State Revenue Office, Ground Floor, 505 Little Collins Street, Melbourne

Telephone

13 2161

Facsimile

03 9628 0899

E-mail

sro@sro.vic.gov.au

Internet

<http://www.sro.vic.gov.au>

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 could receive a grant under a *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 or their spouse a person who has **never** owned and occupied a residential property (other than the property to which this application relates), 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?
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 Victoria?
Yes No

OR

 - b. entered into a comprehensive building contract to have a home built on their land in Victoria?
Yes No

OR

 - c. in cases of an owner-builder, commenced construction (laying of foundations) of a home on their land in Victoria?
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 of State 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 'Completing this application' for what is a relevant interest)

		Applicant 1	Applicant 2			
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"/> <input type="text"/> <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"/> <input type="text"/> <input type="text"/> D D M M 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		(<input type="text"/>) <input type="text"/>	(<input type="text"/>) <input type="text"/>			
Current residential address	<input type="text"/>		<input type="text"/>			
	<input type="text"/>		<input type="text"/>			
	State	Postcode	State	Postcode		
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	State	Postcode		

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

Address

State Postcode

Intended date of occupancy

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Consideration/Cost of home

\$

Volume

Folio

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

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

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

SECTION 4 – PAYMENT DETAILS IF APPLYING THROUGH THE STATE REVENUE OFFICE

- Complete this section if you are lodging this application direct to the State Revenue Office.
- For your convenience and speed of payment, please complete the EFT details for the account into which you would like the grant to be paid. If you prefer, payment may be made by cheque.

Electronic Funds Transfer

Agent's name	Account name
<input type="text"/>	<input type="text"/>
Account BSB	Account no.
<input type="text"/>	<input type="text"/>

Payment by cheque

Name and address of payee

Postcode

Would you like to offset the grant against stamp duty liabilities in respect of this transaction?

Yes No

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Stamp duty amount	\$ <input type="text"/>
Balance of grant to be paid	\$ <input type="text"/>

SECTION 5 – DECLARATION

- I have completed and submitted the application form and all relevant supporting documents in support of my application and to my knowledge they are true and correct.
- I undertake to notify the Commissioner of State Revenue 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, and I have read and understood the information prepared by the State Revenue Office of Victoria (SRO) 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 intend to reside in the purchased property as my principal place of residence within 12 months of settlement, or I intend to reside in the constructed home as my principal place of residence within 12 months of completing the building.
- I authorise the approved agent to access any information held about me that may affect the eligibility of the applicant(s) for the First Home Owner Grant and release this information in good faith to the SRO for use in the SRO's administration of the scheme.
- I understand that the approved agent is not authorised by the SRO to offer any advice or assistance on the conditions of eligibility for the Grant, or in the completion of this application, and I authorise the grant to be held by the approved agent until the completion of the eligible transaction.
- I authorise the agent to repay the grant to the Commissioner of State Revenue if the transaction to which this application relates is not completed within 28 days of the date specified in this application.
- I understand that the SRO may give some of this information to other government agencies authorised by law to receive it.
- I authorise the Commissioner of State Revenue to pay the grant to the account nominated by the applicant in Section 4.

I declare that I have read and understood the above information and that the information provided in this application is true and correct. I also declare that I have not previously received, or been entitled to receive, 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.

Applicant 1

Name

Signature

Date

Applicant 2

Name

Signature

Date

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Payment (settlement/occupancy) eligibility date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Contract date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
AA reference number	<input type="text"/>	AA account name	<input type="text"/>
AA account BSB	<input type="text"/>	AA account no.	<input type="text"/>
Applicant's nominated account		Account BSB	
Account name	<input type="text"/>	Account no.	<input type="text"/>
All documentation sighted	Officer signature <input type="text"/>		

SECTION 6 – SPOUSE DETAILS

Only complete this schedule 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
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"/>
Any other previous name(s) (including maiden name)		<input type="text"/>	<input type="text"/>
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"/> <input type="text"/> <input type="text"/> <small>D D M M Y Y Y Y</small>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>D D M M Y Y Y Y</small>
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"/> <input type="text"/>

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 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 State Revenue Office for the purpose of administering the scheme.

Spouse of applicant 1		Spouse 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"/> <small>D D M M Y Y Y Y</small>	Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>D D M M Y Y Y Y</small>

Further information

By correspondence

First Home Owner Grant, State Revenue Office, GPO Box 1641N, MELBOURNE VIC 3001

In person

State Revenue Office, Ground Floor, 505 Little Collins Street, Melbourne

Telephone

13 2161

Facsimile

03 9628 0899

E-mail

sro@sro.vic.gov.au

Internet

http://www.sro.vic.gov.au