



# Application for First Home Owner Grant

- This application will not be accepted unless **fully completed, signed in blue or black ink** and all required **supporting evidence** is lodged.
- Read the **lodgement guide** ([sro.vic.gov.au/FHOGguide](http://sro.vic.gov.au/FHOGguide)) for explanations of terms used in this application.
- This application must be lodged within 12 months of completion of the eligible transaction.
- It is an offence to make false or misleading statements, and **heavy penalties** may be imposed.
- Please **answer all questions** and tick [✓] the appropriate boxes.

OFFICE USE ONLY	
UIN	<input type="text"/>
APPLICATION REFERENCE	<input type="text"/>
APPLICATION RECEIVED BY	<input type="text"/>
DATE LODGED	<input type="text"/>

## COLLECTION STATEMENT

Your personal information is collected by the State Revenue Office (SRO) to process your application for a First Home Owner Grant. If you do not provide the requested information, the SRO may not be able to determine your eligibility for the First Home Owner Grant.

The information collected may be used for the purposes of laws administered by the SRO and is protected by the secrecy provisions in Acts administered by the SRO. Your personal information is collected and handled in accordance with the *Privacy and Data Protection Act 2014* and is not disclosed to any third party without your consent, unless authorised by law. For example, the SRO may be required to provide this information to other government agencies including the Australian Taxation Office, state and territory revenue offices and law enforcement agencies. You can find out more about how the SRO collects, uses, discloses and protects your information in our Privacy Policy at [sro.vic.gov.au/privacy-policy](http://sro.vic.gov.au/privacy-policy). To find out how to request access to information relating to you, go to [sro.vic.gov.au/access-foi](http://sro.vic.gov.au/access-foi).

## SECTION 1 ELIGIBILITY CRITERIA

- 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	YES	NO
1. Is this the first time each applicant and/or their spouse/partner will receive a grant under the <i>First Home Owner Grant Act 2000</i> in any state or territory of Australia?	<input type="checkbox"/>	<input type="checkbox"/>
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? <b>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.</b>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>	<input type="checkbox"/>
4. Is each applicant a natural person (e.g. not a company or trust) and at least 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is at least one applicant a permanent resident or Australian citizen?	<input type="checkbox"/>	<input type="checkbox"/>
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"/>	<input type="checkbox"/>
7. Please answer either 7a. or 7b. based on whichever applies to your circumstances:		
<b>7a. Has each applicant on or after 1 July 2013, either:</b> <ul style="list-style-type: none"> <li>• Entered into a contract for the purchase of a new home in Victoria OR</li> <li>• Entered into a contract to have a home built in Victoria OR</li> <li>• In the case of an owner builder, commenced construction of a home in Victoria? (i.e. laying foundations)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7b. Has each applicant on or before 30 June 2013, either:</b> <ul style="list-style-type: none"> <li>• Entered into a contract for the purchase of a new home in Victoria OR</li> <li>• Entered into a contract to have a home built in Victoria OR</li> <li>• In the case of an owner builder, commenced construction of a home in Victoria? (i.e. laying foundations) AND</li> <li>• Which completes or settles after 1 July 2013 AND</li> <li>• The Commissioner HAS NOT authorised payment in anticipation of the residence requirement.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

## 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.

**SECTION 2 APPLICANT DETAILS**

- 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 in 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 — Refer to 'further supporting evidence' in the lodgement guide.

**INDIGENOUS AUSTRALIAN — OPTIONAL QUESTION**

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)**

**APPLICANT 2**

Title  
Optional

 MR  MRS  MISS  MS  N/A

 MR  MRS  MISS  MS  N/A

First name



Middle name(s)



Family name



Name on birth certificate — if different from above

First name

Middle name(s)

Family name

First name

Middle name(s)

Family name

Date of birth

D  D  M  M  Y  Y  Y  Y

D  D  M  M  Y  Y  Y  Y

Place of birth

State/Territory

Country

State/Territory

Country

Have you ever used any name other than the name(s) declared above?

YES — List name(s) below:  NO

YES — List name(s) below:  NO

Daytime phone number

(  )

(  )

Email address



Current residential address

Street No.

Street name

Suburb/Town

State  Postcode

Street No.

Street name

Suburb/Town

State  Postcode

Address for service of notices — if different from above

Street No.

Street name

Suburb/Town

State  Postcode

Street No.

Street name

Suburb/Town

State  Postcode

Do you have a spouse/partner?  YES  NO

YES  NO

If you have a spouse/partner, will your spouse/partner have a relevant interest in the home?  YES ▶ If YES — Your spouse/partner must complete the details as 'Applicant 2' above.

YES ▶ If YES — Your spouse/partner must complete the details as an 'Applicant'.

NO ▶ If NO — You must complete SECTION 4 — spouse/partner details.

NO ▶ If NO — You must complete SECTION 4 — spouse/partner details.



## SECTION 5 PROPERTY AND TRANSACTION DETAILS | CONTINUED

## TRANSACTION DETAILS

What type of transaction does this application refer to?:

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)

D	D	M	M	2	0	Y	Y
---	---	---	---	---	---	---	---

DATE OF SETTLEMENT (or if building, date of completion)

D	D	M	M	2	0	Y	Y
---	---	---	---	---	---	---	---

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 (Settlement, completion or first draw down date only)

D	D	M	M	2	0	Y	Y
---	---	---	---	---	---	---	---

## SECTION 6 PAYMENT DETAILS

- 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

BSB number (must have 6 numbers)

--	--	--	--	--	--

Account number (maximum of 9 numbers)

--	--	--	--	--	--	--	--	--

## SECTION 7 DECLARATION BY APPLICANT(S)

- I have completed the application form and I declare that all copies of documents attached in support of this application are a true copy of the original document.
- 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 acquired a relevant interest on or **after 1 July 2000**.
- I declare that the interest I hold in the property is not held subject to a trust.
- I declare that at the date of the completion of the eligible transaction at least one applicant for the grant is a permanent resident or an Australian citizen.
- I declare that at least one applicant will be residing in the home that is the subject of this application 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.
- I undertake to notify the Commissioner of any notifiable event in writing relevant to the requirements under the *First Home Owner Grant Act 2000* within 14 days from the occurrence of that notifiable event.
- I have read and understood the information prepared by the 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 authorise the SRO to access and exchange information about me to verify my proof of identity information and to determine my eligibility for the First Home Owner Grant with the approved agent (where applicable), document issuing authorities, other state, territory and Australian Government agencies and commercial organisations as permitted by law.
- 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 on the completion of this application.
- I authorise the approved agent to hold the grant until completion of the eligible transaction and to repay the grant to the Commissioner if the transaction is not completed within 28 days of the date specified.
- I authorise the Commissioner to address all correspondence relating to this application to Applicant 1 at the address nominated.
- I acknowledge that I may be required to repay the grant, be liable for penalties and may also be prosecuted for making a false or misleading statement in or in connection with this application for the grant.
- I authorise the SRO to deposit the grant into the account nominated in SECTION 6 (ensure account details are correct) or into the approved agent's nominated account when lodged with the approved agent.
- I understand that the SRO may collect and use my personal information to contact me or to assist it with the investigation and enforcement of the laws administered by the SRO, including the *First Home Owner Grant Act 2000*.

## SECTION 7 DECLARATION BY APPLICANT(S) | CONTINUED

- I declare 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"/>	<input type="text"/>
Signature	<input type="text"/>	<input type="text"/>
Date signed	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Before me Signature of witness*	<input type="text"/>	<input type="text"/>
Full name of witness	<input type="text"/>	<input type="text"/>
Address of witness	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	State                      Postcode	State                      Postcode

\*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, insofar 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 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"/>	<input type="text"/>
Signature	<input type="text"/>	<input type="text"/>
Date signed	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Before me Signature of witness*	<input type="text"/>	<input type="text"/>
Full name of witness	<input type="text"/>	<input type="text"/>
Address of witness	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	State                      Postcode	State                      Postcode

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

### LODGEMENT

If you are lodging through a bank, conveyancer or broker, send the application and all supporting documents directly to them. If settlement has occurred and you are lodging directly with the State Revenue Office, send the application and all supporting documents to: **State Revenue Office, GPO Box 1641, MELBOURNE VIC 3001**.

- To ensure your application is processed in a timely manner, ensure 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 required supporting documentation is not attached.
- Additional documents may be requested after lodgement of your application.
- **Refer to the lodgement guide** for the documentation required.
- Submit an **originally signed application** and **copies of supporting documents**, unless otherwise requested.

APPLICANT TO TICK IF ATTACHED APPROVED AGENT / SRO TO TICK WHEN SIGHTED	APPLICANT	APPROVED AGENT / SRO
<b>PROOF OF IDENTITY OF ALL APPLICANTS AND THEIR SPOUSE/PARTNER:</b>		
<b>CATEGORY 1</b> Type of document submitted: .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>CATEGORY 2*</b> Type of document submitted: .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>CATEGORY 3*</b> Type of document submitted: .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>CATEGORY 4*</b> Type of document submitted: .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADDITIONAL SUPPORTING EVIDENCE (IF APPLICABLE):</b>		
• Copy of marriage or divorce certificate, death certificate or change of name certificate	<input type="checkbox"/>	<input type="checkbox"/>
• Originally signed statutory declaration for those who are separated	<input type="checkbox"/>	<input type="checkbox"/>
<b>FOR OFF-THE-PLAN HOME CONTRACTS:</b>		
• Copy of the exchanged contract of sale, dated and signed by all parties	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of the transfer of land with a dealing number	<input type="checkbox"/>	<input type="checkbox"/>
<b>FOR THE PURCHASE OF A NEW HOME:</b>		
• Copy of the exchanged contract of sale, dated and signed by all parties	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of the building permit and/or a copy of the Domestic Building Insurance Certificate of Insurance from the contract of sale	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of the Certificate of Occupancy	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of the transfer of land with a dealing number	<input type="checkbox"/>	<input type="checkbox"/>
• Written and originally signed statement from the vendor(s) confirming the 'property (stating the address) has never been lived in and that this is the first sale of the property as a residential premises'	<input type="checkbox"/>	<input type="checkbox"/>
<b>FOR A CONTRACT TO BUILD A NEW HOME:</b>		
• Copy of your contract to build dated and signed by all parties	<input type="checkbox"/>	<input type="checkbox"/>
• Title search showing the applicant(s) as the registered proprietor(s)*	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of the Certificate of Occupancy*	<input type="checkbox"/>	<input type="checkbox"/>
<b>FOR OWNER BUILDER:</b>		
• Copy of the evidence for laying of the foundations	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of the Certificate of Occupancy	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of receipts for the home totalling more than the grant amount*	<input type="checkbox"/>	<input type="checkbox"/>
• Title search showing the applicant(s) as the registered proprietor(s)*	<input type="checkbox"/>	<input type="checkbox"/>
<b>FOR RELATED OR ASSOCIATED PARTY, NOMINEE PURCHASER OR DECEASED ESTATE TRANSACTIONS:</b>		
• Supporting evidence if your application falls within one of the following: related or associated party*; nominee purchaser*; or deceased estate (not related) transaction	<input type="checkbox"/>	<input type="checkbox"/>
All deceased estate (related) transactions must be lodged with the SRO — Refer to the lodgement guide		

\*Not required if your application is lodged with an approved agent

<b>APPROVED AGENT AND SRO USE ONLY</b>													
Name of person sighting the documentation above				<input type="text"/>									
Name of employer		<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"/>		
						D	D	M	M	2	0	Y	Y