



First Home Owner Grant Act 2000 (ACT)

Application Form and Lodgment Guide

NOTE:

- Please read the ‘Terms Used’ for explanations in completing the Application.
- Before lodging the application remove pages 1 to 8 and keep for your reference.
- This form applies for applications lodged on or after 30 July 2007.

Each *applicant* should read this information before completing and submitting the application form

Your obligations

As an *applicant* for the First Home Owner Grant, you must:

- ❖ ensure that the information contained in your application for the grant is complete and correct; and
- ❖ notify the *Commissioner* and repay the grant if you are unable to fulfil any of the conditions of payment of the grant (including the residence requirements).

If your application is approved, you will be notified in writing of any conditions relating to your grant payment. Penalties may apply if you do not meet your obligations. Each application will be considered on its facts to determine whether or not a penalty will apply as well as the amount of penalty.

Giving false or misleading information is a serious offence under the *Criminal Code 2002 (ACT)* and this may result in financial penalties as well as prosecution and imprisonment. If you are not entitled to the grant, you may be required to repay the grant, and may be liable for penalties, up to the value of the grant, and interest.

If you are unsure about any of your obligations or the information that is required by the *Commissioner* to determine your eligibility, then it is important that you contact the ACT Revenue Office for clarification. (Please refer to page 7 for contact details.)

Lodgment guide

To apply:

■ ***Applicants must:***

- ✓ fully complete the application form and lodge with all relevant supporting documentation;
- ✓ be a *natural person* (ie not applying as a company or trust, unless as trustee for a person with a legal disability) at least 18 years of age;
- ✓ ensure at least one *applicant* is an Australian citizen or a *permanent resident*;
- ✓ be buying or building a *home* for which the contract was signed on or after 1 July 2000 or building a *home* as an *owner builder* where building commenced on or after 1 July 2000;
- ✓ ensure each person holding a *relevant interest* in the property is an *applicant*;
- ✓ ensure each *applicant* will reside in the *home* as their *principal place of residence* for a continuous period of at least 6 months commencing within 12 months after *completion of the eligible transaction*; and
- ✓ lodge an application within 12 months of *completion of the eligible transaction*.

■ ***Applicants and their partner* must:***

- ✓ not have previously received a First Home Owner Grant in any State or Territory of Australia. If a grant was received but later paid back under the conditions on which it was granted then you may be entitled to reapply for the grant;
- ✓ not have previously owned or held a *relevant interest* in a *residential property* anywhere in Australia prior to 1 July 2000;
- ✓ not have occupied a *residential property* in which they acquired a *relevant interest* anywhere in Australia on or after 1 July 2000 but before 1 January 2004; and
- ✓ not have occupied for a continuous period of at least 6 months, a *residential property* in which they acquired a *relevant interest* anywhere in Australia on or after 1 January 2004.

* Note the definition of *partner* on page 6

How to lodge your application

You can lodge your application with:

- the ***Approved Agent*** who is providing your finance. A list of *Approved Agents* can be found at http://www.revenue.act.gov.au/first_home_owner_grant/approved_agents; or
- the ACT Revenue Office (***ACTRO***) - refer to page 7 for address details.

Supporting Evidence

If lodging with an ***Approved Agent*** – at least one *applicant* must provide a category 1 document (see below) to establish citizenship or *permanent residency*. The 100-point check conducted by the *Approved Agent* will meet the remaining Proof of Identity categories.

If lodging with ***ACTRO*** – the following evidence **must** be submitted with your application:

1. PROOF OF IDENTITY

Each *applicant* and their *partner* must provide a document from each of the 4 categories (**4 documents per person**). A single document cannot be used for more than one category.

Preferred documents are shown below. If you are unable to provide the preferred documents, please contact *ACTRO* to discuss your circumstances. Refer to page 7 for contact details.

Do not send original documents. Only send ***certified copies*** (for persons who can certify copies – refer to Terms used on page 5).

Category 1 - Evidence of citizenship or permanent residency (provide one document)

If an Australian citizen:

- Australian Birth Certificate; or
- Australian Citizenship Certificate.

If a New Zealand citizen:

- Current passport.

NOTE: New Zealand citizens must be living in Australia upon *completion of the eligible transaction*.

If a citizen of another country:

- Current passport; and
- Evidence of permanent residency or permanent residence visa.

NOTE: At least one *applicant* must have Permanent Residency or Citizenship of Australia.

Category 2* – Linkage between identity and person, ie photo and signature (provide one document)

- Australian Drivers Licence (current);
- Passport (current);
- Firearms Licence (current); or
- Proof of age issued by Consumer Affairs (photo ID card).

Category 3* – Evidence that *applicant* resides in Australia (provide one document)

- Medicare Card;
- Motor Vehicle Registration; or
- Centrelink or Department of Veterans Affairs Card.

Category 4* – Evidence of *applicant's* residential address (provide one document)

- Utility documents of residential address (eg bills for electricity, gas, water etc); or
- Insurance Policy with current residential address.

Not required if application is lodged through an *Approved Agent

NOTE: Evidence of a Change of Name is required if the name on any of the documents presented is different to the name of the *applicant* (eg marriage certificate, change of name certificate, statutory declaration).

Additional supporting evidence is required if any of the following applies to you

If you are:

- Married – a *certified copy* of your marriage certificate.
- Divorced – a *certified copy* of your certificate of divorce.
- Widowed – a *certified copy* of the death certificate of your spouse (see *partner*).
- Separated – a statutory declaration with the following information:
 - o the name of your former *partner*;
 - o *partner's* date of birth;
 - o the date you were married;
 - o the date you separated;
 - o your former *partner's* current address (if known); and
 - o a statement to the effect that you do not live together and have no intention of resuming cohabitation.

2. TRANSACTION TYPE

Depending on the circumstances of your application, the following is required:

A. Contract to purchase a new or *established* home or an *off the plan* purchase agreement

- A *certified copy* of the exchanged Contract for Sale, dated and signed by the seller(s).

For *related or associated party* purchase (these applications must be lodged with ACTRO):

- A copy of the transfer signed by all parties; and
- Evidence that the *consideration* has been paid by the *applicant*, eg provide certified copies of bank statements of both the vendor and *applicant* showing the payment (withdrawal) and receipt (deposit) of the purchase money at settlement and any copies of loan agreements.

OR

B. Contract to build a home

A *certified copy* of the:

- *Contract to build* dated and signed by all parties;
- *Title search* showing the *applicant(s)* as the registered proprietor(s)* of the land; and
- One of:
 - a copy of receipt for foundations*; or
 - evidence of first progress payment after deposit*; or
 - Certificate of Occupancy and Use issued by ACT Planning and Land Authority*.

Not required if application is lodged through an *Approved Agent

OR

C. Owner builder

A *certified copy* of the:

- *Title search* showing the *applicant(s)* as the registered proprietor(s) of the land*; and
- One of:
 - a copy of receipt for foundations*; or
 - evidence of first progress payment after deposit*; or
 - Certificate of Occupancy and Use issued by ACT Planning and Land Authority*.

*** Not required if the application is lodged with an *Approved Agent*.**

NOTE: Additional documents may be requested after lodgment of application in order to confirm eligibility for the grant.

When will the grant be paid?

The date the grant is paid depends on whether you are building or buying, and whether you are applying through an *Approved Agent* or *ACTRO*. The following table details the various scenarios.

Type of transaction	Applying through	Payment of grant
<i>Purchase of a new or established home</i>	<i>Approved Agent or ACTRO</i>	At date of settlement.
<i>Contract to build</i>	<i>Approved Agent or ACTRO</i>	Within 10 working days of: foundations being laid; or your builder issues your first progress payment invoice (not the deposit); or when Certificate of Occupancy and Use is issued.
<i>Owner builder</i>	<i>Approved Agent or ACTRO</i>	Within 10 working days of: foundations being laid; or your builder issues your first progress payment invoice (not the deposit); or when Certificate of Occupancy and Use is issued.
<i>Terms contract</i>	<i>ACTRO</i>	Within 14 days of lodging application with evidence of possession.

When do I have to move in and for how long?

- Each *applicant* must live in the *home* as their *principal place of residence* for **at least 6 continuous months** commencing **within** 12 months of *completion of the eligible transaction*.
- It is the responsibility of the *applicant* to satisfy the *Commissioner* that they have met the residency requirements. *Applicants* may be required to verify this later by providing documentation supporting their period of occupancy.
- Should you not meet the residency requirements, you must contact *ACTRO* within 14 days after the period allowed for occupation, notifying *ACTRO* in writing and repay the grant.

Terms used

ACTRO	The ACT Revenue Office.
Applicant	A person applying for a grant who, on <i>completion of the eligible transaction</i> , will own or hold a <i>relevant interest</i> in the land on which the <i>home</i> is built.
Approved Agent	An organisation approved by <i>ACTRO</i> that is authorised to process applications for the First Home Owner Grant.
Certified copy	<p>A true copy of an original document that has been sighted and certified by an authorised person* and noted as follows: ‘I certify that I have sighted the original document and this is a true copy of it’ (or words to that effect). This certification must have the certifier’s Name, Title, Registration number (where applicable) and be signed and dated.</p> <p>*An authorised person includes a legal practitioner, justice of the peace (JP), magistrate, notary public, police officer, dentist, veterinary practitioner, pharmacist, certified practising accountant, Member of Parliament, a minister of religion, medical practitioner and officers of <i>ACTRO</i>.</p>
Commencement Date of the eligible transaction	Date of contract to purchase or build a <i>home</i> , or for an <i>Owner builder</i> – date the foundations commenced to be laid.
Commissioner	Commissioner for ACT Revenue.
Completion of the eligible transaction	For the purchase of a new or <i>established home</i> , when the <i>applicant</i> is entitled to possession of the property under the contract. For a <i>contract to build</i> or an owner-builder, when the building is ready for occupation as a place of residence.
Contract to build	A comprehensive building contract where a builder agrees to build a <i>home</i> , from the time the building starts to when it is finished and is ready for occupation.
Consideration	Purchase price or cost of construction of the <i>home</i> – section 13 of the <i>First Home Owner Act 2000</i> (ACT).
Eligible transaction	Contract for the purchase of a <i>home</i> , <i>contract to build a home</i> or construct a <i>home</i> as an <i>owner builder</i> on or after 1 July 2000.
Established home	A <i>home</i> that has been previously occupied and is lawfully fit for occupation.
Home	A building, affixed to land, that may be lawfully used as a place of residence and is, in the <i>Commissioner’s</i> opinion, suitable for use as a place of residence.
Natural person	A person (does not include a company or trust).
New home	A <i>home</i> that has not previously been lived in or sold as a place of residence, including <i>off the plan purchase agreement</i> and house and land packages. (Refer to <i>ACTRO</i> website for further information.)
Notifiable event	When any part of the eligibility criteria is not met, the <i>applicant(s)</i> must notify the Commissioner within 14 days after the event – see Section 1 for eligibility criteria. An example would be where an <i>applicant</i> is not able to occupy the <i>home</i> as their <i>principal place of residence</i> within 12 months of <i>completion of the eligible transaction</i> .

Off the plan purchase agreement	An agreement for the sale or transfer of dutiable property that is, or includes, land where a residence is to be erected or developed before completion of the sale or transfer.
Owner	A person who has a <i>relevant interest</i> in land on which a <i>home</i> is built.
Owner builder	An <i>owner</i> of land who builds a <i>home</i> or has a <i>home</i> built, on the land without entering into a <i>contract to build</i> .
Partner	<p>A person is the <i>partner</i> of the <i>applicant</i> if the person is the <i>applicant's</i> domestic partner. A reference to a person's domestic partner is a reference to someone who lives with the person in a domestic partnership, and includes a reference to a spouse of the person. A domestic partnership is the relationship between 2 people, whether of a different or the same sex, living together as a couple on a genuine domestic basis.</p> <p>Example of indicators to decide whether 2 people are in a domestic partnership:</p> <ol style="list-style-type: none"> 1. the length of their relationship; 2. whether they are living together; 3. if they are living together—how long and under what circumstances they have lived together; 4. whether there is a sexual relationship between them; 5. their degree of financial dependence or interdependence, and any arrangements for financial support, between or by them; 6. the ownership, use and acquisition of their property, including any property that they own individually; 7. their degree of mutual commitment to a shared life; 8. whether they mutually care for and support children; 9. the performance of household duties; and/or 10. the reputation, and public aspects, of the relationship between them.
Permanent resident	A person who holds a permanent residency visa (under Section 30 of the <i>Migration Act 1958</i> (Commonwealth)) or a New Zealand citizen who is the holder of a special category visa (under Section 32 of the <i>Migration Act 1958</i> (Commonwealth)).
Principal place of residence	The <i>home</i> you primarily reside in. This <i>home</i> must be occupied by each <i>applicant</i> for a continuous period of at least 6 months commencing within 12 months of the <i>completion of the eligible transaction</i> .
Related or associated party	<p>A person is related to or associated with another party when:</p> <ol style="list-style-type: none"> 1. one is the <i>partner</i> of the other, or 2. they are related by blood, marriage or adoption, or 3. they are a shareholder/director of the other party, being a company, or 4. they are a beneficiary of a trust for which the other party is a trustee, or 5. the transaction is otherwise not at arm's length.
Relevant interest	A person with a relevant interest may be described as someone who will have a legal entitlement to occupy the <i>home</i> being bought or constructed. Usually this will be the person(s) registered as proprietor on the Title. This commonly is a leasehold interest in the land granted by the Commonwealth. Other forms of interest are defined in the <i>First Home Owner Grant Act 2000</i> (ACT). Each person acquiring a relevant interest must be an <i>applicant</i> on this form.

Residential property	Land in Australia on which there is a <i>home</i> , which is lawfully occupied or suitable for occupation. This includes houses, townhouses, units, flats, duplexes, converted warehouses and fixed moveable <i>homes</i> .
Terms contract	A contract for the sale of land where the purchaser has to make 2 or more payments (excluding the deposit) to the vendor after the contract is signed by all parties. The <i>applicant</i> as the purchaser must be in possession under the contract and cannot be registered on title until the final payment is made to the vendor.
Title search	A search on the land that shows the names of the registered <i>owners</i> . A Title search can be obtained from the ACT Registrar General's Office at http://www.rgo.act.gov.au/ .

How to lodge this application

- For payment to be available at settlement or first draw down/progress payment, lodge with the *Approved Agent* who is processing your mortgage.
- For payment after settlement, lodge in person or by mail to ACTRO.

NOTE: Read more details about *Approved Agents* at <http://www.revenue.act.gov.au/> or by phoning the number below.

Privacy Act 1988 (Commonwealth)

All information collected by ACTRO is protected by secrecy provisions contained in the Acts administered by ACTRO and in addition, personal information you provide to ACTRO is protected by the *Privacy Act 1988* (Commonwealth). Any information collected from you is only used for the purposes of the Acts administered by ACTRO. Information (including personal information) is not disclosed to third parties unless authorised by law, or with your consent.

Contact details

Website: <http://www.revenue.act.gov.au/>
Email: <http://www.revenue.act.gov.au/functions/contact>
Phone: (02) 6207 0028 (Monday – Friday, 9.00 am – 5.00 pm)
Fax: 0(2) 6207 1867
In person: ACT Revenue Office
 Canberra Nara Centre
 Cnr London Circuit & Constitution Avenue
 Canberra City
 Open 9.00am – 5.00 Monday, Tuesday, Thursday and Friday
 And 10.30am – 5.00pm Wednesday
Mail: ACT Revenue Office
 PO Box 293
 Civic Square ACT 2608

Help in community languages is available from Telephone Interpreter Services (TIS) 13 14 50.

Guide to Completing the Application

The first home owner grant application form has 8 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 that the *applicant(s)* for the grant meet the eligibility criteria.

All persons with a *relevant interest* (refer to ‘Terms Used’) in the property, and any *partner* of these persons, must be considered when answering these questions.

In exceptional circumstances, the *Commissioner* may use discretion relating to some of the eligibility criteria. Please contact *ACTRO* for further information.

All decisions relating to the eligibility of an *applicant* are made by the *Commissioner*.

Section 2 – Applicant Details

Detail the number of persons with a *relevant interest*. All persons who have, or will have, a *relevant interest* in the property must record their details in this section.

If there are more than two *applicants*, an additional application will need to be completed and attached to the application form.

If an *applicant* has a *partner*, there are two options. If your *partner* is an *applicant*, they must be recorded within this section. If your *partner* is not an *applicant*, they are required to complete the details in Section 3 of the application form.

Please nominate a postal address for correspondence to be sent on behalf of all *applicants*.

Section 3 – Partner Details

This section must be completed by the *applicant* in relation to the *partner* of the *applicant* who has not already been specified as an *applicant* (and therefore will have no *relevant interest* in the *residential property*). If this section is required to be completed the non-*applicant partner* must complete the declaration in section 7.

Section 4 – Property and Transaction Details

Provide the current title (suburb section block unit) details of the property.

Provide the expected date of occupancy as *owner* of the *home*. Estimate this date if you are unsure. To be eligible for the grant an *applicant* must move into the *home* and maintain it as their *principal place of residence* for a continuous period of at least 6 months, commencing within 12 months of *completion of the eligible transaction*.

Section 5 – Payment Details

Applicants must complete this section only if applying through *ACTRO*.

You must nominate an account to receive funds electronically (EFT). The account can belong to a person who is not an *applicant*.

Payment of the grant will be made into the nominated bank account. Provide details of the name of financial institution, account name, BSB, and account number. Failure to provide correct details will cause delays in payment of the grant.

If you are applying through an *Approved Agent*, the agent will record all your payment details.

Section 6 – Declaration by Applicant(s)

All *applicants* must sign the declaration and must have read and understood all the details completed on the application form.

Section 7 – Declaration by Partner

If an *applicant's partner* is not an *applicant*, they must sign this declaration and must have read and understood all details completed on the application form as they relate to them.

Section 8 – Supporting Documentation Checklist

Please supply the required documents with your application and tick off the documents attached. Failure to produce the relevant documentation may result in delays in processing.

Penalties

ACTRO, as part of its role in administering the *First Home Owner Grant Act 2000* (ACT), conducts ongoing investigations to ensure that *applicants* comply with the conditions of the Act. If *applicants* receive the grant when they are not entitled, or do not comply with the residency requirements, penalties and interest may be imposed. The amount of any penalty that may apply is dependant on the circumstances of each case and is in addition to having to repay the grant. In some circumstances the penalty applied is equal to the amount of the grant received.

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*. 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 ACT Administrative Appeals Tribunal. The appeal must also be in writing and be accompanied by the determined fee.

Giving false or misleading information in this application

Giving false or misleading information is a serious offence under the *Criminal Code 2002* (ACT). If it is determined that an *applicant* has provided false or misleading information to obtain or attempt to obtain the grant, then prosecution action may be commenced.

All applications undergo a rigorous review where applicants are checked for former *home ownership* in the ACT and interstate. Other checks into *partner* status, ACT Planning and Land Authority records, title details and finance particulars are undertaken on a routine basis.



First Home Owner Grant Act 2000 (ACT)

Application for First Home Owner Grant

Office use only
UIN
Application reference
Application received by
Date lodged

NOTE

- Read the lodgment guide for explanations of the terms used in this application.
- Applications must be lodged within 12 months of *completion of the eligible transaction*.
- There are significant penalties for giving false or misleading information, as well as possible prosecution under the *Criminal Code 2002 (ACT)*.
- Please answer all questions and tick [✓] the appropriate boxes.

Section 1 Eligibility criteria

NOTE

- Eligibility is determined at the date this application is lodged with an *Approved Agent* or *ACTRO*.
- All *applicants* and their *partner* must be considered when answering eligibility questions (See page 6 for definition of *partner*).

Eligibility checklist

1	Is this the first time each <i>applicant</i> and/or their <i>partner</i> will receive a grant under the <i>First Home Owner Grant Act 2000</i> in any State or Territory of Australia? Note: An earlier grant that has been repaid under the conditions on which it was granted is not included.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Is each <i>applicant</i> and their <i>partner</i> a person who has never owned a <i>residential property</i> , either jointly, separately or with some other person, before 1 July 2000 in any State or Territory of Australia? Note: <i>Applicants</i> are not eligible for a grant if they or their <i>partner</i> have held a <i>relevant interest</i> in <i>residential property</i> prior to 1 July 2000, even if they have never occupied the property.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3A	Is each <i>applicant</i> and their <i>partner</i> a person who has never owned <i>residential property</i> in any State or Territory of Australia either jointly, separately or with some other person on or after 1 July 2000 , or if they acquired a <i>relevant interest</i> in a <i>residential property</i> , they have not occupied that property before 1 January 2004 .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3B	Is each <i>applicant</i> and their <i>partner</i> a person who has never occupied a <i>residential property</i> for a continuous period of at least 6 months in which they acquired a <i>relevant interest</i> , either jointly, separately or with some other person, on or after 1 January 2004 in any State or Territory of Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Is each <i>applicant</i> a <i>natural person</i> (eg not a company or trust, unless as trustee for a person with a legal disability) and at least 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Is at least one <i>applicant</i> an Australian citizen or <i>permanent resident</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Will each <i>applicant</i> be occupying the <i>home</i> as their <i>principal place of residence</i> for a continuous period of 6 months commencing within 12 months of <i>Completion of the eligible transaction</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Has each <i>applicant</i> on or after 1 July 2000 , either: <ul style="list-style-type: none"> ■ entered into a contract for the purchase of a <i>home</i> in ACT; OR ■ entered into a contract to have a <i>home</i> built in ACT; OR ■ in the case of an <i>owner builder</i>, commenced construction of a <i>home</i> in ACT (ie laying of foundations)? 	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 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

NOTE

- 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 by *applicant* at Section 6.

Number of *applicants*

How many people will have a *relevant interest* in the property?

Related or associated party transactions

Are any of the *applicants* or their *partner* related to or associated with the vendor or builder?

☐ Yes

☐ No

If yes, please provide evidence of the *consideration* paid. (Refer to lodgment guide.)

Applicant 1 (Contact applicant)

Applicant 2

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr

First name

Middle name(s)

Family name

Name on birth certificate
(if different from above)

First name

Middle
name(s)

Family name

Date of birth

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

Place of birth

State/Territory

Country

Daytime telephone 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 *partner*?

☐ Yes

☐ No

☐ Yes

☐ No

If you have a *partner*, will your *partner*
relevant interest in the *home*?

☐ Yes – your
partner must
complete the
the details in
Applicant 2 above

☐ No – your
partner must
complete
Section 3 –
Partner details

☐ Yes – your
partner must
complete the
details in
Applicant 1 above

☐ No – your
partner must
complete
Section 3 –
Partner details

Tick the States and/or Territories in
which you have lived

NSW	ACT	NT	QD	SA	TAS	VIC	WA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NSW	ACT	NT	QD	SA	TAS	VIC	WA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 Non-Applicant Partner details

NOTE

- This schedule must be completed where the *partner* of an *applicant* has not been specified as an *applicant* in Section 2 of the application.
- The **Non-Applicant** *partner* must sign the declaration at section 7.

Partner of applicant 1

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr

First name

Middle name(s)

Family name

Name on birth certificate
(if different from above)

First name

Middle
name(s)

Family name

Partner of applicant 2

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr

Date of birth

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

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

Place of birth	State/Territory	<input type="text"/>	<input type="text"/>
	Country	<input type="text"/>	<input type="text"/>

Has your *partner* ever used any name other than the name(s) declared above?

<input type="checkbox"/> Yes – list name(s) below	<input type="checkbox"/> No	<input type="checkbox"/> Yes – list name(s) below	<input type="checkbox"/> No
---	-----------------------------	---	-----------------------------

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Daytime telephone number

<input type="text" value="()"/>	<input type="text" value="()"/>
----------------------------------	----------------------------------

Tick the States and/or Territories in which you have lived

NSW	ACT	NT	Qld	SA	TAS	VIC	WA	NSW	ACT	NT	Qld	SA	TAS	VIC	WA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 4 Property and transaction details

Address of the property

Unit/Street no	
Street name	
Suburb/town	
State	Postcode

Date when occupation as a *principal place of residence* commenced or is intended to commence (estimate, if not known).

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Purchase or construction price

\$ <input type="text"/>

Title details

Suburb	Section	Block	Unit
--------	---------	-------	------

Transaction details

What type of transaction does this application refer to:

☐ *Established home* ☐ *Off the plan* ☐ *Contract to build* ☐ *New home* ☐ *Owner builder*

Approved Agent and ACTRO use only

☐ All evidence sighted Name of person sighting the evidence

Payment eligibility date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

(Enter settlement, completion or first draw down date only)

Date of contract (or if *owner builder*, date the foundations were laid)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Date of settlement (or if building, date of first progress payment or completion)

				2	0		
D	D	M	M	Y	Y	Y	Y

NOTE

- If lodging with an *Approved Agent*, please estimate.

Section 5 Payment details

NOTE

- If applying with **ACTRO**, 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 (eg John & Jan Citizen)

--

BSB number (must have 6 numbers)*

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

Account number (maximum of 9 numbers)*

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

* **DO NOT** include dashes or spaces

Approved Agent use only

Applicant reference

--

Section 6 Declaration by *applicant/s*

1. I have completed the application form and attached all relevant documents in support of my application.
2. I declare that I have not previously received the grant under the *First Home Owner Grant Act 2000* (ACT) or under a corresponding Act in another State or Territory, either alone or together with any other person or persons, unless I have repaid a previous grant under the conditions on which that grant was made.
3. 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**.
4. I declare that I have not owned a *residential property* within Australia in which I acquired a *relevant interest* **on or after 1 July 2000**, or if I did own *residential property*, I have not occupied that property **before 1 January 2004**.
5. I declare that I have not owned and occupied for a continuous period of 6 months a *residential property* within Australia in which I acquired a *relevant interest* **on or after 1 January 2004**.
6. I declare that at the date of lodgment of this application that **at least one applicant** for the grant is **an Australian citizen or a permanent resident**.
7. I will be residing in the *home* that is the subject of this application as my *principal place of residence* for a **continuous period of 6 months** commencing within 12 months of *completion of the eligible transaction*.
8. I undertake to notify the *Commissioner* of any *notifiable event* in writing relevant to the requirements under the *First Home Owner Grant Act 2000* (ACT) within 14 days from the occurrence of that *notifiable event*.
9. I have read and understood the information prepared by **ACTRO** 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.

10. I authorise *ACTRO* to access and exchange information about me to verify my eligibility for the First Home Owner Grant with the *Approved Agent* (where applicable), other State, Territory and Australian Government agencies and commercial organisations as permitted by law.
11. I understand that the *Approved Agent* is not authorised by *ACTRO* to offer any advice or assistance on the conditions of eligibility for the grant, or on the completion of this application.
12. 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.
13. I authorise the *Commissioner* to address all correspondence relating to this application to *Applicant 1* at the address nominated.
14. I acknowledge that **giving false or misleading information is a serious offence** and may lead to prosecution, financial penalties and imprisonment under the *Criminal Code 2002* (ACT). I acknowledge that if I am not entitled to the grant, I may be required to repay the grant, and may be liable for penalties up to the value of the grant and interest.
15. I authorise *ACTRO* to deposit the grant into the account nominated in Section 5 or into the *Approved Agent's* nominated account when lodged with the *Approved Agent* (ensure account details are correct).

I declare that I have read and understood the above information and that the information provided in this application is true and correct.

	Applicant 1								Applicant 2							
Name																
Signature																
Date					2	0							2	0		
	D	D	M	M	Y	Y	Y	Y	D	D	M	M	Y	Y	Y	Y
Before me (signature of witness)*																
Full name and address of witness	Name								Name							
	Street no.				Street name				Street no.				Street name			
	Suburb/town								Suburb/town							
	State				Postcode				State				Postcode			

* Witness must **not** be an *applicant* or *partner* of an *applicant* and must not be related to the *applicant* or *partner*.

Section 7 Declaration by Non-Applicant Partner

1. I declare that the *partner* details in Section 3, in so far as they relate to me, are true and correct.
2. I declare that I have not previously received the grant under the *First Home Owner Grant Act 2000* (ACT) or under a corresponding Act in another State or Territory, either alone or together with any other person or persons, unless I have repaid a previous grant under the conditions on which it was made.
3. 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**.
4. I declare that I have not owned a *residential property* within Australia in which I acquired a *relevant interest* **on or after 1 July 2000**, or if I did own *residential property*, I have not occupied that property **before 1 January 2004**.
5. I declare that I have not owned and occupied **for a continuous period of 6 months** a *residential property* within Australia in which I held a *relevant interest* **on or after 1 January 2004**.

6. I authorise *ACTRO* to access and exchange information about me that may affect the *applicant's* eligibility for the First Home Owner Grant with the *Approved Agent* (where applicable), other State, Territory and Australian Government agencies and commercial organisations as permitted by law.
7. I acknowledge that **giving false or misleading information is a serious offence** and may lead to prosecution, financial penalties and imprisonment under the *Criminal Code 2002 (ACT)*.

	<i>Partner of applicant 1</i>								<i>Partner of applicant 2</i>							
Name																
Signature																
Date					2	0							2	0		
	D	D	M	M	Y	Y	Y	Y	D	D	M	M	Y	Y	Y	Y
Before me (signature of witness)*																
Full name and address of witness	Name								Name							
	Street no.								Street no.							
	Street name								Street name							
	Suburb/town								Suburb/town							
	State				Postcode				State				Postcode			

* Witness must **not** be an *applicant* or *partner* of an *applicant* and must not be related to the *applicant* or *partner*.

Section 8 Supporting documentation checklist

- To ensure your application is processed in a timely manner, make sure the application is fully completed, signed and dated.
- Please complete the checklist to ensure you have attached the required supporting documentation defined in the lodgment guide. Attach these papers to this page.
- Your application may be returned to you if not fully completed and all the required supporting documentation is not attached.
- Additional documents may be requested after lodgment of your application.

Supporting documentation checklist NOTE	Applicant to tick if attached	Approved Agent or ACTRO use only
<p>■ Refer to the lodgment guide for the documentation required</p> <p>■ Do NOT send original documents, only send certified copies</p>		
<p>Proof of identity of all <i>applicants</i> and their <i>partner</i></p> <p>Category 1 - type of document submitted _____ <input type="checkbox"/></p> <p>Category 2* - type of document submitted _____ <input type="checkbox"/></p> <p>Category 3* - type of document submitted _____ <input type="checkbox"/></p> <p>Category 4* - type of document submitted _____ <input type="checkbox"/></p> <p>■ certificate of divorce, marriage certificate, death certificate, change of name certificate <input type="checkbox"/></p> <p>■ statutory declaration for those who are separated <input type="checkbox"/></p> <p>Transaction type</p> <p>Contract to purchase a <i>home</i></p> <p>■ a <i>certified copy</i> of your Contract for Sale, dated and signed by the vendor <input type="checkbox"/></p> <p>Where there is no contract, or the sale of the property is between family members or <i>related or associated parties</i>:</p> <p>■ a stamped and dated copy of the transfer signed by both parties <input type="checkbox"/></p> <p>■ evidence that <i>consideration</i> has been paid* <input type="checkbox"/></p> <p>Contract to build a <i>home</i></p> <p>■ a <i>certified copy</i> of your <i>contract to build</i> dated and signed by all parties <input type="checkbox"/></p> <p>■ a <i>Title search</i> showing the <i>applicant(s)</i> as the registered proprietor(s)* <input type="checkbox"/></p> <p>■ a copy of receipt for foundations* <input type="checkbox"/></p> <p>■ evidence of first progress payment after deposit* <input type="checkbox"/></p> <p>■ Certificate of Occupancy and Use issued by ACT Planning and Land Authority* <input type="checkbox"/></p> <p>Owner builders</p> <p>■ a <i>Title search</i> showing the <i>applicant(s)</i> as the registered proprietor(s)* <input type="checkbox"/></p> <p>■ a copy of receipt for foundations* <input type="checkbox"/></p> <p>■ evidence of first progress payment after deposit* <input type="checkbox"/></p> <p>■ Certificate of Occupancy and Use issued by ACT Planning and Land Authority* <input type="checkbox"/></p> <p>* Not required if your application is lodged with an <i>Approved Agent</i></p>		<p>Tick when sighted</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
Approved Agent or ACTRO use only		
Name of person sighting the documentation above:		
Name of employer:		
Signature:	Date / / 20	