

First Home Owner Grant Lodgment Guide and Application Form

Territory Revenue Management





First Home Owner Grant

Lodgement Guide

NOTE: For an explanation of common terms used in the First Home Owner Lodgement Guide and the Application Form, refer to Terms Used on page 4. Do not submit this Guide with your application.

TO APPLY

Applicants must:

- fully complete the Application Form and lodge it with all relevant supporting documentation.
- be at least 18 years of age or applying with a person who is.
- be a natural person (i.e. not a company) who does or will on completion of the eligible transaction, own the property in their own right and not as a trustee.
- be an Australian citizen or permanent resident or be applying with a person who is.
- 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 (excluding the Chief Executive Officer (Housing)) holding a relevant interest in the property is an applicant.
- occupy the home as their principal place of residence for a **continuous period of at least six (6) months commencing within twelve (12) months** of completion of the eligible transaction.
- lodge an application within twelve (12) months of completion of the eligible transaction.

Applicants and their spouse (includes a de facto partner and same sex partner) must not have:

- previously received a First Home Owner Grant in any State or Territory of Australia;
- held a relevant interest in residential property anywhere in Australia prior to 1 July 2000; or
- held a relevant interest in residential property that they occupied anywhere in Australia on or after 1 July 2000.

WHERE 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 www.revenue.nt.gov.au or by telephoning Territory Revenue Management on 1300 305 353. If you require the funds for settlement, you must lodge your application with your approved agent; or
- Territory Revenue Management (refer to Contact Details on page 3).

WHAT SUPPORTING EVIDENCE IS REQUIRED?

1. Proof of identify

The following must be submitted for every applicant and their spouse:

- A certified copy of their birth certificate (or extract) or passport; and
- If all applicants were born outside Australia one applicant must provide a certified copy of documentary evidence of permanent residency or citizenship of Australia.

Additional supporting evidence is required if you are:

- Divorced – a certified copy of your divorce certificate(s).
- Separated but legally married – a statutory declaration providing the name of your spouse, the date you were married, the date you separated, the future intentions regarding cohabitation arrangements with your spouse and your spouse's current address (if known). You should also provide a copy of any documentation confirming separation such as a property settlement or maintenance agreement (if applicable).

2. Transaction type

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

A. Contract to purchase a new or established home or a home 'off-the-plan' home

A copy of the contract for sale.

Where there is no contract for sale or the transaction is between family members or related parties, you will also need to supply evidence that the consideration has been paid*.

B. Contract to build a home

A copy of the:

- building contract dated and signed by all parties; and
- builder's progress payment invoices (not deposit) totalling at least the amount of the Grant.

C. Owner Builders

A copy (where applicable) of:

- the owner builder permit;
- the inspection reports of the building certifier;
- the certificate of occupancy; and
- documentary proof of building costs totalling an amount equal to or greater than the Grant, excluding your own labour costs*.

* Not required if the application is lodged with an approved agent.

NOTE: Do not post original documents to TRM, please provide copies (or certified copies where applicable) only.

WHEN WILL THE GRANT BE PAID?

Applications lodged with an approved agent

Where you:

- are purchasing an established home, new home or 'off-the-plan' home, the Grant can be made available at settlement;
- have a contract to build with a builder, the Grant will be paid when the foundations are laid and your builder has issued progress payment invoices (not the deposit) totalling at least the amount of the Grant; or
- are an owner builder, the Grant will be paid when the certificate of occupancy has been issued.

Applications lodged with TRM

Where you:

- are purchasing an established home, new home or a home 'off-the-plan', the Grant will be paid when your name is registered on the Certificate of Title. For terms contracts it will be paid after you have been in possession of the property and made payments of not less than the amount of the Grant;
- have a contract to build with a builder, the Grant will be paid when the foundations are laid and your builder has issued progress payment invoices (not the deposit) totalling at least the amount of the Grant; or
- are building a home as an owner builder, the Grant will be paid when the home has been completed and the certificate of occupancy has been issued.

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 six (6)* continuous months commencing within twelve (12)* months of completion of the eligible transaction ('the residency requirements').

* Refer to the Commissioner's discretions on page 3.

WHAT IF I AM INELIGIBLE FOR THE GRANT?

An applicant is required to notify the Commissioner of Taxes and repay the Grant within 30 days:

- of not satisfying the residency requirements; or
- of receiving the Grant if they were ineligible (ie. the applicant or their spouse previously held a relevant interest in residential property in Australia).

Failure to notify the Commissioner and repay the Grant is an offence under the *First Home Owner Grant Act* for which a penalty of up to \$5500 is provided. Furthermore, the Commissioner may recover the amount of the Grant together with a penalty equal to that amount.

DOES THE COMMISSIONER HAVE ANY DISCRETIONS?

In special circumstances the Commissioner may:

- approve the payment of the Grant if all applicants are less than 18 years of age.
- if there are two or more applicants, exempt one of the applicants from the requirement to occupy.
- approve an occupation period of less than six (6) months (but cannot waive the requirement to occupy).
- approve a period of greater than twelve (12) months to take occupancy.

To obtain any of the above approvals, you must make a written submission to the Commissioner fully explaining your special circumstances.

ARE INVESTIGATIONS CONDUCTED TO VERIFY AN APPLICANTS ELIGIBILITY?

TRM conducts investigations to verify that occupancy of the home has occurred within the required time frames and that applicants meet the eligibility criteria, such as prior ownership of property. In addition, investigations are carried out in other jurisdictions through reciprocal arrangements with the States and the Australian Capital Territory.

OTHER BENEFITS FOR A FIRST HOME OWNER

The Northern Territory Government provides assistance in the form of a stamp duty First Home Owner Concession (FHOC). The FHOC is an amount of up to \$6 800.00 on the stamp duty payable on the acquisition of an existing home or land on which a home is to be built. For further details visit our web site at www.revenue.nt.gov.au or phone TRM on any of the numbers below.

CONTACT DETAILS

Phone:	1300 305 353 08 8999 7949	Facsimile:	08 8999 5577
Internet:	www.revenue.nt.gov.au	Email :	ntrevenue.nutt@nt.gov.au
Postal address:	First Home Owner Grant Territory Revenue Management GPO Box 154 DARWIN NT 0801	Office location:	Territory Revenue Management 4th Floor 38 Cavenagh Street DARWIN NT

TERMS USED

Approved agent	An organisation approved by TRM (including a financial institution) that processes applications for the First Home Owner Grant.
Certified Copy	A copy of an original document that has been sighted by an acceptable person and noted on the copy that it is a true copy of the original. An acceptable person includes: Commissioner of Oaths, Member of Parliament, Legal Practitioner, a person holding office under the <i>Supreme Court Act</i> or <i>Justice Act</i> , Conveyancing Agent or Real Estate Agent licensed under the <i>Agents Licensing Act</i> , Police Officer, Bank Employee, Justice of the Peace (JP) or a Public Servant.
Commissioner	Commissioner of Taxes, Northern Territory.
Completion of the eligible transaction	Where a home is being purchased it is when the applicant is registered on the certificate of title (usually referred to as settlement). Where a home is being built it is when the home is ready for occupation as a place of residence (usually upon issue of the certificate of occupancy).
Consideration	Purchase price or cost of construction of the home.
Contract to build	A comprehensive building contract where a builder agrees to build a home, from the time the building starts to when it is finished and is ready for occupation.
Eligible transaction	Contract for the purchase of a home, contract to build a home or the construction of a home as an owner builder.
Established home	A home that has been previously occupied and is lawfully fit for occupation.
Home	Is a building, affixed to land, that may be lawfully used as a place of residence and is, in the Commissioner's opinion, suitable for use as a place of residence.
New home	A home that has not previously been lived in or sold as a place of residence.
Notifiable event	When any part of the eligibility criteria is not met, the applicant(s) must notify and repay the Grant to the Commissioner within 30 days of the event. An example would be where an applicant does not occupy the home as their principal place of residence for a continuous period of six (6) months commencing within twelve (12) months of completion of the eligible transaction.
Off-the-plan	A contract for the purchase of the home on a proposed lot in an unregistered plan of a subdivision of land.
Owner	A person who has a relevant interest in land on which a home is built.
Owner builder	An owner of land who builds a home or has a home built, on the land without entering into a contract to build.
Permanent resident	A person who holds a permanent visa (under Section 30 of the <i>Migration Act 1958</i>) or a New Zealand citizen who is the holder of a special category visa (under Section 32 of the <i>Migration Act 1958</i>).
Principal place of residence	The home you primarily reside in. This home must be occupied by each applicant for a continuous period of six (6) months commencing within twelve (12) months of the completion of the eligible transaction.
Relevant interest	Refers to the means by which a person holds their interest in land on which the home is built. This commonly is an estate in fee simple. Other forms of interest are defined in the <i>First Home Owner Grant Act 2000</i> .
Residential property	Land in Australia on which there is a home which is lawfully occupied or suitable for occupation as a place of residence. These include houses, townhouses, units, flats, duplexes and fixed transportables.
Spouse	The person to whom the applicant is legally married or is in a de facto relationship with (ie. have a marriage-like relationship, including same sex relationships) as defined in the <i>De Facto Relationships Act</i> . NOTE: There is no minimum period of cohabitation which defines a de facto relationship under the <i>De Facto Relationships Act</i> .
Terms contract	A contract for the sale of land where the purchaser has to make two (2) or more payments (excluding the deposit) to the vendor after the contract is signed by all parties. The applicant as the purchaser must be in possession under the contract and can not be registered on title until the final payment is made to the vendor.
TRM	Territory Revenue Management.



First Home Owner Grant Application Form

Office use only
UIN:
Application reference:
Application received by:
Date Lodged:

- IMPORTANT:**
- This application will not be processed unless it is fully completed and all supporting information (refer to the First Home Owner Grant Lodgment Guide and Supporting Document Checklist at Section 9) is provided.
 - Read the First Home Owner Grant Lodgment Guide carefully before completing this application.
 - Applications must be lodged within twelve (12) months of completion of the eligible transaction.
 - There are significant penalties for making a false or misleading statement.
 - To clarify or elaborate on any aspect of your application, use the space provided in Additional Information at Section 8.
 - Please answer all questions and tick the appropriate boxes.

SECTION 1 – ELIGIBILITY CRITERIA

NOTE: Spouse includes a de facto partner, including same sex partners.

1. Will this be the first time each applicant and/or their spouse receives a grant under the *First Home Owner Grant Act* in any State or Territory of Australia? Yes No
2. Does each applicant declare that they and their spouse have never held a relevant interest in a residential property before 1 July 2000 in any State or Territory of Australia? Yes No
NOTE: If applicants and/or their spouse have held a relevant interest in a residential property prior to 1 July 2000 they are not eligible for the Grant, whether they occupied the property or not (eg. an investment property).
3. Does each applicant declare that they or their spouse have never occupied a residential property in which they held a relevant interest on or after 1 July 2000 in any State or Territory of Australia? Yes No
4. Is every applicant a natural person (i.e. not a company), who does or will on completion, own the property in their own right (i.e. not as a trustee) and is at least one applicant 18 years of age? Yes No
5. Is at least one applicant a permanent resident or Australian citizen? Yes No
6. Will each applicant be occupying the home as their principal place of residence for a continuous period of six (6) months commencing within twelve (12) months of completion of the eligible transaction? Yes No
7. Has each applicant on or after 1 July 2000, either: Yes No
 - entered into a contract for the purchase of a home in the Northern Territory; OR Yes No
 - entered into a contract to have a home built on their land in the Northern Territory; OR Yes No
 - in the case of an owner builder, commenced construction of a home in the Northern Territory? (i.e. laying of foundations) 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.

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.

	Applicant 1 Mr/Mrs/Ms/Miss/Dr (select appropriate title)	Applicant 2 Mr/Mrs/Ms/Miss/Dr (select appropriate title)
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"/>
Provide name on birth certificate (if different from above)		
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"/>
Date of birth:	<input type="text"/> <input type="text"/> <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"/> <input type="text"/> <input type="text"/> d d m m y y y y

Have you ever used any name other than the name(s) declared above? (attach a schedule if insufficient space).

	<input type="checkbox"/> Yes - list name(s)	<input type="checkbox"/> No - go to Place of birth	<input type="checkbox"/> Yes - list name(s)	<input type="checkbox"/> No - go to Place of birth
First and middle name(s):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Family name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Daytime contact telephone number:	<input type="text"/>	<input type="text"/>
Current residential address:	Street no. <input type="text"/> Street name <input type="text"/> Town/Suburb <input type="text"/> State <input type="text"/> Postcode <input type="text"/>	Street no. <input type="text"/> Street name <input type="text"/> Town/Suburb <input type="text"/> State <input type="text"/> Postcode <input type="text"/>
Address for service of notices: (if different from above)	Street no. <input type="text"/> Street name <input type="text"/> Town/Suburb <input type="text"/> State <input type="text"/> Postcode <input type="text"/>	Street no. <input type="text"/> Street name <input type="text"/> Town/Suburb <input type="text"/> State <input type="text"/> Postcode <input type="text"/>

Do you have a spouse?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your spouse have a relevant interest in the home?	<input type="checkbox"/> Yes - your spouse must complete the Applicant details <input type="checkbox"/> No - your spouse must complete Section 3 - Spouse details	<input type="checkbox"/> Yes - your spouse must complete the Applicant details <input type="checkbox"/> No - your spouse must complete Section 3 - Spouse details

Please indicate in which other State(s) or Territory you have previously lived:

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

Are any of the applicants or their spouse related to the vendor or builder?

Yes - provide evidence of the consideration paid

No

SECTION 3 – SPOUSE DETAILS

NOTE: Only complete this section if a spouse of an applicant **has not been specified as an applicant** in Section 2 of the application. Applicant's spouse must sign the spouse declaration in Section 7.

	Spouse of applicant 1 Mr/Mrs/Ms/Miss/Dr (select appropriate title)	Spouse of applicant 2 Mr/Mrs/Ms/Miss/Dr (select appropriate title)
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"/>
Provide name on birth certificate (if different from above)		
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"/>
Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>d d m m y y y y</small>

Have you ever used any name other than the name(s) declared above? (attach a schedule if insufficient space).

	<input type="checkbox"/> Yes - list name(s)	<input type="checkbox"/> No - go to Place of birth	<input type="checkbox"/> Yes - list name(s)	<input type="checkbox"/> No - go to Place of birth
First and middle name(s):	<input type="text"/>		<input type="text"/>	
Family name:	<input type="text"/>		<input type="text"/>	

Place of birth

State/Territory:	<input type="text"/>	<input type="text"/>
Country:	<input type="text"/>	<input type="text"/>

Please indicate in which other State(s) or Territory you have previously lived:

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

Each applicant's spouse listed above must sign the spouse declaration at Section 7.

SECTION 4 – PROPERTY AND TRANSACTION DETAILS

Address of the property being purchased / or on which the home is being built

Lot No: Unit/Street No:

Street Name:

Suburb/Town:

State: Postcode:

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

d d m m y y y y

Purchase price or cost of construction price: \$

Title details (if current title is unavailable enter previous title reference): Volume: Folio:

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 TRM USE ONLY

Name of person sighting the evidence:

Payment eligibility date:

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

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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d	d	m	m	y	y	y	y

Date of settlement (or if building, date of completion):

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

SECTION 5 – PAYMENT DETAILS

NOTE: If applying with TRM, 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.

Name of financial institution and branch:

Account Name (eg John & Jan Citizen):

BSB number (must have 6 numbers*):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account number (maximum of 9 numbers*):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**DO NOT include dashes or spaces*

SECTION 6 – DECLARATION – MUST BE SIGNED BY ALL APPLICANT(S)

1. I have read and understood this application and the First Home Owner Grant Lodgment Guide relating to the conditions of eligibility and I accept that if the conditions are not met, I may not be entitled to receive or retain the Grant.
2. I acknowledge that I must reside in the home that is the subject of this application as my principal place of residence for a continuous period of six (6) months commencing within twelve (12) months of completion of the eligible transaction.
3. I undertake to notify the Commissioner of any notifiable event relevant to the requirements under the *First Home Owner Grant Act* within 30 days from the occurrence of that notifiable event. NOTE: Penalties may apply for failure to notify.
4. I authorise TRM to access and exchange information about me that may affect my eligibility for the Grant with the approved agent (where applicable) or other Government agencies as permitted by law.
5. I understand that the approved agent is not authorised by TRM to offer any advice or assistance on the conditions of eligibility for the Grant, or on the completion of this application.
6. I authorise TRM to deposit the Grant into the account nominated in Payment Details at Section 5 or into the approved agent's nominated account when lodged with the approved agent.
7. I authorise the Commissioner to address all correspondence relating to this application to Applicant 1 at the address nominated.
8. I acknowledge that under the *First Home Owner Grant Act* penalties will apply for making a false or misleading statement in or in connection with this application.

I declare that the statements contained herein and supporting documentation provided are true and correct in every particular.

Name of Applicant 1

Signature of Applicant 1

Date

Name of Applicant 2

Signature of Applicant 2

Date

PRIVACY STATEMENT

The information in this form is required by Territory Revenue Management to determine whether or not you meet the criteria for the payment of the First Home Owner Grant. Any information you provide is on a voluntary basis and is needed to process your application for the Grant. The information provided may be disclosed to third parties with your consent or as required or permitted by law. It will also be stored on the First Home Owner Grant Scheme national database and your application will be retained by either Territory Revenue Management or your approved agent. You have the right to access and correct this information by contacting Territory Revenue Management.

SECTION 9 – SUPPORTING DOCUMENTATION CHECKLIST

NOTE: To ensure your application is processed in a timely manner, make sure the application is fully completed, signed and dated by all applicants. Please complete the checklist to ensure you have attached the required supporting documentation defined in the Lodgment Guide.

	Applicant to tick if attached	Approved agent or TRM use only Tick when sighted
NOTE: Refer to the lodgment guide for the documentation required		
<p>Proof of identity of all applicants and their spouse:</p> <p>A certified copy of:</p> <ul style="list-style-type: none"> • their birth certificate or extract; or • their passport; and <p>If all applicants were born outside Australia, one must provide:</p> <ul style="list-style-type: none"> • their Australian Citizenship certificate; or • documentary evidence of Permanent Residency. <p>If divorced:</p> <ul style="list-style-type: none"> • their decree of dissolution of marriage <p>If separated but still legally married</p> <ul style="list-style-type: none"> • a statutory declaration and any supporting documentation (see Lodgment Guide) 	<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"/>
<p>Transaction type:</p> <p>Contract to purchase a home</p> <ul style="list-style-type: none"> • a copy of your Contract for Sale; or • evidence that consideration has been paid (if there is no contract, or the sale of the property is between related parties)*. <p>Contract to build a home</p> <ul style="list-style-type: none"> • a copy of your Contract to Build dated and signed by all parties • invoices or statement from the builder totalling at least the Grant amount <p>Owner builders</p> <ul style="list-style-type: none"> • a copy of the Owner Builder Permit • a copy of the building certifier's initial inspection report for laying the foundations • a copy of the certificate of occupancy • a copy of construction receipts for the home totalling at least the Grant amount* 	<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"/> <input type="checkbox"/>
* Not required if your application is lodged with an approved agent		

APPROVED AGENT AND TRM ONLY

Person sighting the documentation above must complete the Approved Agent and TRM Use Only details in Section 4.