

# First Home Owner Grant Supporting Documentation Checklist

Please ensure that your application is fully completed, signed and dated, and that clear copies of the following supporting documentation are provided to the Office of State Revenue or to the Approved Agent you are lodging your application through.

**Failure to provide all required supporting documentation may result in a delay in processing your application.**

PROOF OF IDENTIFICATION FOR EACH APPLICANT AND THEIR SPOUSE	Applicant to tick if attached	Approved agent or OSR use only
<b>Each applicant and their spouse is required to supply 1 form of Primary ID and 1 form of Secondary ID</b>		
<b>Primary ID (Australian Citizens):</b>		
• A certified copy of an Australian Birth Certificate/Extract; or	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a current Australian Passport; or	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of an Australian Citizenship Certificate.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Primary ID (Permanent Residents):</b>		
• A certified copy of a current foreign passport with proof of permanent residence status; or	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a current New Zealand Passport with last date of entry stamp into Australia; or	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a certificate of residence issued by the Department of Immigration.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Secondary ID</b>		
• A certified copy of a current Australian Driver's Licence; or	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of an 18+ Card; or	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a Public Sector Identification Card with photo; or	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a Medicare Card AND both sides of a Bank Card or Key Card	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROOF OF NAME CHANGE AND/OR MARITAL STATUS (as applicable)</b>		
• A certified copy of a Marriage Certificate	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a Deed Poll	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a Decree Nisi	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a Death Certificate	<input type="checkbox"/>	<input type="checkbox"/>
• A Statutory Declaration outlining all name change details	<input type="checkbox"/>	<input type="checkbox"/>
<b>EVIDENCE OF ELIGIBLE TRANSACTION (NB documentation listed under your transaction type)</b>		
<b>Transaction Type 1: Contract to purchase a home</b>		
• A certified complete copy of your Contract of Sale, dated and signed by the vendor and purchaser (including any Special Conditions or Annexures); and	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a Registration Confirmation Statement or Current Title search showing the applicant(s) as the registered owner(s) for the home purchased*.	<input type="checkbox"/>	<input type="checkbox"/>
Where there is <b>no contract</b> , or the sale of the property is between family members or related persons:		
• A certified copy of the stamped transfer; and	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a Registration Confirmation Statement or Current Title search showing the applicant(s) as the registered owner(s) for the home purchased*; and	<input type="checkbox"/>	<input type="checkbox"/>
• Certified copies of evidence showing that consideration has been paid by the applicants and received by the vendors.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Transaction Type 2: Contract to build a home</b>		
• A certified copy of your Contract to Build, dated and signed by all parties; and	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a Registration Confirmation Statement or current title search showing the applicant(s) as the registered owner(s) of the land on which the home is built*; and	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of the final inspection report*.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Transaction Type 3: Owner Builders</b>		
• A certified copy of a Registration Confirmation Statement or current title search showing the applicant(s) as the registered proprietor(s) of the land on which the home is built*; and	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of the first inspection report for the laying of foundations issued by Council or a Private Certifier; and	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of the final inspection report*; and	<input type="checkbox"/>	<input type="checkbox"/>
• Certified copies of receipts for the home which must total \$7 000 or more*.	<input type="checkbox"/>	<input type="checkbox"/>

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

Note: Copies may only be certified by a solicitor, Justice of the Peace, Commissioner of Declarations etc.

*Please contact our office for further methods of certification.*

Approved agent or OSR use only	
Name of person sighting the documentation above:	
Name of employer:	
Signature	Date / /

## Office of State Revenue

### Contact details

#### Internet

www.osr.qld.gov.au

#### Email

firsthomeownergrant@osr.treasury.qld.gov.au

**Office hours** Monday to Friday

Phone enquiries: 8.00 am – 5.00 pm

Counter enquiries: 8.00 am – 5.00 pm

#### Phone

Brisbane – 1300 300 118 (within Qld only)  
 – (07) 3404 3956 (interstate callers)

#### Postal addresses

Brisbane – GPO Box 953, Brisbane Qld 4001  
 Cairns – PO Box 2378, Cairns Qld 4870  
 Rockhampton – PO Box 1276, Rockhampton Qld 4700  
 Townsville – PO Box 988, Townsville Qld 4810

**Office locations** (counter services only – not postal addresses)

Brisbane – Upper Plaza, 33 Charlotte Street, Brisbane  
 Cairns – Level 9 Cairns Corporate Tower, 15 Lake Street, Cairns  
 Rockhampton – Level 3, 209 Bolsover Street, Rockhampton  
 Townsville – Level 1, State Government Building, 187-209 Stanley Street, Townsville

Please visit the website [http://www.qld.gov.au/other\\_languages/index.html](http://www.qld.gov.au/other_languages/index.html) for assistance in a language other than English.

The Office of State Revenue is collecting information on this form to determine your eligibility (if any) under the *First Home Owner Grant Act 2000* for the transactions you have described on this form. Collection of this information is authorised by the *First Home Owner Grant Act 2000*. The information can only be disclosed by the Office to another party in the circumstances outlined in the *First Home Owner Grant Act 2000* and the *Freedom of Information Act 1992*. For further information see our website at [www.osr.qld.gov.au](http://www.osr.qld.gov.au)