



DEPARTMENT of
TREASURY and FINANCE
STATE REVENUE OFFICE
ABN 25 628 526 128

OFFICE USE ONLY	
Applicant Name	
UIN	
AA Branch	
AA Reference	

V918/2/4 07/05/2004

Application for the First Home Owner Grant

To apply I must ...

- ✓ not have owned a residential property anywhere in Australia prior to 1 July 2000;
- ✓ not owned **and occupied** a residential property (other than the property to which this application relates) anywhere in Australia from 1 July 2000 until now;
- ✓ not have previously received a First Home Owner Grant in any State or Territory of Australia;
- ✓ be a natural person (ie not applying as a trust or company) and at least 18 years of age;
- ✓ be an Australian citizen or permanent resident or be applying with a person who is; and
- ✓ be buying or building a house for which the contract was signed on or after 1 July 2000 or are building a house as an owner-builder where building did not commence until 1 July 2000 or later.

Easy ways to lodge your application ...

- 1 Through the Financial Institution you are obtaining finance from for your home; or
- 2 At your nearest *Service Tasmania* shop.

Four quick steps to get your application finalised ...

- Step 1** Complete this application form in pen.
- Step 2** Gather the required supporting documentation detailed in this application.
- Step 3** Lodge the completed application and supporting documents with the Financial Institution you are obtaining finance from for the home.

Note: If you are not obtaining finance from a Financial Institution that has been approved to accept and process applications (called an "approved agent") you are required to lodge the application with *Service Tasmania*. If you have any questions about this process please speak to your Financial Institution or the State Revenue Office (phone 03 6233 2927) about your options.

- Step 4** Your application will be processed and you will be advised of the outcome in writing.

Note: You should receive written notification within 14 days of lodging your application.



**If you require any assistance throughout the process,
please phone the State Revenue Office on 03 6233 2927**

First Home Owner Grant

Guide to the Application



The Tasmanian Government is assisting people to purchase or construct their first home through the \$7 000 First Home Owner Grant (FHOG). If you are a first home buyer, you may be eligible to receive the grant. The eligibility conditions are set out in this form.

What homes qualify?

A new or established dwelling including a house, flat, unit, townhouse or apartment anywhere in Tasmania that meets local planning standards. The dwelling must be used as your principal place of residence for a continuous period of six months commencing within 12 months of the date of settlement in the case of an established home, or for a new home, 12 months from the date construction is completed. The contract to purchase an established home or to build a new home must be signed no earlier than 1 July 2000. An owner-builder must commence construction after 1 July 2000 to be eligible for the FHOG.

How do I apply?

You can complete and lodge an application form with either an approved agent (approved financial institutions), or *Service Tasmania Shops*. You are only able to complete and lodge an application form with an approved agent when you are obtaining finance from that approved agent. You may be required to lodge supporting documentation with this application (see "Supporting Documentation").

Approved Agents - If applying through an approved agent, complete and submit your application form and supporting documents directly to the agent. A complete list of financial institutions that are approved agents is available on the FHOG Internet site at www.firsthome.gov.au. Alternatively you can check with your local financial institution to see if they are an approved agent for the FHOG.

Service Tasmania Shop - If applying via a *Service Tasmania Shop*, simply complete and submit your application with the relevant supporting documentation.

When will the grant be paid?

The date the grant is paid depends on whether you are building or buying, and if you are applying through a financial institution or *Service Tasmania*. The following table details the various scenarios.

Type of transaction	Applying through	Payment of grant
Purchase of existing home	Approved Agent	On date of settlement by financial institution.
Purchase of existing home	<i>Service Tasmania</i>	Within 14 days of lodging application with proof settlement has taken place. Payment made to your bank account by the State Revenue Office.
Contract to build	Approved Agent	On date of first progress payment by financial institution.
Contract to build	<i>Service Tasmania</i>	Within 14 days of lodging application with proof of completion (see page 8). Payment made to your bank account by the State Revenue Office.
Owner builder	Approved Agent or <i>Service Tasmania</i>	Within 14 days of lodging application with proof of completion (see page 8). Payment made to your bank account by the State Revenue Office.

Important definitions

Applicant(s) - A person(s) that, on completion of the purchase of the property concerned, will be the owner of that property.

Consideration - The total price or amount used for the purchase or construction of the home.

Comprehensive Building Contract - A contract under which a builder agrees to build a home from the start of the building to when it is ready for occupancy.

Owner-builder - An owner of land who builds a home, or has a home built, on the land without entering into a comprehensive building contract.

Home owner - A person who holds a relevant interest in property.

Relevant interest - A person with a "relevant interest" can be described as someone who will have a legal entitlement to the home being bought or constructed. Usually this will be the person(s) listed on the Title. Each person with a "relevant interest" must be listed as an applicant on this form.

Notifiable Event - Applicants must notify the Commissioner of State Revenue, in writing, of any change in circumstances that may affect their eligibility for the grant. For example, when the residency requirement is not met.

Residential Property - Land on which there is a building which is a lawfully occupied residence or suitable for occupation as a residence.

Natural Person - A person, not a company or trust.

Permanent Resident - Holder of an Australian permanent visa or a New Zealand citizen who holds a special category visa.

Spouse - A person is a spouse/partner of another if they are legally married to each other or they are in a significant relationship, within the meaning of the *Relationships Act 2003*.

Home - A building affixed to land that may lawfully be used as a place of residence and is in the Commissioner of State Revenue's opinion, a suitable building for use as a place of residence.

Privacy of personal information

The *First Home Owner Grant Act 2000* ('the Act') provides for the protection of personal information. Personal details included in this application are not to be released to third parties unless specifically authorised under the Act.

Providing incorrect or misleading information in this application

Please be aware that providing incorrect or misleading information in this application carries substantial penalties and may result in a criminal charge and substantial fines. If you are unsure of any part of this application please contact the State Revenue Office for clarification. All applications undergo a rigorous review where applicants are checked for former home ownership in Tasmania and interstate. Other checks into marital status, council records, title details and finance particulars are undertaken on a routine basis.

First Home Owner Grant Guide to the Application



The first home owner grant application form has 6 sections. These sections are to 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” in the property are to be considered when answering these questions.**
- All decisions relating to the eligibility of an applicant are made by the Commissioner of State Revenue, therefore any further information required should be sought from the State Revenue Office.

SECTION 2 – APPLICANT DETAILS

- Detail the number of persons with a “relevant interest” (refer to ‘Important Definitions’ on page 2). 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 this one.
- If an applicant is married or in a significant relationship there are two options. If your partner is an applicant, they are to be recorded within this section. If your partner is not an applicant, they will be required to complete their details in Section 6 on Page 7 of this application.
- Nominate a postal address for correspondence to be sent on behalf of all applicants.

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

- Provide the current title (Volume and Folio numbers) details of the property. These numbers can be obtained from the Transfer document, a title search or it is sometimes included on the Contract for Sale and Purchase. If the current title number is unavailable, enter the parent title number.
- Provide the expected date of occupancy as owner of the home. Estimate this date if you are unsure. To be eligible for the grant all applicants must move into the home and maintain it as their principal place of residence within 12 months.

SECTION 4 – PAYMENT DETAILS IF APPLYING THROUGH SERVICE TASMANIA

- Applicants must complete this section only if applying through Service Tasmania.
- You are able to nominate any account to receive funds electronically (EFT), including an account of a person who is not an applicant.
- Payment of the grant will be made into the nominated bank account. Give details of the name of financial institution, account name, BSB, and account number. Failure to provide correct details may cause delays in payment of the grant.
- **Due to processing restrictions, payment cannot be made into a credit card account.**

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

SECTION 5 - DECLARATION

- The Declaration must be signed by all applicants, who must have read and understood all details on the application form.

SECTION 6 – SPOUSE/PARTNER DETAILS

- This section is only to be completed by the spouse/partner of an applicant who has not already been specified as an applicant and therefore has no “relevant interest” in the residential property.

SCHEDULE 1 – SUPPORTING DOCUMENTATION

Please supply the required documents with your application. **Failure to produce the relevant documentation may result in delays in processing.**

PENALTIES

The State Revenue Office of Tasmania, as part of its role in administering the Act has the authority to conduct regular investigations to ensure that applicants comply with the Act. The following penalties may be imposed:

- A penalty of up to \$10 000 for making a false or misleading statement in, or in connection with, an application for a first home owner grant as specified in the Act.
- Penalties of up to \$17 000 may be imposed by the Commissioner as a result of an applicant’s dishonesty where an amount is paid by way of a first home owner grant, along with repayment of the grant pursuant to the Act.

Direct Enquires To:

By Correspondence:

First Home Owner Grant, State Revenue Office, GPO Box 1374, HOBART TAS 7001

In Person:

Service Tasmania Shops

Telephone:

03 6233 2927

Facsimile:

03 6234 3357

E-mail:

fhogs@treasury.tas.gov.au

Internet:

www.sro.tas.gov.au



First Home Owner Grant Eligibility Criteria Checklist

- To help determine if you qualify for a grant, please answer the questions below by ticking (✓) the appropriate box.
- All applicants with a relevant interest in the property must complete the eligibility checklist.
- Incomplete application forms or applications lacking any of the supporting evidence required will not be accepted.

SECTION 1 - ELIGIBILITY CRITERIA

APPLICANT ELIGIBILITY CRITERIA

- | | | | |
|----|---|------------------------------|-----------------------------|
| 1. | Will this be the first time each applicant or their spouse/partner could receive a grant under the <i>First Home Owner Grant Act 2000</i> in any State or Territory of Australia? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. | Is each applicant and their spouse/partner a person who has never owned and occupied a residential property (other than the property to which this application relates), either jointly, separately or with some other person on or after 1 July 2000, in any State or Territory of Australia? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. | Is each applicant a natural person (ie not a company or a trust) and at least 18 years of age? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. | Is at least one applicant a permanent resident or Australian citizen? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. | Will all applicants be occupying the residential property to which this application relates as their principal place of residence for a continuous period of six months commencing within 12 months of either settlement or completion of construction? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

TRANSACTION ELIGIBILITY CRITERIA

Please answer only one of a, b or c.

7. Has each applicant **on or after** 1 July 2000:
- | | | | |
|-----------|---|------------------------------|-----------------------------|
| (a) | entered into a Contract of Sale and Purchase or Agreement for the purchase of a home in Tasmania? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| OR | | | |
| (b) | entered into a comprehensive building contract to have a home built on their land in Tasmania? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| OR | | | |
| (c) | in cases of an owner-builder, commenced construction (laying of the foundations) of a home on their land in Tasmania? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

✓ *If you answered 'YES' to ALL of the above questions you may be eligible to receive the First Home Owner Grant. Please proceed to the next page to record your personal details and details about your first home.*

✗ *If you answered 'NO' to ANY of the above questions you will not be eligible for the First Home Owner Grant.*



If you require any assistance or clarification regarding the questions on this page, please phone the State Revenue Office on 03 6233 2927

First Home Owner Grant

SECTION 2 – APPLICANT DETAILS

Please complete a second application form and attach it to this one where there are more than two applicants.

Number of persons with a relevant interest in the property this application relates to (see page 2, Guide to the Application, for what is a “relevant interest”).

	Applicant 1					Applicant 2				
Title (please circle)	Mr	Mrs	Miss	Ms	Dr	Mr	Mrs	Miss	Ms	Dr
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"/>				
Please provide name on birth certificate if different from above. Original first name	<input type="text"/>					<input type="text"/>				
Original middle name(s)	<input type="text"/>					<input type="text"/>				
Original family name	<input type="text"/>					<input type="text"/>				
Date of birth	<input type="text"/> d	<input type="text"/> d	<input type="text"/> m	<input type="text"/> m	<input type="text"/> y	<input type="text"/> y	<input type="text"/> y	<input type="text"/> y	<input type="text"/> y	<input type="text"/> y
Place of birth	<input type="text"/> State/Territory					<input type="text"/> State/Territory				
Contact telephone number	<input type="text"/> ()					<input type="text"/> ()				
Current residential address	<input type="text"/> Street No Street Name					<input type="text"/> Street No Street Name				
	<input type="text"/> Town/Suburb					<input type="text"/> Town/Suburb				
	<input type="text"/> State Postcode					<input type="text"/> State Postcode				
Do you have a spouse/partner?	<input type="checkbox"/> Yes If yes, please complete the next question. <input type="checkbox"/> No If no, go to Postal address					<input type="checkbox"/> Yes If yes, please complete the next question. <input type="checkbox"/> No If no, please go to Section 3.				
Will your spouse/partner also have a relevant interest in the property to which this application relates?	<input type="checkbox"/> Yes If yes, your spouse/partner must complete applicant details. <input type="checkbox"/> No If no, your spouse/partner must complete Section 6.					<input type="checkbox"/> Yes If yes, your spouse/partner must complete applicant details. <input type="checkbox"/> No If no, your spouse/partner must complete Section 6.				
Postal address for correspondence (if different to above)	<input type="text"/> Street No Street Name					<input type="text"/> Street No Street Name				
	<input type="text"/> Town/Suburb					<input type="text"/> Town/Suburb				
	<input type="text"/> State Postcode					<input type="text"/> State Postcode				

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

Address	<input type="text"/> Street No Street Name	Are you	<input type="checkbox"/> Purchasing an established home
	<input type="text"/> Town/Suburb		OR
	<input type="text"/> State Postcode		<input type="checkbox"/> Entering into a Contract to Build
			OR
			<input type="checkbox"/> An owner-builder
Title Details	<input type="text"/> Volume Folio	Purchase or construction price	\$ <input type="text"/>
Expected date of occupancy as an owner	<input type="text"/> d d	<input type="text"/> m m	<input type="text"/> y y y y

First Home Owner Grant

SECTION 6 – SPOUSE/PARTNER DETAILS

Only complete this section if the spouse/partner of an applicant **has not** been specified as an applicant on page 5 of this form.

SPOUSE/PARTNER DETAILS

	Spouse/Partner of Applicant 1					Spouse/Partner of Applicant 2										
Title (please circle)	Mr	Mrs	Miss	Ms	Dr	Mr	Mrs	Miss	Ms	Dr						
First name																
Middle name(s)																
Family name																
Please provide name on birth certificate if different from above. Original first name																
Original middle name																
Original family name (including maiden 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					State/Territory										
	Country					Country										
Current residential address																
	Street No		Street Name			Street No		Street Name								
	Town/Suburb					Town/Suburb										
	State		Postcode			State		Postcode								

SPOUSE/PARTNER DECLARATION

I declare that the spouse/partner details above and the answers provided in questions 1, 2 and 3 of the eligibility criteria in Section 1 (on page 4) are true and correct in as much as they relate to me.

I authorise the approved agent to access any information held about me that may affect the eligibility of the applicant(s) for the First Home Owner Grant and release this information in good faith to the State Revenue Office for use in the State Revenue Office's administration of the grant.

	Spouse/Partner of Applicant 1		Spouse/Partner of Applicant 2
Signature			
Signature of witness <small>(not another applicant or spouse/partner of an applicant)</small>			
Name of witness			
Date			

First Home Owner Grant

SUPPORTING DOCUMENTATION - SCHEDULE 1

The following documentation must be submitted with the completed application form. Failure to supply the documents will result in delays in payment.

Original documents are required from which a copy may be taken.

The following documents are to be lodged when applying through a Service Tasmania shop

<p>◆ Evidence of the purchase in the form of one of the following:</p> <p>Purchase of an existing home</p> <ul style="list-style-type: none"> • A signed copy of the contract for Sale and Purchase <p>Contract to build a new home</p> <ul style="list-style-type: none"> • A signed copy of the building contract <p>Owner-builder</p> <ul style="list-style-type: none"> • Proof of construction 	<p>Office Use Only</p> <p><input type="checkbox"/> Provided</p> <p><input type="checkbox"/> Provided</p> <p><input type="checkbox"/> Provided</p> <p>Must tick one</p>
<p>◆ Proof of Australian Citizenship or Permanent Residency status for at least one applicant:</p> <p>If born in Australia</p> <ul style="list-style-type: none"> • A certified copy of a Birth Certificate or extract <p>If born outside Australia</p> <ul style="list-style-type: none"> • A certified copy of an Australian Citizenship certificate; or • A copy of a passport or immigration document showing permanent residency status 	<p>Office Use Only</p> <p><input type="checkbox"/> Provided</p> <p><input type="checkbox"/> Provided</p> <p>Must tick one</p>
<p>◆ Proof of completion of settlement/construction:</p> <p>Purchase of an existing home</p> <ul style="list-style-type: none"> • Copy of the Land Title in the applicant's name(s); or • Memorandum of Transfer/Conveyance signed by the vendor <p>Contract to build a new home</p> <ul style="list-style-type: none"> • Certificate of Completion or Occupancy; or • Evidence of completion from a registered builder <p>Owner-builder</p> <ul style="list-style-type: none"> • Certificate of Completion or Occupancy 	<p>Office Use Only</p> <p><input type="checkbox"/> Provided</p> <p><input type="checkbox"/> Provided</p> <p><input type="checkbox"/> Provided</p> <p>Must tick one</p>
<p>◆ Proof of Identity</p> <ul style="list-style-type: none"> • One PRIMARY document; and • One or more SECONDARY documents; and • At least one document must state a current address 	
<p>Primary documents</p> <ul style="list-style-type: none"> • An original birth certificate or extract • An Australian passport in the applicant's name issued after 1986 and not more than 2 years expired • A current document of identity issued by the Australian Passport Office • A current Overseas passport • An original Australian naturalisation or citizenship document, or immigration papers issued by the Department of Immigration, Local Government & Ethnic Affairs or the Australian Passport Office • An original consular photo-identity card issued by the Department of Foreign Affairs and Trade • A current original Police Officer or Defence Force photo-identity card (excluding civilian staff) • A current Tasmanian photo licence or current photo licence issued from an interstate jurisdiction 	<p>Office Use Only</p> <p><input type="checkbox"/> Provided</p> <p>Must tick</p>
<p>Secondary documents</p> <ul style="list-style-type: none"> • A current State or Commonwealth Government employee photo-identity card • A current, original Medicare card, Pensioner Concession Card, Department of Veterans' Affairs entitlement card issued by the Commonwealth Government • A current original credit card or account card from a bank, building society or credit union, or a passbook or statement up to one year old • An original telephone, gas or electricity bill up to one year old • An original water rates, council rates or land valuation notice up to two years old • An original electoral enrolment card or other evidence of enrolment up to two years old • Original Armed Services Discharge Papers up to two years old • Current original identity card or a certificate or statement of enrolment up to two years old from an educational institution 	<p>Office Use Only</p> <p><input type="checkbox"/> Provided</p> <p>Must tick</p>