

New South Wales

Application Form and Lodgement Guide

Note:

- Use this application form if the commencement date of the eligible transaction is on or before **30 September 2012**
- Please read the Terms used for explanations in completing the application
- Before lodging the application, remove pages 1 to 8 of the Lodgement Guide and keep for your reference.

Lodgement guide

The information in this lodgement guide is for general guidance only.
It should not be relied upon to address every aspect of the *First Home Owner Grant Act 2000*.

Applicants must:

- ✓ fully complete the application form and lodge with all relevant supporting documentation
- ✓ be a natural person (i.e. not applying as a company or trust), at least 18 years of age and whose interest in the property is not held subject to a trust
- ✓ 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
- ✓ be buying or building a home for which the total value of the property does not exceed the cap amount. Refer to page 5 for the cap amount
- ✓ ensure each person holding a relevant interest in the property is an applicant
- ✓ ensure at least one applicant will reside in the home as their principal place of residence for a continuous period of at least six months commencing within 12 months of completion of the eligible transaction. Where an applicant was a member of the permanent forces of the Australian Defence Force and **all** applicants were enrolled on the NSW electoral roll, as at the commencement date of the eligible transaction, dated on or after 21 October 2009, then all applicants are exempt from the residence requirement
- ✓ lodge an application within 12 months of completion of the eligible transaction.

Applicants and their spouse/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 together with any penalty, 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 for a continuous period of at least six months, a residential property in which they acquired a relevant interest on or after 1 July 2000 anywhere in Australia.

How to lodge your application

You can lodge your application with:

- **approved agent** who is providing your finance. A list of approved agents can be found at www.osr.nsw.gov.au
If you require the grant for settlement or want to receive the grant as soon as possible, you must lodge your application with an approved agent.
- Office of State Revenue (OSR). Applications cannot be lodged with OSR until after completion of the eligible transaction.

See Terms used for meaning of 'completion of the eligible transaction'.

Supporting evidence

If **lodging with an approved agent**, each applicant and their spouse/partner must provide a copy of a category 1 document (see below). The documents provided for the identity check conducted by the approved agent will meet the remaining proof of identity categories 2, 3 and 4.

If **lodging with OSR**, the following evidence must be submitted with your application:

1 Proof of identity:

A Each applicant and their spouse/partner must provide documents to satisfy each of the four categories. As a minimum, separate documents must be provided for categories 1, 2 and 3 for each person. A Category 4 document is only required where the current residential address is not shown in a category 2 or 3 document. Preferred documents are shown below. For a complete list of acceptable documents, refer to the Proof of Identity Documents information sheet available from our Forms page at www.osr.nsw.gov.au

If you are unable to provide an acceptable document, please contact OSR to discuss your circumstances.

Do not send original documents. Only send **copies**.

Note: Details of the proof of identity information submitted with the application and contained on the copies of the attached documents will be verified with the authorities which issued the original documents.

Category 1

a) Primary identity document

If born in Australia:

- Australian Birth Certificate issued by Registry of Births, Deaths & Marriages (birth extracts and passports are not acceptable)

If born overseas:

- Foreign Passport and current Australian Visa[#] issued for entry into Australia, or
- Foreign Passport and Citizenship Certificate, or
- New Zealand Passport[^], or
- Australian Passport* (only acceptable where Foreign Passport is no longer available).

[#] Where your visa label is not current or is not placed on your passport please contact DIAC to arrange for a label to be placed on your passport (except for New Zealand Citizens).

[^] New Zealand citizens only need to produce their New Zealand Passport as their Special Category Visa issued under section 32 of the *Migration Act 1958* satisfies the permanent resident requirement for the grant. However, New Zealand citizens must be living in Australia at the commencement date of the eligible transaction.

* You must provide a written statement explaining why the Foreign Passport is not available, the full name that was shown on the Foreign Passport and the date you arrived in Australia.

b) Evidence of citizenship or permanent resident

At least one applicant must show that he/she is an Australian citizen or permanent resident as at the commencement date of the eligible transaction.

One of the following documents must be provided to show citizenship or permanent resident status:

- Citizenship Certificate
- Permanent Resident Visa[^]
- Permanent Resident Certificate
- Certificate of Evidence of Resident Status
- New Zealand Passport[^]
- Australian Passport
- Australian Birth Certificate.

Category 2 – not required if lodging with an approved agent

Linkage between identity and person (photo and signature) (provide one document):

- Australian Drivers Licence (current)
- passport (current)
- firearms licence (current)
- NSW photo card issued by Roads and Maritime Services.

Category 3 – not required if lodging with an approved agent

Evidence that the person operates in the community (provide one document):

- Medicare card
- motor vehicle registration
- Centrelink or Department of Veterans Affairs card
- debit/credit card of a financial institution.

Supporting evidence (cont.)

Category 4 – not required if lodging with an approved agent

Evidence of the person's residential address (provide one document):

- utility documents of residential address (e.g. bills for electricity, gas, water etc.)
- insurance policy with current residential address
- statement of account of a financial institution.

B Additional evidence

Additional supporting evidence is required if any of the following applies:

- **Change of name**
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 or spouse/partner.
- **Married**
Provide a copy of your marriage certificate, issued by the Registry of Births, Deaths and Marriages.
- **Divorced**
Provide a copy of your divorce certificate/decree nisi.
- **Widowed**
Provide a copy of the death certificate of your spouse/partner, issued by the Registry of Births, Deaths and Marriages.

▪ **Separated**

Provide a statutory declaration with the following information:

- ▶ the name of your former spouse/partner
- ▶ spouse/partner's date of birth
- ▶ the date you were married or commenced your de-facto relationship
- ▶ the date you separated
- ▶ your former spouse/partner's current address (if known)
- ▶ a statement to the effect that you do not live together and have no intention of resuming cohabitation.

Provide evidence of separation (e.g. change of residential address).

Defence Force residence exemption

An applicant seeking exemption from the residence requirement must provide a copy of a document issued by the Australian Defence Force which shows their name and that they are a member of the permanent forces of the Australian Defence Force as at the commencement date of the eligible transaction.

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' home:

- a copy of the contract for the sale of land dated and signed by the vendor
- a title search showing the applicant(s) as the registered proprietor(s)* (except for Terms Contracts).

(i) Purchase from a related party or where there is no contract

Where there is no written contract or the transaction is a related or associated party purchase, the following evidence is required:

- a copy of the transfer dated and signed by all parties
- a title search showing the applicant(s) as the registered proprietor(s)*, and
- evidence that the consideration has been paid by the applicant*, e.g. provide copies of bank statements of the applicant showing the payment (withdrawal) of the purchase money at settlement and any copies of loan agreements, solicitors instructions or receipts for payment of the consideration.
- evidence of total value of the property (house and land) dated within the last 12 months – attach one of the following:
 - ▶ a copy of the stamped contract or transfer which shows the dutiable amount in the stamping details
 - ▶ a copy of the property valuation by a registered valuer
 - ▶ a copy of the property valuation obtained by your financial institution for the approval of your loan
 - ▶ a copy of a market appraisal by a registered real estate agent.

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

A Contract to purchase a new or established home or an ‘off the plan’ home: (cont.)

(ii) Purchase from a deceased estate

Where you are a beneficiary under the Will of the deceased person, the application must be lodged with OSR and the following evidence is required:

- a copy of the contract entered into with the executor
- a copy of the Will and Grant of Probate
- a copy of the settlement statement for the estate
- evidence of payment of consideration to the estate.
- evidence of total value of the property (house and land) dated within the last 12 months – attach one of the following:
 - ▶ a copy of the stamped contract or transfer which shows the dutiable amount in the stamping details
 - ▶ a copy of the property valuation by a registered valuer
 - ▶ a copy of the property valuation obtained by your financial institution for the approval of your loan
 - ▶ a copy of a market appraisal by a registered real estate agent.

B Contract to build a home:

- a copy of the contract to build dated and signed by all parties, and
- a copy of the occupation certificate or a Final Inspection Certificate*
- title search showing the applicant(s) as the registered proprietor(s)*
- evidence of unencumbered value (land only) dated within the last 12 months – attach one of the following:
 - ▶ a copy of the current council rate notice which shows the land value of the property
 - ▶ a copy of the ‘Notice of Valuation’ issued by the Valuer General’s Department
 - ▶ a copy of the stamped contract or transfer for the purchase of the land.

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

C Owner builder

Owner builders must lodge their application with OSR and the following evidence is required:

- a copy of the approval from council for the laying of the foundations or receipt for foundations
- a copy of the occupation certificate or a Final Inspection Certificate
- a copy of the documentary evidence of building costs incurred for the construction of the home. The proof submitted must total an amount equal to or greater than the grant and must not include your own labour costs
- title search showing the applicant(s) as the registered proprietor(s)
- evidence of total value of the property (house and land) as at completion of construction – attach one of the following:
 - ▶ a copy of the property valuation by a registered valuer
 - ▶ a copy of the property valuation obtained by your financial institution for the approval of your loan
 - ▶ a copy of a market appraisal by a registered real estate agent.

What is the cap amount?

The cap amount is the maximum total value of the property to be eligible for a grant. The cap amount is reviewed annually and the cap applicable to your application is determined by the commencement date of the eligible transaction. This is the date of the contract to purchase or build a home or, for an owner builder, the date the laying of foundations commenced.

Eligible transaction commencement date

From	To	Cap amount
1 January 2011	onwards	\$835,000
1 January 2010	31 December 2010	\$750,000
1 July 2000	31 December 2009	No cap applicable

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 an approved agent or through OSR.

The following table details the various scenarios.

Type of transaction	Applying through	Payment of grant will be made/available
Purchase of a new home	Approved agent	At date of settlement by approved agent.
	OSR	Within 15 working days of lodging a complete application, after completion of the eligible transaction.
Contract to build	Approved agent	On date of first progress payment by approved agent.
	OSR	Within 15 working days of lodging a complete application, after completion of the eligible transaction.
Owner builder	Must be lodged with OSR	Within 15 working days of lodging a complete application, after completion of the eligible transaction.
Terms contract	Must be lodged with OSR	Within 15 working days of lodging a complete application with evidence that an applicant has taken up occupation of the home, and the residence requirement has been met.

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

- At least one applicant must live in the home as their principal place of residence for at least six continuous months commencing within 12 months of completion of the eligible transaction. Where an applicant was a member of the permanent forces of the Australian Defence Force and **all** applicants were enrolled on the NSW electoral roll, as at the commencement date of the eligible transaction, dated on or after 21 October 2009, then all applicants are exempt from the residence requirement.
- It is the responsibility of the applicant to satisfy the Commissioner that they have met the residence requirement. Applicants may be required to verify this later by providing documentation supporting their period of occupancy.
- Should you not meet the residence requirement, you must contact OSR within 14 days after the period allowed for occupation, notifying OSR in writing and repay the grant.

Terms used

Applicant

A person applying for a grant who, on completion of the purchase of a home or construction of a new home, will own or hold a relevant interest in the land on which the home is built, except for a small interest holder.

Approved agent

An organisation approved by OSR that is authorised to process applications for the First Home Owner Grant.

Cap amount

The cap amount is the maximum total value of the property to be eligible for a grant. The cap amount is \$650,000.

Commencement date of the eligible transaction

Date of contract to purchase or build a **new home**, or for an owner builder – date the foundations commenced to be laid.

Commissioner

Chief Commissioner of State Revenue, New South Wales.

Completion of the eligible transaction

When the applicant is entitled to possession of the property under the contract, or the eligible building is ready for occupation as a place of residence and (except for Terms contracts) the applicant is registered on the certificate of title.

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.

Consideration

The purchase price or cost of construction of the home.

Eligible transaction

The contract for the purchase of a new home, contract to build a home or construct a home as an owner builder on or after 1 October 2012.

Established home

A home 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 Commissioner's opinion, suitable for use as a place of residence.

Natural person

A person (does not include a company or trust).

New home

A home that has not previously been lived in or sold as a place of residence including off the plan and house and land packages.

Notifiable event

When any part of the eligibility criteria is not met, the applicant(s) must notify the Commissioner within 14 days of the event.

An example would be where an applicant is not able to satisfy the residence requirement or where the total value exceeds the cap amount.

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, and includes the purchase of a manufactured, prefabricated or moveable home.

OSR

The Office of State Revenue, New South Wales.

Permanent forces of the Australian Defence Force

Permanent forces of the Australian Defence Force comprises of members of the Regular Army, the Permanent Navy or the Permanent Air Force. It does not include a reservist for the Army, Navy or Air Force.

Permanent resident

A person who holds a permanent residency visa (under Section 30 of the *Migration Act 1958* of the Commonwealth) or a New Zealand citizen who is the holder of a special category visa (under Section 32 of the *Migration Act 1958*).

Principal place of residence

The home you primarily reside in.

Property

Under the *First Home Owner Grant Act 2000* property means:

- a) a home, or
- b) land, or
- c) a relevant interest in land.

Related or associated party

A person is related to or associated with another party when:

- a) one is the spouse/partner of the other
- b) they are related by blood, marriage or adoption
- c) they are a shareholder or director of the other party, being a company
- d) they are a beneficiary of a trust for which the other party is a trustee, or
- e) the transaction is otherwise not at arm's length.

Terms used (cont.)

Relevant interest

A person with a relevant interest may be described as someone who will have a legal entitlement to occupy the home being bought or constructed. Usually this will be the person(s) registered as proprietor on the title. This commonly is an estate in fee simple. Other forms of interest are defined in the *First Home Owner Grant Act 2000*.

Residence requirement

At least one applicant must reside in the home as their principal place of residence for a continuous period of at least six months commencing within 12 months of completion of the eligible transaction.

Residential property

Land in Australia on which there is a home which is lawfully occupied or suitable for occupation. This includes houses, townhouses, units, flats, duplexes, converted warehouses, fixed moveable homes and kit homes.

Small interest holder

A person whose ownership share in the home does not exceed 5 per cent. Where there is more than one small interest holder, the total ownership share of all small interest holders does not exceed 5 per cent.

Spouse/partner

The person to whom the applicant is married or living with as a couple in a de facto relationship (including same sex relationships) as defined in the *Interpretation Act 1987*.

Note: There is no minimum period of cohabitation needed to establish a de facto relationship under the *Interpretation Act 1987*.

Terms contract

A contract for the sale of land where the purchaser has to make two 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 cannot be registered on title until the final payment is made to the vendor.

Title search

A search on the land which shows the names of the registered owners. A title search can be obtained from the NSW Land and Property Management Authority website: www.lands.nsw.gov.au

Total value

Contract to purchase a home, the total value is the greater of the following:

1. The consideration for the eligible transaction,
2. The unencumbered value, as at the **commencement** date of the eligible transaction.

Contract to build, the total value is calculated by adding together:

1. The consideration for the eligible transaction, and
2. The value, at the commencement date of the relevant interest in the land on which the home is to be built.


Owner builder, the total value is calculated by adding together:

1. The unencumbered value of the home at the date the transaction is **completed**, and
2. The value, at the date the transaction is completed, of the relevant interest in the land on which the home is built.


Unencumbered value


The total value of the property determined without regard to any encumbrance (e.g. mortgage) to which the property is subject, or any arrangement that results in the reduction of the value of the property (e.g. child purchasing home from parents at a reduced price). Please refer to the *First Home Owner Grant Act 2000* for the full definition of unencumbered value.

Contact details

 1300 130 624* (Monday to Friday, 8:30 am – 5:00 pm) *Interstate clients please call (02) 9689 6200

 www.osr.nsw.gov.au

 first.home.benefits@osr.nsw.gov.au

 Help in community languages is available.

Office of State Revenue: ISO 9001 – Quality Certified | **Department of Finance, Services & Innovation**

Offices (Monday to Friday, 8:30 am – 4:30 pm)

Location

The Lang Centre,
132 Marsden Streets, Parramatta

Postal address

GPO Box 4087
Sydney NSW 2001

DX 456 Sydney

Level 6, 90 Crown Street,
Wollongong

PO Box 666
Wollongong NSW 2520

DX 5245 Wollongong

Guide to completing the application

The first home owner grant application form has eight sections. These sections must be completed as follows:

Section 1 Eligibility criteria

Answer questions 1 to 7 by crossing 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 spouse/partner of these persons, must be considered when answering these questions.

In exceptional circumstances, the Commissioner may use discretion in relation to the eligibility criteria. Please contact OSR for further information.

All decisions relating to the eligibility of an applicant are made by the Commissioner and are determined on the facts and circumstances as at the commencement date of the eligible transaction.

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 spouse/partner, there are two options. If your spouse/partner is an applicant, they must be recorded within this section. If your spouse/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 Spouse/partner details

This section must be completed where the spouse/partner of an applicant has not been specified in Section 2 as an applicant (and therefore will have no relevant interest in the residential property). If this section is required to be completed the spouse/partner must complete the declaration in Section 7.

Section 4 Property and transaction details

Provide the address and current title (folio identifier number) details of the property. The folio identifier number can be obtained from the transfer document, a title search or the contract for sale. If the folio identifier number is unavailable, enter the parent title folio identifier number.

Provide the expected date of occupancy as owner of the home. Estimate this date if you are unsure or leave blank if the Australian Defence Force residence exemption applies.

Provide the unencumbered value of the property if you are acquiring the home from a related party or you have entered into a contract to build or are an owner builder.

Section 5 Payment details

Applicants must complete this section only if applying through OSR.

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 the 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, leave payment details blank.

Section 6 Declaration by applicant

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

Section 7 Declaration by spouse/partner

If an applicant's spouse/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 check off the documents attached. Failure to produce the relevant documentation will result in delays in processing.

Penalties

OSR, as part of its role in administering the *First Home Owner Grant Act 2000*, conducts 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 residence requirement, penalties of up to 100 per cent may be imposed.

Providing false or misleading information in this application

Providing false or misleading information to OSR is a criminal offence. 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.

Privacy statement

Information collected from you on this form is required by the Office of State Revenue (OSR) to determine your eligibility for the grant under the First Home Owner Grant scheme. By submitting this form, you consent to OSR using the information to process your application. The information will be stored on the First Home Owner Grant national database, and your application will be retained by either OSR or your *approved agent*. This information may be provided to third parties with your consent or as required or permitted by law. OSR will correct or update your personal information at your request.

New South Wales

Application Form

Note:

- Use this application form if the commencement date of the eligible transaction is **on or before 30 September 2012**.
- This application will not be accepted unless fully completed and all required supporting evidence is lodged. **All alterations must be initialled by the applicant(s) and declarations signed**
- Read the lodgement 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 making a false or misleading statement, as well as possible prosecution
- Please answer all questions and cross the appropriate boxes.

OFFICE USE ONLY	
UIN	<input type="text"/>
Application reference	<input type="text"/>
Application received by	<input type="text"/>
Date lodged	<input type="text" value="/"/> / <input type="text" value="/"/>

SECTION 1 Eligibility criteria

Note:

- Eligibility is determined as at the commencement date of the eligible transaction
- All applicants and their spouse/partner must be considered when answering eligibility questions.

Eligibility checklist

1. Is this the first time each applicant and/or their spouse/partner will receive a grant under the <i>First Home Owner Grant Act 2000</i> in any state or territory of Australia?	Yes	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? Note: Applicants are not eligible for a grant if they or their spouse/partner have held a relevant interest in residential property prior to 1 July 2000, even if they have never occupied the property.	Yes	No
3. Is each applicant and their spouse/partner a person who has never occupied a residential property for a continuous period of at least six months in which they acquired a relevant interest on or after 1 July 2000 in any state or territory of Australia?	Yes	No
4. Is each applicant a natural person (ie not a company or trust) at least 18 years of age and whose interest in the property is not held subject to a trust?	Yes	No
5. Is at least one applicant a permanent resident or Australian citizen?	Yes	No
6. Will at least one applicant be occupying the home as their principal place of residence for a continuous period of at least six months commencing within 12 months of completion of the eligible transaction? Note: To apply for the Australian Defence Force residence exemption, please complete the Australian Defence Force residence exemption questions in Section 2.	Yes	No
7. Has each applicant on or after 1 July 2000 in respect of the home to which this application relates, either: <ul style="list-style-type: none"> entered into a contract for the purchase of a new home in New South Wales OR entered into a contract to have a home built in New South Wales OR in the case of an owner builder, commenced construction of a home in New South Wales? (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 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:

- All applicants must 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?

Enter number of applicants

Related or associated party transactions

Are any of the applicants or their spouse/partner(s) related to or associated with the vendor or builder?

Yes

If 'Yes', please provide evidence of the consideration paid. (Refer to lodgement guide).

No

Indigenous Australian

This question is optional – the information will only be used for statistical purposes by Commonwealth and State Governments, and has no bearing on your application.

Are any of the applicants Aboriginal or Torres Strait Islander?

Yes

No

Australian Defence Force residence exemption

An exemption to the residence requirement, is only available to Australian Defence Force personnel.

Please leave questions blank if you are not entitled to the exemption.

Only complete the following questions if you are applying for the exemption.

1. Was at least one applicant a member of the permanent forces of the Australian Defence Force as at the commencement date of the eligible transaction?

Yes

No

If 'Yes', please indicate which branch they serve(d) in:

Regular Army

Permanent Navy

Permanent Air Force

2. If 'Yes' to question 1, were **all** the applicants enrolled on the NSW electoral roll as at the commencement date of the eligible transaction?

Yes

No

If you answered 'Yes' to questions 1 and 2 and the commencement date of the eligible transaction was on or after 21 October 2009, you may be eligible for the residence exemption.

To receive your exemption, please provide a copy of a document issued by the Australian Defence Force. This document must clearly show the applicant's name and that the applicant was a permanent member of the Australian Defence Force as at the commencement date of the eligible transaction.

Note: An exemption will not be granted if the document is not provided.

Approved Agent and OSR use only

Please cross this box if you have sighted the documentary evidence and a copy is attached to the application.

Yes (Evidence provided)

Participation in First Home Benefits promotions

This question is optional – and has no bearing on your application.

The Office of State Revenue often promotes the First Home Benefits to increase awareness.

Please cross this box if you would like to assist in any future promotional activity.

Yes (I would like to assist in promotional activity)

You will be contacted by OSR prior to any promotional activity.

SECTION 2 Applicant details (cont)

	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					First name				
	Middle name(s)					Middle name(s)				
	Family name					Family name				
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
Date of birth (dd/mm/yyyy)										
Place of birth	State/Territory					State/Territory				
	Country					Country				
Daytime phone number	()					()				
Email address										
Current residential address	Street no.					Street no.				
	Street name					Street name				
	Suburb/town					Suburb/town				
	State		Postcode			State		Postcode		
Address for service of notices (if different from above)	Street no.					Street no.				
	Street name					Street name				
	Suburb/town					Suburb/town				
	State		Postcode			State		Postcode		
As at the commencement date of the eligible transaction, did you have a spouse/partner?	Yes	Note: If you are separated from your spouse, supply a statutory declaration (refer to Lodgement Guide 1B)				Yes	Note: If you are separated from your spouse, supply a statutory declaration (refer to Lodgement Guide 1B)			
	No					No				
If yes, will your spouse/partner have a relevant interest in the home?	Yes	▶ If 'Yes', your spouse/partner must complete the details as applicant 2 above.				Yes	▶ If 'Yes', your spouse/partner must complete the details as an applicant.			
	No	▶ If 'No', you must complete Section 3 — spouse/partner details.				No	▶ If 'No', you must complete Section 3 — spouse/partner details.			

SECTION 3 Spouse/partner details

Note:

- This section must be completed where the spouse/partner of an applicant has not been specified as an applicant in Section 2 of the application
- Applicant's spouse/partner must sign the spouse/partner declaration at Section 7.

	Spouse/partner of applicant 1					Spouse/partner of 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					First name							
	Middle name(s)					Middle name(s)							
	Family name					Family name							
Has your spouse/partner ever used any name other than the name(s) declared above?	Yes <input type="checkbox"/>		list name(s) below			No		Yes <input type="checkbox"/>		list name(s) below		No	
Date of birth (dd/mm/yyyy)													
Place of birth	State/Territory					State/Territory							
	Country					Country							
Daytime phone number	()					()							

SECTION 4 Property and transaction details

Address of the property

Lot no. <small>(only use lot no. if street no. is not allocated)</small>	Unit/ Street no.	Street name	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">N</td> <td style="padding: 2px 5px;">S</td> <td style="padding: 2px 5px;">W</td> </tr> </table>	N	S	W	Postcode
N	S	W					
Suburb/town	State						
Date when occupation as a principal place of residence commenced or is intended to commence (if not known please estimate) (dd/mm/yyyy).							
Leave blank if Australian Defence Force residence exemption applies.							

Title details

Lot no.	Section no.	Plan type*	Plan no.
<small>*Enter DP for Deposited Plan; SP for Strata Plan; Other if not DP or SP and enter the other details under Plan no.</small>			

Transaction details

What type of transaction does this application refer to? Please cross one:

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

Purchase or construction price

Required for all transaction types:

- Contract to purchase – Enter consideration shown on contract
- Contract to build – Enter consideration shown on contract
- Owner builder – Enter cost of construction. Do not include own labour costs.

\$

SECTION 4 Property and transaction details (cont.)

Required when you are building your home under a Contract to Build.

Unencumbered value (land only)

- Enter the unimproved land value,
- Cross the appropriate box below for the type of evidence used. Evidence must be dated within the last 12 months, and
- Attach a copy of the evidence.

A copy of the council rate notice which shows the land value of the property OR

A copy of the 'Notice of Valuation' issued by the Valuer General's Department OR

A copy of the stamped contract or transfer for the purchase of the land.

Required for Related Party transactions or Owner Builders.

Unencumbered value (house and land)

Evidence of the property's total value dated within the last 12 months is required if you are purchasing your home from a related or associated party or you built your home as an Owner Builder.

- Enter the total value of the house and land,
- Cross the appropriate box below for the type of evidence used, and
- Attach a copy of the evidence.

Stamped agreement of sale or transfer when the property was purchased which shows the dutiable amount within the stamping details (Related Party transactions only) OR

Property Valuation by a registered valuer OR

Financial institution's property valuation obtained for loan approval OR

Market appraisal by a registered real estate agent.

APPROVED AGENT AND OSR USE ONLY

All evidence sighted Name of person sighting the evidence

Payment eligibility date (Enter settlement, completion or first draw down date only) (dd/mm/yyyy)

Note: For contracts to purchase only enter the settlement date specified in the exchanged contract or the actual date booked for settlement.

Date of contract (or if owner builder, date the foundations were laid) (dd/mm/yyyy)

Date of settlement (or if building, date of completion) (dd/mm/yyyy)

Note: If lodging with an approved agent, please estimate

SECTION 5 Payment details

Note:

- If applying with OSR, 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.

Payment reference (optional): This reference will be shown on the account statement, to assist in identifying the payment.

Account name (e.g. John & Jane Citizen)

Name of financial institution and branch

BSB number (must have 6 numbers)

Account number (maximum of 9 numbers)

* DO NOT include dashes or spaces

IMPORTANT – Please confirm the account details provided above are correct before lodging your application with OSR.

SECTION 6 Declaration by applicant(s)

1. I have completed the application form and I declare that all copies of documents attached in support of this application are a true copy of the original document.
2. I declare that I have not previously received and retained the grant under the *First Home Owner Grant Act 2000*, or a corresponding Act in another State or Territory, either alone or together with any other person or persons.
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 and occupied, for a continuous period of at least six months, a residential property within Australia in which I acquired a relevant interest on or after 1 July 2000.
5. I declare that the interest I hold in the property is not held subject to a trust.
6. I declare that at the commencement date of the eligible transaction at least one applicant for the grant was a permanent resident or an Australian citizen.
7. I declare that at least one applicant will be residing in the home that is the subject of this application as their principal place of residence for a continuous period of at least six months commencing within 12 months of completion of the eligible transaction, or the residence requirement does not apply as an applicant was as at the commencement date of the eligible transaction a member of the permanent forces of the Australian Defence Force and all applicants were enrolled on the NSW electoral roll.
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* within 14 days from the occurrence of that notifiable event.
9. I have read and understood the information prepared by OSR 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 OSR to collect, access and exchange information about me to verify my proof of identity information and to determine my eligibility for the First Home Owners Grant with the approved agent (where applicable), document issuing authorities, 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 OSR 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 declare that the total value of the property does not exceed the cap amount as at the commencement date of the eligible transaction for Contracts to Purchase and Contracts to Build or as at the completion date of the eligible transaction for a home built by an Owner Builder.
14. I authorise the Commissioner to address all correspondence relating to this application to Applicant 1 at the address nominated.
15. I acknowledge that I may be required to repay the grant, be liable for penalties and may also be prosecuted for making a false or misleading statement in or in connection with this application for the grant.
16. **I authorise OSR to deposit the grant into the account nominated in Section 5 (ensure account details are correct) or into the approved agent's nominated account when lodged with the approved agent.**

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 (dd/mm/yyyy)		
Before me (signature of witness)*	Signature	Signature
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 spouse/partner of an applicant and must not be related to the applicant or spouse/partner

IMPORTANT – If you are lodging your application directly with OSR, please check that the account details provided in Section 5 are correct before you sign your declaration.

SECTION 7 Declaration by spouse/partner(s)

1. I declare that the spouse/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 and retained the grant under the *First Home Owner Grant Act 2000* or a corresponding Act in another State or Territory, either alone or together with any other person or persons.
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 and occupied for a continuous period of six months a residential property within Australia in which I acquired a relevant interest on or after 1 July 2000.
5. I authorise OSR to collect, access and exchange information about me to verify my proof of identity information and to confirm other details with the approved agent (where applicable), document issuing authorities, other State, Territory and Australian Government agencies and commercial organisations as permitted by law. I recognise that these checks may affect the applicant's eligibility for the First Home Owners Grant.
6. I acknowledge that I may be prosecuted and fined for making a false or misleading statement on or in connection with this application for the grant.

Spouse/partner of Applicant 1

Spouse/partner of Applicant 2

Name

Signature

Date (dd/mm/yyyy)

Before me
(signature of witness)*

Signature

Signature

Full name and address
of witness

Name

Name

Street no.

Street no.

Street name

Street name

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

Suburb/town

Suburb/town

State

Postcode

State

Postcode

Providing false or misleading information in this application

Providing false or misleading information to OSR is a criminal offence. 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.

Penalties

OSR, as part of its role in administering the *First Home Owner Grant Act 2000*, conducts 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 residence requirement, penalties of up to 100 per cent may be imposed.

Lodgement of your application

- **Lodge with the approved agent who is providing your finance.**
If you need the grant for settlement or first draw down/progress payment, you must lodge your application with an approved agent.
- **Lodge with the Office of State Revenue (OSR)**
Payment will not be made until after settlement or if building after the home is completed.
Note: Applications cannot be lodged with OSR until after the completion of the eligible transaction.

If lodging with OSR, please post to:

Parramatta

Office of State Revenue
GPO Box 4087, Sydney NSW 2001

Wollongong

Office of State Revenue
PO Box 666, Wollongong NSW 2520

SECTION 8 Supporting documentation checklist

Note:

- 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 lodgement guide. Attach these papers to this page.
- Your application may be returned to you if not fully completed or all the required supporting documentation is not attached.
- Additional documents may be requested after lodgement of your application.

Supporting documentation checklist

Note: Refer to the lodgement guide for the documentation required. Do **not** send original documents, **only send copies.**

Applicant to cross if attached

Approved agent or OSR use only
Cross when sighted

Proof of identity of all applicants and their spouse/partner			
Category 1	Type of document submitted _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>
Category 2*	Type of document submitted _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>
Category 3*	Type of document submitted _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>
Category 4*	Type of document submitted _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>
Additional evidence			
<ul style="list-style-type: none"> ▪ Change of name – type of document submitted _____ ▪ Separated – statutory declaration and supporting evidence 		<input type="checkbox"/>	<input type="checkbox"/>
Australian Defence Force residence exemption			
Document confirming membership of the permanent forces		<input type="checkbox"/>	<input type="checkbox"/>
Transaction type			
Contract to purchase a home			
<ul style="list-style-type: none"> ▪ a copy of your Contract for Sale, dated and signed by the vendor. ▪ a title search showing the applicant(s) as the registered proprietors*. <p>Where there is no contract, or the sale of the <i>property</i> is between family members or related or associated parties also attach:</p> <ul style="list-style-type: none"> ▪ a copy of the transfer, dated and signed by all parties ▪ a title search showing the applicant(s) as the registered proprietor(s)* ▪ evidence that consideration has been paid* ▪ evidence of total value of property (house and land). 		<input type="checkbox"/>	<input type="checkbox"/>
Contract to build a home			
<ul style="list-style-type: none"> ▪ a copy of your contract to build, dated and signed by all parties ▪ a title search showing the applicant(s) as the registered proprietor(s)* ▪ a copy of the final inspection report or occupation certificate* ▪ evidence of the unencumbered value (land only). 		<input type="checkbox"/>	<input type="checkbox"/>
Owner builder			
<ul style="list-style-type: none"> ▪ a title search showing the applicant(s) as the registered proprietor(s) ▪ a copy of the initial inspection report or approval from Council for the laying of foundations ▪ a copy of the final inspection report or occupation certificate ▪ a copy of receipts for the home totaling more than the grant amount ▪ evidence of the total value of property (house and land). 		<input type="checkbox"/>	<input type="checkbox"/>

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

APPROVED AGENT AND OSR USE ONLY	
Name of person sighting the documentation above	<input type="text"/>
Name of employer	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>