



Application for First Home Owner Grant Scheme

OFH 001 – 09/03

Office of State Revenue
NSW TREASURY
ABN: 77 456 270 638

Office use only	
UIN	<input type="text"/>

NOTE:

- This application will not be accepted unless it is fully completed and signed in blue or black ink
- Instructions on how to complete this form are shown on pages 2 and 4
- You will have to lodge some supporting evidence with this application. Details are in the instructions on pages 2 and 4
- See page 2 for the glossary of terms
- Print clearly in the white boxed spaces and tick the appropriate box.

Information:

- Please visit the New South Wales Office of State Revenue website at www.osr.nsw.gov.au for:
 - information about the scheme
 - the list of participating agents
- You can also read about the First Home Owner Grant Scheme in a factsheet available from all Office of State Revenue offices, participating agents and solicitors.

Help:

If you need help completing this form, contact one of our offices listed on the back page.

Lodging:

See the back page of this form for details on how to lodge this application.

Part A: Eligibility checklist

To find out if you qualify for a grant, please answer the questions below by ticking the appropriate box.

1	Will this be the first time each applicant or their spouse/de facto will receive a grant under a <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 or their spouse/de facto 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 or their spouse/de facto 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 of the applicant(s) a natural person? (ie not a company)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Is one of the applicant(s) a permanent resident or citizen of Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Will at least one of the applicant(s) be occupying the home as their principal place of residence within 12 months of either settlement or completion of construction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Has each applicant: <ul style="list-style-type: none"> ■ entered into a contract for the purchase of a home on or after 1 July 2000 or ■ signed a contract to have a home built on their vacant land on or after 1 July 2000 or ■ in cases of an owner-builder, commenced laying of foundations of a home on their vacant land on or after 1 July 2000? 	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Determination of eligibility

If you answered **'YES'** to ALL of the above questions, you may be entitled to receive the First Home Owner Grant.

If you did not answer all the questions in this way and need more information, please contact the Office of State Revenue.

If faxing, tear along this dotted line

Instructions on how to complete page 3 of this form

Part B: Applicant details

All persons who have, or will have a relevant interest in the home must complete an application form by following the instructions below:

- This application form is to be completed by 1 or 2 person(s)
 - Applicant 1 (contact applicant) to complete column A
 - Spouse/De facto of applicant 1 to complete column B, or if applicant 1 does not have a spouse or de/facto, then applicant 2 to complete column B
 - If you are the spouse/de facto:
 - of any person who has an interest in the land but
 - you do not have an interest in the land yourselfyou are still required to complete Column B of the same form completed by your partner (applicant).

Note: The applicant and spouse/de facto must complete the same form.

- If there are more than 2 persons, additional forms must be completed, signed by all applicants and/or their spouse(s)/de facto(s) and lodged attached together.
- Postal address details to be completed by Applicant 1 (contact applicant) only. If your postal address is a post office box, complete the second section of the top line (PO box no., suburb and postcode) only. If your postal address is a 'street address', complete the first section of the top line (street no.) and the 3 remaining lines.

Note: There is to be only 1 contact applicant.

■ Supporting evidence

- You will need an original or certified copy of a birth certificate or an extract of a birth certificate of all the applicants and their spouses/de factos
- If none of the applicant(s) can provide an Australian birth certificate, at least 1 applicant must provide written confirmation of permanent residency or citizenship of Australia
- If an applicant or spouse/de facto has had their name changed, for example by marriage, you will need a certified copy of the relevant document.

Note:

- If lodging by mail, send certified copies
- If lodging over the counter at the Office of State Revenue or any participating agent, documents will need to be sighted.

Glossary

Applicant(s)	Is a person(s) that, on completion of the purchase of a property or construction of a new home, will be the owner.
Certified copy	A document declared to be correct, true or genuine by a person authorised under the <i>Oaths Act 1900</i> .
Contact applicant	The applicant to whom all correspondence will be sent.
Contract to build	Is where an owner enters into a contract with a builder, who completes the contract to the point where the home is ready for occupation.
Established home	A home that is already built and lawfully fit for occupancy.
Home	Is a building (affixed to the land) that: <ul style="list-style-type: none">(a) may lawfully be used as a place of residence, and(b) is, in the Chief Commissioner's opinion, a suitable building for use as a place of residence.
Notifiable event	Applicants must notify the Chief Commissioner in writing of any circumstances that may affect their eligibility for the grant, for example, where the residency requirement is not met.
Owner	A person is an owner of a home if the person has a relevant interest in land on which a home is built.
Owner builder	Means an owner of land who builds a home, or has a home built, on the land without entering into a comprehensive home building contract.
Participating agent	An organisation administering the First Home Owner Grant Scheme under an arrangement with the New South Wales Office of State Revenue.
Relevant interest	Refer to definitions in the <i>First Home Owner Grant Act 2000</i> or to the Office of State Revenue website.
Spouse/de facto	The person to whom the applicant is married or cohabitating with, on a genuine domestic basis in a relationship of de facto marriage.

Part B: Applicant details Refer to instructions on page 2

Name and citizenship details

A

B

Title Dr Mr Mrs Miss Ms Dr Mr Mrs Miss Ms

First given name

Other given name(s)

Family name

Is the applicant name provided above the same as the name shown on your birth certificate? Yes No Yes No
If yes, go to date of birth question *If no, give details of original names* *If yes, go to date of birth question* *If no, give details of original names*

Original first given name

Original other given name(s)

Original family name(s)

Date of birth / /

Place of birth

State/Territory

Country

Daytime telephone number ()

Address details

Current residential address	Street no. <input style="width: 90%;" type="text"/>	Street no. <input style="width: 90%;" type="text"/>
	Street name <input style="width: 98%;" type="text"/>	Street name <input style="width: 98%;" type="text"/>
	Suburb/town <input style="width: 98%;" type="text"/>	Suburb/town <input style="width: 98%;" type="text"/>
	State <input style="width: 40%;" type="text"/> Postcode <input style="width: 40%;" type="text"/>	State <input style="width: 40%;" type="text"/> Postcode <input style="width: 40%;" type="text"/>

Marital status Married/De facto Single Married/De facto Single
 ➤ refer to instructions on page 2

Is your spouse/de facto also an applicant? Yes No

Have you ever lived interstate? Yes No Yes No

Postal address of contact applicant only (if different from residential address)
 ➤ refer to instructions on page 2

Street no. <input style="width: 85%;" type="text"/>	PO box no. <input style="width: 85%;" type="text"/>	Suburb <input style="width: 98%;" type="text"/>	Postcode <input style="width: 98%;" type="text"/>
Street name <input style="width: 98%;" type="text"/>			
Suburb/town <input style="width: 98%;" type="text"/>			
State <input style="width: 40%;" type="text"/>		Postcode <input style="width: 40%;" type="text"/>	

If faxing, tear along this dotted line

Instructions on how to complete page 5 of this form

Part C: Property address

- Write the address details of the home
- Date of completion for:
 - established property – date of settlement
 - owner builder – date the building is ready for occupation as a place of residence
 - contract to build – date the building is ready for occupation as a place of residence.
- Date of contract – for an owner builder, the date the foundations were laid should be used
- **Supporting evidence** you will have to lodge:
 - for an established home – a copy of the Contract of Sale, or
 - for a new home – a copy of the contract to build, or
 - for an owner builder – owner builder permit issued by Department of Fair Trading.

Note:

- If lodging by mail, send certified copies
- If lodging over the counter at the Office of State Revenue or any participating agent, documents will need to be sighted.

Part D: Details of payment of the grant

Payment authority

- If lodging with a participating agent, tick the appropriate box and sign the authority. The grant will be paid by the Office of State Revenue into the trust account of the agent
- If lodging with Office of State Revenue, tick the appropriate box, write the details of the account you want the grant paid into and sign the authority
- The grant will be deposited into only one account.
- **Supporting evidence** for payment of the grant:
 - for a new home – a certificate of occupancy, or
 - for an owner builder – a certificate of occupancy.

Note:

- If lodging by mail, send certified copies
- If lodging over the counter at the Office of State Revenue or any participating agent, documents will need to be sighted.

Office use only	
FI reference no.	<input type="text"/>
Account name	<input type="text"/>
BSB number	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Account number	<input type="text"/>

Part C: Details of property ➤ Refer to instructions on page 4

Address of property	Lot no. or Street no.		
	Street name		
	Suburb/town		
	State	Postcode	

No. of persons who will have a relevant interest in this property at the completion of the transaction

Date you expect to occupy home / / 20 Consideration \$

Title details Plan no. (DP/SP) Lot no./Section no.

How are you acquiring this home?
 Purchase of established property or house and land package Contract to build Owner-builder

Office use only

All evidence sighted Name of person sighting the evidence

Payment eligibility date / / 20

Date of completion / / 20 Date of contract / / 20

Part D: Details of payment of the grant ➤ Refer to instructions on page 4

Payment authority

application lodged with Office of State Revenue
or
 application lodged with participating agent

If lodging with Office of State Revenue, please nominate the account into which the grant is to be deposited once all eligibility criteria has been met.

I/we authorise the Office of State Revenue to pay the grant into the trust account of the participating agent or into the account nominated below:

Account name

Name of financial institution

BSB number - Account number

Signature of: **Applicant 1**

Signature of: **Applicant 2, if applicable**

Date / / 20

NOTE: Have you supplied the supporting evidence requested on pages 2 and 4?

Part E: Declarations

Spouse/De facto declaration

- 1 I have not received the first home owner grant benefit under the *First Home Owner Grant Act 2000* either alone, or with any other person(s), from New South Wales or any other State or Territory of Australia.
- 2 I have not owned a residential property before 1 July 2000, either jointly, separately or with some other person in any State or Territory of Australia.
- 3 I have not owned and occupied a residential property on or after 1 July 2000 either jointly, separately, or with some other person, in any State or Territory of Australia.
- 4 I authorise the participating agent to have access to any of the information relating to me and to disclose it in good faith to the Office of State Revenue.
- 5 I declare that the above information, contents of this application and information provided in support of this application are, to the best of my knowledge, true and correct.
- 6 **I acknowledge that, under the *First Home Owner Grant Act 2000*, penalties will apply for making a false or misleading statement in or in connection with an application for a first home owner grant.**

Spouse/De facto of applicant 1

Signed

on (date)

Part E: Declarations (cont.)

Applicant declaration

- 1 I have not received the first home owner grant benefit under the *First Home Owner Grant Act 2000* either alone, or with any other person(s), from New South Wales or any other State or Territory of Australia.
- 2 I understand the first home owner grant pursuant to the *First Home Owner Grant Act 2000* is not available to me if I have previously owned a home or had a relevant interest in a residential property anywhere within Australia prior to 1 July 2000 or if I have had a relevant interest in a residential property after 1 July 2000 and I have occupied that property as my principal place of residence.
- 3 At least one of the applicants of this application is a citizen or permanent resident of Australia under the *Australian Citizenship Act 1948* or the *Migration Act 1958*.
- 4 I will be occupying the home as my principal place of residence within 12 months of the date of settlement or within 12 months of the date of completion of construction.
- 5 I authorise the participating agent to have access to any of the information relating to me and to disclose it in good faith to the Office of State Revenue.
- 6 I understand that the information contained in this application may be used by any Australian Jurisdiction, or their approved agents, to conduct eligibility checks of all applicants.
- 7 I have read and understood the information prepared by the Office of State Revenue relating to the conditions of eligibility. I accept if the conditions are not met, I will not be entitled to receive or retain the grant.
- 8 I understand that the participating agent is not authorised by the Office of State Revenue to offer any advice or assistance on the conditions of eligibility of the grant or in the completion of the application.
- 9 I undertake to notify the Chief Commissioner of State Revenue of any notifiable event relevant to the legislation requirements under the *First Home Owner Grant 2000*.
- 10 I declare that the above information, contents of this application and information provided in support of this application are, to the best of my knowledge, true and correct.
- 11 **I acknowledge that, under the *First Home Owner Grant Act 2000*, penalties will apply for making a false or misleading statement in or in connection with an application for a first home owner grant.**

	Applicant 1	Applicant 2 (if applicable)
Signed	<input type="text"/>	<input type="text"/>
on (date)	<input type="text" value="/ / 20"/>	<input type="text" value="/ / 20"/>

Contact details

Phone: 1300 130 624 (8.30 am – 5.00 pm)
Internet: www.osr.nsw.gov.au
Email: first.home.grant@osr.nsw.gov.au

OFFICES	(8.30 am – 4.30 pm)
Parramatta	Lang Centre, cnr Hunter & Marsden Streets - GPO Box 4042, Sydney NSW 2001 - DX 456 Sydney
Sydney	Level 3, 55 Hunter Street (not a postal address - counter services only)
Newcastle	Level 2, 97 Scott Street - PO Box 511, Newcastle 2300 - DX 7860 Newcastle - Ph (02) 4925 5333 (local)
Wollongong	Level 6, 90 Crown Street - PO Box 666, Wollongong 2520 - DX 5245 Wollongong - Ph (02) 4253 1000 (local)

Lodging

How to lodge this application:

- by mail to New South Wales Office of State Revenue
- at any New South Wales Office of State Revenue office
- with a participating agent.

NOTE: You can get details about participating agents by visiting our website at www.osr.nsw.gov.au or phoning any of the numbers above

PRIVACY STATEMENT

The information in this form is required by OSR 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 but is needed to process your application for the grant.

The information provided is stored on the First Home Owner Grant Scheme national data base and applications are retained either by OSR or your financial institution. You may review any personal information provided by you by contacting OSR.