

Collection Statement

The information is collected by the SRO to process your application for a First Home Owner Grant. If you do not provide the information required, the SRO may not be able to process your application. The information collected may be used for the purposes of laws administered by the SRO. The information collected is protected by the secrecy provisions in Acts administered by the SRO and in addition, personal information you provide to the SRO is protected by the *Privacy and Data Protection Act 2014*. Where authorised by law to do so, the SRO may also disclose this information to other government agencies including the Australian Taxation Office, State and Territory revenue offices and law enforcement agencies. You can find out more about how the SRO collects, uses, discloses and protects information on our Information Privacy Policy on [www.sro.vic.gov.au](http://www.sro.vic.gov.au)

# Application for First Home Owner Grant

NOTE:

- This application will not be accepted unless fully completed, signed in blue or black ink and all required supporting evidence is lodged.
- 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.
- It is an offence to make a false or misleading statement, and heavy penalties may be imposed.
- Please answer all questions and tick [✓] the appropriate boxes.

OFFICE USE ONLY

UIN

Application reference

Application received by

Date lodged

## SECTION 1 Eligibility criteria

- NOTE:
- Eligibility is determined at the date of settlement or completion of construction.
  - All applicants and their spouse/partner(s) must be considered when answering eligibility questions.

### Eligibility checklist

1. Is this the first time <b>each applicant</b> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is <b>each applicant</b> and their spouse/partner a person who has <b>never owned</b> a residential property, either jointly, separately or with some other person <b>before 1 July 2000</b> in any State or Territory of Australia? NOTE: Applicants are not eligible for a grant if they or their spouse/partner have held a <i>relevant interest</i> in residential property prior to 1 July 2000, even if they have never occupied the property	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is <b>each applicant</b> and their spouse/partner a person who has <b>never occupied</b> a residential property for a continuous period of at least six months in which they acquired a <i>relevant interest</i> <b>on or after 1 July 2000</b> in any State or Territory of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is <b>each applicant</b> a natural person (e.g. not a company or trust) and at least 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is <b>at least one applicant</b> a permanent resident or Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Will <b>at least one applicant</b> be occupying the home as their <i>principal place of residence</i> for a continuous period of at least 12 months commencing within 12 months of completion of the eligible transaction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Please answer either 7a or 7b based on whichever applies to your circumstances:	
7a. Has each applicant <b>on or after 1 July 2013</b> , either: ■ Entered into a contract for the purchase of a new home in Victoria <b>OR</b> ■ Entered into a contract to have a home built in Victoria <b>OR</b> ■ In the case of an owner builder, commenced construction of a home in Victoria? (i.e. laying of foundations)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7b. Has each applicant <b>on or before 30 June 2013</b> , either: ■ Entered into a contract for the purchase of a new home in Victoria <b>OR</b> ■ Entered into a contract to have a home built in Victoria <b>OR</b> ■ In the case of an owner builder, commenced construction of a home in Victoria? (i.e. laying of foundations) <b>AND</b> ■ Which completes or settles after 1 July 2013 <b>AND</b> ■ The Commissioner HAS NOT authorised payment in anticipation of the residence requirement.	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Determination of eligibility

If you answered 'YES' to ALL of the above questions, either 7a OR 7b as applicable) 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: ■ It is essential that **ALL** applicants 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(s)' at section 7.

How many people will have a *relevant interest* in the property?

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

 Yes

If Yes, please refer to 'further supporting evidence' in the 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

### 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

Middle name(s)

Family name

First name

Middle name(s)

Family 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

Country

State/Territory

Country

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



Daytime telephone number

 (  )

 (  )

Email address



Current residential address

Street no.

Street name

Suburb/town

State Postcode

Street no.

Street name

Suburb/town

State Postcode

Address for service of notices (if different from above)

Street no.

Street name

Suburb/town

State Postcode

Street no.

Street name

Suburb/town

State Postcode

Do you have a *spouse/partner*?

 Yes  No

If you have a *spouse/partner*, 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.

 No

If No, you must complete section 4 - *spouse/partner* details.

 Yes  No

 Yes

If Yes, your *spouse/partner* must complete the details as an applicant.

 No

If No, you must complete section 4 - *spouse/partner* details.

## SECTION 3 Australian Defence Force exemption

### Collection Statement

Enrolment information is also received from the Victorian Electoral Commission pursuant to the *Electoral Act 2002*. The information obtained by the SRO is used for data verification, revenue management and revenue protection purposes and is handled in accordance with the SRO's legislative obligations.

- NOTE: ■ An exemption to the residence requirement is available only to Australian Defence Force (ADF) personnel.
- Only complete the following questions if you are applying for the exemption.
  - You must provide a copy of an ADF document clearly showing you were a permanent ADF member, and a document confirming enrolment on the Victorian electoral roll, as at commencement date of the eligible transaction.

### Applicant 1

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

 Yes


If Yes, select which branch you serve(d) in

 No

Regular Army

Permanent Navy

Permanent Air Force

### Applicant 2

 Yes


If Yes, select which branch you serve(d) in

 No

Regular Army

Permanent Navy

Permanent Air Force

Were all the applicants enrolled on the Victorian electoral roll as at the commencement date of the eligible transaction?

 Yes

 No

## SECTION 4 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.

- Applicant's *spouse/partner* must sign the *spouse/partner* declaration at section 8.

### Spouse/partner of applicant 1

Title

Mr

Mrs

Miss

Ms

Dr

First name

Middle name(s)

Family name

Name on birth certificate (if different from above)

First name

Middle name(s)

Family name

Date of birth

Place of birth

State/Territory

Country

Has your *spouse/partner* ever used any name other than the name(s) declared above?

Yes – list name(s) below

No



Daytime telephone number

### Spouse/partner of applicant 2

Mr

Mrs

Miss

Ms

Dr




First name

Middle name(s)

Family name

Date of birth

State/Territory

Country

Has your *spouse/partner* ever used any name other than the name(s) declared above?

Yes – list name(s) below

No



Daytime telephone number

## SECTION 5 Property and transaction details

### Address of the property

Lot no. (only use lot no. if street no. is not allocated)

Unit/Street no.

Street name

Suburb/town

State

Postcode

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

Purchase or construction price

### Title details

Lot no.

Plan no.

Plan type\*

Volume

Folio

\* SP for Strata Plan or PS for Plan of Subdivision.

## SECTION 5 Property and transaction details (continued)

### Transaction details

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

Off the plan     Contract to build     New home     Owner Builder     Established home\*

\* Only for contracts entered into on or before 30 June 2013

**Date of contract** (or if owner builder, date the foundations were laid)

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

NOTE: If lodging with an *Approved agent*, please estimate

#### APPROVED AGENT AND SRO USE ONLY

All evidence sighted

Name of person sighting the evidence

Payment eligibility date

(Enter settlement, completion or first draw down date only)

## SECTION 6 Payment details

NOTE: If applying with the SRO, 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.

Name of financial institution and branch

  

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

BSB number (must have 6 numbers)

Account number (maximum of 9 numbers)

## SECTION 7 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 date of the completion of the eligible transaction at least one *applicant* for the grant is 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 12 months** commencing within 12 months of *completion of the eligible transaction*.
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 the SRO 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 the SRO to access and exchange information about me to verify my proof of identity information and to determine my eligibility for the First Home Owner 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 the SRO 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 authorise the *Commissioner* to address all correspondence relating to this application to Applicant 1 at the address nominated.
14. 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.
15. I authorise the SRO to deposit the grant into the account nominated in section 6 (ensure account details are correct) or into the *approved agent's* nominated account when lodged with the *approved agent*.
16. I understand that the SRO may collect and use my personal information to contact me or to assist it with the investigation and enforcement of the laws administered by the SRO, including the *First Home Owner Grant Act 2000*.

## SECTION 7 Declaration by applicant(s) (continued)

I declare that I have read and understood the information and that the information provided in this application is true and correct

	Applicant 1	Applicant 2
Name	<input type="text"/>	<input type="text"/>
Signature	<input type="text"/>	<input type="text"/>
Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Before me (signature of witness)*	<input type="text"/>	<input type="text"/>
Full name and address of witness	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	State <input type="text"/> Postcode <input type="text"/>	State <input type="text"/> Postcode <input type="text"/>

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

## SECTION 8 Declaration by spouse/partner(s)

- I declare that the spouse/partner details in section 4, in so far as they relate to me, are true and correct.
- 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.
- 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**.
- 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 held a *relevant interest on or after 1 July 2000*.
- I authorise the SRO to 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 Owner Grant.
- I acknowledge that I may be prosecuted and fined for making a false or misleading statement in or in connection with this application for the grant.

	Spouse/partner of applicant 1	Spouse/partner of applicant 2
Name	<input type="text"/>	<input type="text"/>
Signature	<input type="text"/>	<input type="text"/>
Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Before me (signature of witness)*	<input type="text"/>	<input type="text"/>
Full name and address of witness	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	State <input type="text"/> Postcode <input type="text"/>	State <input type="text"/> Postcode <input type="text"/>

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

### Lodgement

The application and all supporting documents can be mailed to:  
State Revenue Office, GPO Box 1641, MELBOURNE VIC 3001  
or  
DX 260090 MELBOURNE

## SECTION 9 Supporting documentation checklist

NOTE: To ensure your application is processed in a timely manner, make sure the application is fully completed, signed and dated. 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 will be returned to you if not fully completed and all the required supporting documentation is not attached. Additional documents may be requested after lodgement of your application.

### Eligibility checklist

NOTE: Refer to the lodgement guide for the documentation required.

Do NOT send original documents, **only send copies.**

	Applicant to tick if attached	Approved agent or SRO use only
<b>Proof of identity of all applicants and their spouse/partner</b>		Tick when sighted
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"/>
<b>Additional supporting evidence (if applicable)</b>		
<input type="checkbox"/> a marriage or divorce certificate, death certificate or change of name certificate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> a statutory declaration for those who are separated	<input type="checkbox"/>	<input type="checkbox"/>
<b>Transaction type</b>		
<b>Contract to purchase a new home off the plan</b>		
<input type="checkbox"/> a copy of the exchanged contract of sale, dated and signed by all parties	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> a copy of the transfer of land with a dealing number	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contract to purchase a new home</b>		
<input type="checkbox"/> a copy of the exchanged contract of sale, dated and signed by all parties	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> a copy of the building permit and/or a copy of the Domestic Building Insurance Certificate of Insurance from the contract of sale	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> a copy of the Certificate of Occupancy	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> a copy of the transfer of land with a dealing number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> a written and signed statement from vendor(s) confirming the 'property (stating the address) has never been lived in and that this is the first sale of the property as a residential premises'	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contract to build a home</b>		
<input type="checkbox"/> a copy of your contract to build dated and signed by all parties	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> a title search showing the applicant(s) as the registered proprietor(s)*	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> a copy of the Certificate of Occupancy*	<input type="checkbox"/>	<input type="checkbox"/>
<b>Owner builder</b>		
<input type="checkbox"/> a copy of the evidence for laying of the foundations	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> a copy of the Certificate of Occupancy	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> a copy of receipts for the home totalling more than the grant amount*	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> a title search showing the applicant(s) as the registered proprietor(s)*	<input type="checkbox"/>	<input type="checkbox"/>
<b>Related or associated party, nominee purchaser or deceased estate transactions</b>		
Supporting evidence if your application falls within one of the following: <i>related or associated party*</i> ; <i>nominee purchaser*</i> ; or deceased estate (not related) transaction. All deceased estate (related) transactions must be lodged with the SRO. (please refer to page 4 of the Lodgement Guide)	<input type="checkbox"/>	<input type="checkbox"/>

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

APPROVED AGENT AND SRO 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" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="Y"/> <input type="text" value="Y"/>