

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 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.

HOW DO I APPLY?

Applicants can complete and lodge an application form with either an approved agent, which includes approved financial institutions, or *Service Tasmania Shops*. You are only able to complete and lodge an application form with a financial institution where you are borrowing funds from that financial institution, as part of buying or building your home. You will be required to lodge supporting documentation with this application (see "Supporting Documentation").

Approved Agents

If applying via an approved agent, complete and submit the 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.** Alternatively you can check with your local financial institution to see if they are an approved agent.

Service Tasmania Shop

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

Spouse

If your spouse is also an applicant, their details need to be completed under Applicant 2 details of the form. If the spouse is not an applicant, their details must be recorded in Section 6 of this application.

WHEN WILL THE GRANT BE PAID?

Approved Agent

For the purchase of an **existing dwelling**, payment will be made at settlement. For a **contract to build**, payment will be made on the first progress payment (first draw down on the loan). For an **owner-builder**, payment will be made following receipt of a certificate of occupancy/completion.

Service Tasmania Shop

For the purchase of an **existing dwelling**, payment will be made after settlement. For a **contract to build or an owner-builder**, payment will be made following receipt of a certificate of occupancy/completion.

Claims will take up to 14 days to process therefore lodge this application as soon as you have all the information and documentation.

IMPORTANT DEFINITIONS

Applicant(s)

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

Permanent Resident

Holder of an Australian permanent visa.

Spouse

A person is a spouse of another if they are legally married to each other, or are de facto spouses of each other.

Home

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

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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 State Revenue Office, therefore any further information required should be directed to the State Revenue Office.

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 detail in this section.
- If there are more than two applicants, an additional application will need to be completed and attached to this one.
- For an applicant who is married or in a de facto relationship there are two options. If the partner is an applicant then they are to be recorded within this section. If the partner is not an applicant, they will be required to complete their details in Section 6 on Page 6 of this application.
- Nominate a postal address for all correspondence to be sent to for all applicants.

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

- Provide the current title (Volume and Folio numbers) of the property being purchased or land on which it is constructed. These numbers can be obtained from 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 an owner of the home or 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 a residence within 12 months.

SECTION 4 – PAYMENT DETAILS IF APPLYING THROUGH THE STATE REVENUE OFFICE

- Applicants must complete this section only if applying direct to the State Revenue Office via *Service Tasmania*.
- You are able to nominate any account to receive EFT funds, including an account of a person who is not an applicant.
- Payment of the grant will be made into a nominated bank account. Give details of the name of bank, account name, BSB, and account number. Failure to provide correct details may cause a delay 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

- This must be completed and signed by all applicants, who must have read and understood all details on the application form, including the eligibility criteria.

SECTION 6 - SPOUSE DETAILS

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

SCHEDULE 1 - SUPPORTING DOCUMENTATION

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

PENALTIES

The State Revenue Office of Tasmania, as part of its role in administering the *First Home Owner Grant Act 2000* 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 *First Home Owner Grant Act 2000*.
- 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 Outlets

Telephone: 03 6233 3465

Facsimile: 03 6234 3357

E-mail: fhogs@tres.tas.gov.au

Internet: www.tres.tas.gov.au (State Taxation Link)

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.

OFFICE USE ONLY	
UIN	
AA Branch	
AA Reference	

SECTION 1 - ELIGIBILITY CRITERIA

APPLICANT ELIGIBILITY CRITERIA

- Will this be the first time **each** applicant or their spouse could receive a grant under the *First Home Owner Grant Act 2000* in any State or Territory of Australia? Yes No
- Is **each** applicant and their spouse 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? Yes No
- Is **each** applicant and 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? Yes No
- Is **each** applicant a natural person? Yes No
- Is at least **one** applicant a permanent resident or Australian citizen? Yes No
- Will **all** applicants be occupying the established home as their principal place of residence within 12 months of either settlement or completion of construction? Yes No

TRANSACTION ELIGIBILITY CRITERIA

Please answer only one of a, b or c.

- Has each applicant **on or after** 1 July 2000:
 - entered into a Contract of Sale and Purchase or Agreement for the purchase of a home in Tasmania? Yes No

OR

 - entered into a comprehensive building contract to have a home built on their land in Tasmania? Yes No

OR

 - in cases of an owner-builder, commenced construction (laying of the foundations) of a home on their land in Tasmania? 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 decision being made by the Commissioner of State Revenue.

Please note that there are significant penalties for making a false or misleading statement.

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SECTION 6 - SPOUSE DETAILS

Only complete this section if the spouse/de facto of an applicant **has not** been specified as an applicant.

SPOUSE DETAILS

	Spouse of Applicant 1					Spouse of Applicant 2				
	Mr	Mrs	Miss	Ms	Dr	Mr	Mrs	Miss	Ms	Dr
Title (please circle)										
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	<input type="text"/>					<input type="text"/>				
Original Family Name (including maiden 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"/>					<input type="text"/>				
Current Residential Address	<input type="text"/>					<input type="text"/>				
	State/Territory					State/Territory				
	<input type="text"/>					<input type="text"/>				
	Country					Country				
	<input type="text"/>					<input type="text"/>				
	Street No		Street Name			Street No		Street Name		
	<input type="text"/>					<input type="text"/>				
	Town/Suburb					Town/Suburb				
	<input type="text"/>					<input type="text"/>				
	State					State				
	Postcode					Postcode				

SPOUSE DECLARATION

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

I give authorisation for the approved agent identified in this application form to have access to any information held that may affect this First Home Owner Grant application and disclose it in good faith to the State Revenue Office.

	Spouse of Applicant 1	Spouse of Applicant 2
Signature	<input type="text"/>	<input type="text"/>
Signature of witness (not another applicant or spouse of an applicant)	<input type="text"/>	<input type="text"/>
Name of witness	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>

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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 Service Tasmania shop

<p>◆ Evidence of the purchase in the form of one of the following: 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 style="writing-mode: vertical-rl; transform: rotate(180deg);">Must tick one</p>
<p>◆ Proof of Australian Citizenship of Permanent Residency status for at least 1 applicant: 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 style="writing-mode: vertical-rl; transform: rotate(180deg);">Must tick one</p>
<p>◆ Proof of completion of settlement/construction: Purchase of an existing home</p> <ul style="list-style-type: none"> • Copy of the Land Title in the applicants names; 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 style="writing-mode: vertical-rl; transform: rotate(180deg);">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>Office Use Only</p>
<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 style="writing-mode: vertical-rl; transform: rotate(180deg);">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 style="writing-mode: vertical-rl; transform: rotate(180deg);">Must tick</p>