



# First Home Owner Grant

28 September 2010

## Lodgement Guide and Application Form

**NOTE: Read the 'Terms Used' for explanations of the terms used in this document**

### To apply 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.
- ✓ 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.
- ✓ Ensure each person holding a relevant interest in the property is an applicant.
- ✓ Reside in the home as their principal place of residence for a **continuous period of 6 months** commencing within 12 months of completion of the eligible transaction.
- ✓ Lodge an application within 12 months of completion of the eligible transaction.

### Applicants and their spouse (including a 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 when you purchase your first home.
- ✓ Not have previously **owned** a residential property anywhere in Australia **prior** to 1 July 2000.
- ✓ Not have previously **owned and occupied** a residential property anywhere in Australia **after** 1 July 2000.

### How to lodge your application

You can lodge your application with:

- the **approved agent** who is providing finance for your home. A list of approved agents can be found at [www.sro.tas.gov.au/fhog](http://www.sro.tas.gov.au/fhog); or
- at your nearest *Service Tasmania* shop.

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

Your application will be processed and you will be advised of the outcome in writing within 14 days of lodging your application.

# First Home Owner Grant – Lodgement Guide

## What homes qualify?

A new or established dwelling including a house, flat, unit, townhouse or apartment anywhere in Tasmania that meets local planning standards.

## How do I apply?

You can complete and lodge an application form with either an approved agent (financial institutions), or *Service Tasmania* shops. You are only able to complete and lodge an application form with an approved agent when you are obtaining finance from that approved agent. You may be required to lodge supporting documentation with this application (see “Supporting Documentation” in Schedule 1 of this document).

**Approved Agents** - If applying through an approved agent, complete and submit your application form and supporting documents directly to the agent. A complete list of financial institutions that are approved agents is available on the SRO website at [www.sro.tas.gov.au/fhog](http://www.sro.tas.gov.au/fhog). Alternatively, you can check with your local financial institution to see if they are an approved agent for the First Home Owner Grant.

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

## When will the grant be paid?

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

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

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

- Applicants must live in the home as their principal place of residence for **6 continuous months** commencing **within** 12 months of completion of the eligible transaction.
- It is the responsibility of the applicant to satisfy the Commissioner that they have met the residency requirement. Applicants may be required to verify this later by providing documentation supporting their period of declared residence.
- Should you move out of the home or sell it after a period of less than 6 months, you **must** contact SRO within 14 days to advise of your change of circumstances. Under normal circumstances you will be required to repay the grant.

# First Home Owner Grant – Lodgement Guide

## Terms used

<b>Applicant</b>	A person applying for a grant who, on completion of the purchase of a home or construction of a new home, will own or have a relevant interest in the land on which the home is built.
<b>Approved agent</b>	An organisation approved by SRO (including a financial institution) that processes applications for the First Home Owner Grant.
<b>Certified copy</b>	<p>A true copy of an original document that has been sighted by an acceptable person* and noted as follows: <b>'I certify that I have sighted the original document and this is a true copy of it'</b>. This certification must have the certifier's Name, Title, Registration number (where applicable) and be signed and dated.</p> <p>*Examples of an acceptable person include a legal practitioner, justice of the peace (JP), commissioner for declarations, magistrate, notary public, police officer, dentist, pharmacist, certified practising accountant, member of parliament, medical practitioner, lending officer and public servants (with five years service).</p>
<b>Commissioner</b>	Means the Commissioner of State Revenue.
<b>Completion of the eligible transaction</b>	In the case of a contract for the purchase of a home, an eligible transaction is completed when settlement takes place. In the case of a contract to have a home built, or the building of a home by an owner builder, an eligible transaction is completed when the building is ready for occupation as a place of residence.
<b>Contract to build</b>	A comprehensive home 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.
<b>Consideration</b>	The purchase price or cost of construction of the home.
<b>Eligible transaction</b>	A contract for the purchase of a home, or a contract to build a home, entered into on or after 1 July 2000, or the commencement of construction of a home as an owner builder on or after 1 July 2000.
<b>Established home</b>	A home that has been previously occupied and is lawfully fit for occupation.
<b>Home</b>	Is 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.
<b>Natural person</b>	A person (does not include a company or trust).
<b>New home</b>	A home that has not previously been lived in or sold as a place of residence.
<b>Notifiable event</b>	<p>You are required by law to notify the Commissioner in writing within 14 days of becoming aware of a notifiable event. Failing to occupy the home for which you receive the grant as your principal place of residence for at least six continuous months, within 12 months from the date of completion of the eligible transaction, is a notifiable event.</p> <p>For example, the Commissioner must be notified:</p> <ul style="list-style-type: none"><li>- within 14 days, if you have not commenced occupying the home as your principal place of residence by the end of the 12 month period allowed to do so; or</li></ul>

# First Home Owner Grant – Lodgement Guide

- within 14 days of the date on which it first becomes apparent that the requirement to occupy the home as your principal place of residence will not be complied with.

**Off the plan** A contract for the purchase of the home on a proposed lot in an unregistered plan of a subdivision of land.

**SRO** Means the State Revenue Office.

**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.

**Owner** A person who has a relevant interest in land on which a home is built.

**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. This home must be occupied by all applicants for a continuous period of 6 months commencing within 12 months of the completion of the eligible transaction.

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

- one is the spouse/partner of the other, or
- they are related by blood, marriage or adoption, or
- they are a shareholder or director of the other party, being a company, or
- they are a beneficiary of a trust for which the other party is a trustee.

**Relevant interest** In the context of this application, 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. Each person acquiring a ‘relevant interest’ must be an applicant on this form.

**Residential property** Land in Australia on which there is a home which is lawfully occupied as a place of residence and suitable for occupation as a place of residence. These include houses, townhouses, units, flats, converted warehouses and fixed moveable homes.

**Spouse/Partner** A person is a spouse/partner of another if they are legally married to each other or they are in a significant relationship. The full definition of a significant relationship is contained in the *Relationships Act 2003* but briefly, it is considered to be a relationship between two adults that are not married to each other, but are in a relationship similar to that of a married couple. A significant relationship **is not** limited to couples of the opposite sex.

## Personal information protection statement:

Personal information will be collected from you by the Commissioner of State Revenue and will be used for the purpose of administering the *First Home Owner Grant Act 2000*. You are required to provide this information under the relevant provisions of that Act and Regulations made under that Act.

Your personal information may only be disclosed in accordance with the provisions of the *First Home Owner Grant Act 2000* and will be managed in accordance with the *Personal Information Protection Act 2004*. You may access your personal information on request to the Commissioner of State Revenue. You may be charged a fee for this service.

# Guide to Completing the Application

The first home owner grant application form has 7 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, and any spouse/partner of these persons, are to be considered when answering these questions.
- All decisions relating to the eligibility of an applicant are made by the Commissioner, therefore any further information required should be sought from the SRO.

## Section 2 – Applicant Details

- Detail the number of persons with a “relevant interest” (refer to ‘Terms Used’). 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 are to 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 is to be completed by the applicant in relation to the spouse/partner of the applicant who has not already been specified as an applicant (and therefore will have no “relevant interest” in the residential property).

## Section 4 – Property and Transaction Details

- Provide the current title (Volume and Folio numbers) details of the property. These numbers can be obtained from the Transfer document, a title search, or it is sometimes included on the Contract for Sale and Purchase. If the title number is unavailable, enter the parent title number.
- Provide the expected date of occupancy as owner of the home. Estimate this date if you are unsure. To be eligible for the grant all applicants must move into the home and maintain it as their principal place of residence for a continuous period of 6 months, commencing within 12 months of purchase or completion (if a new home).

## Section 5 – Payment Details

*Applicants must complete this section only if applying through Service Tasmania.*

- You are able to nominate an account to receive funds electronically (EFT), including an account of a person who is not an applicant.
- Payment of the grant will be made into the nominated bank account. Provide details of the name of financial institution, account name, BSB, and account number. Failure to provide correct details may cause delays in payment of the grant.

## Section 5 – Payment Details (cont.)

- 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 6 – Declaration by Applicant

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

## Section 7 – Declaration by Spouse/Partner

If an applicant's spouse/partner is not an applicant, this Declaration must be signed by the spouse/partner, who must have read and understood all details as completed on the application form as much as they relate to them.

## Schedule 1 – Supporting Documentation

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

## Administrative Penalties

The State Revenue Office of Tasmania, as part of its role in administering the *First Home Owner Grant Act 2000*, conducts ongoing investigations to ensure that applicants comply with the conditions of the Act. If applicants receive the grant when they are not entitled to it, or do not comply with the residency requirement, then administrative penalties and interest may be imposed. The amount of any administrative penalty that may be applied is dependant on the circumstances of each case and is in addition to having to pay back the grant. In some circumstances the administrative penalty applied can be equal to the amount of the grant received.

## Criminal Offences and Prosecutions

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Dishonestly, intentionally or negligently providing false or misleading information, omitting any matter from a statement that makes a statement false or misleading or providing a document that is false or misleading **is a criminal offence**. Upon identification the Commissioner may refer such matters to Tasmania Police for investigation. Subject to the outcomes of any investigation, Tasmania Police may commence prosecution action in respect of such offences. Substantial fines may be imposed by a court where an applicant is found guilty and convicted of an offence. Criminal proceedings may be commenced in addition to the imposition of an administrative penalty (refer above).

**All applications undergo a rigorous review where applicants are checked for former home ownership in Tasmania and interstate. Other checks into spouse/partner status, council records, title details and finance particulars are undertaken on a routine basis.**

### Enquires

#### In writing:

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

#### In Person:

Service Tasmania Shops

Telephone: (03) 6233 2927

Facsimile: (03) 6234 3357

Email: fhogs@treasury.tas.gov.au

Internet: www.sro.tas.gov.au/fhog

FHG\_0050 18 Sep 2009



# First Home Owner Grant

18 Sep 2009

## Application Form

**NOTE:**

- This application will not be accepted unless fully completed, signed in 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.
- There are significant penalties for making a false or misleading statement, as well as possible prosecution.
- Please answer all questions and tick [✓] the appropriate boxes.

<b><u>Office use only</u></b>
UIN
Application reference
Application received by
Date lodged

## Section 1 – Eligibility criteria

### NOTE:

- Eligibility is determined at the date of lodgement of this application.
- All applicants and their spouses/partners must be considered when answering eligibility questions.

### Eligibility checklist

1. Is this the first time <b>each</b> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is <b>each</b> applicant 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 relevant interest 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</b> applicant and their spouse/partner a person who has <b>never owned and occupied</b> a residential property in which they acquired a relevant interest (other than the property to which this application relates) <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</b> applicant a natural person (eg not a company) and at least 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is <b>at least one</b> applicant a permanent resident or Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Will all applicants be occupying the home as their principal place of residence for a continuous period of 6 months commencing within 12 months of completion of the eligible transaction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Has each applicant <b>on or after 1 July 2000</b> , either: <ul style="list-style-type: none"><li>■ entered into a contract for the purchase of a home in Tasmania <b>OR</b></li><li>■ entered into a contract to have a home built in Tasmania <b>OR</b></li><li>■ in the case of an owner builder, commenced construction of a home in Tasmania? (ie laying of foundations)</li></ul>	<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 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 at Section 6.

### Number of applicants

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

### Related or associated party transactions

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

Yes  No





## Section 3 – Spouse/partner details

**NOTE:**

- This schedule 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	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr																																
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Middle name(s)	<input type="text"/>	<input type="text"/>																																
Family name	<input type="text"/>	<input type="text"/>																																
Name on birth certificate (if different from above)	First name <input type="text"/>	<input type="text"/>																																
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	Country <input type="text"/>	<input type="text"/>																																
Has your spouse/partner ever used any name other than the name(s) declared above?	<input type="checkbox"/> Yes – list name(s) below	<input type="checkbox"/> No																																
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## Section 4 – 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)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Purchase or construction price

\$ <input type="text"/>
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## Section 4 – Property and transaction details (cont.)

### Title details

Volume:	Folio:
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### Transaction details

What type of transaction does this application refer to?

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

<b>Approved agent and SRO use only</b>							
<input type="checkbox"/> All evidence sighted	Name of person sighting the evidence _____						
Payment eligibility date					2	0	
	D	D	M	M	Y	Y	Y
(Enter settlement, completion or first draw down date only)							

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

				2	0		
D	D	M	M	Y	Y	Y	Y

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

				2	0		
D	D	M	M	Y	Y	Y	Y

NOTE: If lodging with an approved agent, please estimate

## Section 5 – Payment details

### NOTE:

- If applying with SRO via *Service Tasmania*, 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

Name of financial institution and branch

--

Account name (eg John & Jan Citizen)

--

BSB number (must have 6 numbers)\*

--	--	--	--	--	--

Account number (maximum of 9 numbers)\*

\* **DO NOT** include dashes or spaces

--	--	--	--	--	--	--	--	--

<b>Approved agent use only</b>							
Applicant reference							

## Section 6 – Declaration by applicant

1. I have completed the application form and attached all relevant documents in support of this application.
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**.

## Section 6 – Declaration by applicant (cont.)

4. I declare that I have not owned and occupied a residential property within Australia in which I acquired a relevant interest on or **after 1 July 2000**.
5. I declare that at the date of lodgement of this application that **at least one applicant** for the grant is a **permanent resident or an Australian citizen**.
6. I will be residing in the home that is the subject of this application as my principal place of residence for a **continuous period of 6 months** commencing within 12 months of completion of the eligible transaction.
7. 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.
8. I have read and understood the information prepared by 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.
9. I authorise SRO to access and exchange information about me to verify my eligibility for the First Home Owner Grant with the approved agent (where applicable), other State, Territory and Australian Government agencies and commercial organisations as permitted by law.
10. I understand that the approved agent is not authorised by SRO to offer any advice or assistance on the conditions of eligibility for the grant, or on the completion of this application.
11. 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.
12. I authorise the Commissioner to address all correspondence relating to this application to Applicant 1 at the address nominated.
13. I acknowledge that making statements or providing documents that are false or misleading in relation to this application, is a serious offence and that I may be prosecuted or liable to penalties and be required to repay the grant.
14. I authorise SRO to deposit the grant into the account nominated in Section 5, the Trust account nominated in my Solicitor's or Conveyancer's Undertaking, or into the approved agent's nominated account when lodged with the approved agent (ensure account details are correct).

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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <b>2</b> <b>0</b> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <b>2</b> <b>0</b> <input type="text"/> <input type="text"/>
Before me (signature of witness)*		
Full name and address of witness	Name	Name
	Street no.      Street name	Street no.      Street name
	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

## Section 7 – Declaration by spouse/partner

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** a residential property within Australia in which I held a relevant interest **on or after 1 July 2000**.
5. I authorise SRO to access and exchange information about me that may affect the applicant's eligibility for the First Home Owner Grant with the approved agent (where applicable), other State, Territory and Australian Government agencies and commercial organisations as permitted by law.
6. I acknowledge that making statements or providing documents that are false or misleading in relation to this application is a serious offence and that I may be prosecuted and/or liable to administrative penalties.

	Spouse/partner of applicant 1	Spouse/partner of applicant 2
Name		
Signature		
Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <b>2 0</b> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <b>2 0</b> <input type="text"/> <input type="text"/>
Before me (signature of witness)*		
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

## Schedule 1 – Supporting Documentation

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

The following documents are to be lodged when applying through a *Service Tasmania* shop. Please **do not send original** documents.

◆ Evidence of eligible transaction in the form of one of the following:	Office Use Only
<p><b>Purchase of an existing home</b></p> <ul style="list-style-type: none"> <li>• A signed copy of the contract for sale and purchase</li> </ul> <p><b>Comprehensive home building contract</b></p> <ul style="list-style-type: none"> <li>• A signed copy of the building contract</li> </ul> <p><b>Owner builder</b></p> <ul style="list-style-type: none"> <li>• Proof of commencement of construction (ie to at least laying of foundations)</li> </ul>	<div style="display: flex; align-items: center;"> <input type="checkbox"/> Provided           <div style="margin-left: 20px;"><input type="checkbox"/> Provided</div> <div style="margin-left: 20px;"><input type="checkbox"/> Provided</div> <div style="margin-left: 20px; writing-mode: vertical-rl; transform: rotate(180deg);">Must tick one</div> </div>
◆ Proof of completion of settlement/construction:	Office Use Only
<p><b>Purchase of an existing home</b></p> <ul style="list-style-type: none"> <li>• Copy of the land title in the applicant's name(s)</li> <li>• Memorandum of Transfer signed by the vendor, together with confirmation from Solicitor/Approved Agent that settlement has been completed</li> </ul> <p><b>Contract to build a new home</b></p> <ul style="list-style-type: none"> <li>• Certificate/Permit of Completion or Occupancy</li> </ul> <p><b>Owner builder</b></p> <ul style="list-style-type: none"> <li>• Certificate/Permit of Completion or Occupancy</li> </ul>	<div style="display: flex; align-items: center;"> <input type="checkbox"/> Provided           <div style="margin-left: 20px;"><input type="checkbox"/> Provided</div> <div style="margin-left: 20px;"><input type="checkbox"/> Provided</div> <div style="margin-left: 20px; writing-mode: vertical-rl; transform: rotate(180deg);">Must tick one</div> </div>
◆ Proof of Identity	Office Use Only
<p><b>If lodging with an Approved Agent</b> – provide a category 1 document only to establish your citizenship or permanent residency. The 100 point check conducted by the Approved Agent will meet the remaining Proof of Identity categories.</p> <p><b>If lodging with SRO, via Service Tasmania</b> – the following evidence <b>must</b> be submitted with your application:</p> <p><b>Proof of identity</b></p> <ul style="list-style-type: none"> <li>• Each applicant and their spouse must provide a document from each of the four categories (<b>four documents per person</b>). A single document cannot be used for more than one category.</li> <li>• Preferred documents are shown below. For more information on acceptable documents, please contact the SRO direct.</li> <li>• <b>Certified copies of original documents</b> are required for Proof of identity purposes. (For persons who can certify copies, refer to Terms Used)</li> </ul> <p><b>Category 1</b> – Evidence of applicant's right to be in Australia (Provide one document)</p> <p><b>If an Australian citizen:</b></p> <ul style="list-style-type: none"> <li>■ Australian Passport, or</li> <li>■ Australian birth certificate issued by Registry of Births Deaths &amp; Marriages</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>■ Citizenship Certificate</li> </ul> <p><b>If a New Zealand citizen:</b></p> <ul style="list-style-type: none"> <li>■ Current passport</li> </ul> <p><b>NOTE:</b> New Zealand citizens must be living in Australia at time of application</p> <p><b>If a citizen of another country:</b></p> <ul style="list-style-type: none"> <li>■ Current passport, and</li> <li>■ Permanent residency certificate or permanent residency visa</li> </ul> <p><b>NOTE:</b> At least one applicant must have Permanent Residency or Citizenship of Australia</p> <p><b>Category 2*</b> – Linkage between Identity and Person (photo and preferably signature) (Provide one document)</p> <ul style="list-style-type: none"> <li>■ Australian Drivers Licence (current)</li> <li>■ Passport (current)</li> <li>■ Firearms Licence (current)</li> <li>■ TAS photo identification card, including Australian, Tasmanian or Local Government employees</li> </ul> <p><b>Category 3*</b> – Evidence that applicant resides in Australia (Provide one document)</p> <ul style="list-style-type: none"> <li>■ Medicare Card</li> <li>■ Motor Vehicle Registration</li> <li>■ Centrelink or Department of Veterans Affairs Card</li> <li>■ Debit/credit card, including a Bank/Credit Union or Building Society</li> </ul> <p><b>Category 4*</b> – Evidence of applicant's residential address (Provide one document)</p> <ul style="list-style-type: none"> <li>■ Utility documents of residential address (eg bills for electricity, gas, telephone, water etc)</li> <li>■ Insurance Policy with current residential address</li> <li>■ Statement of account, including a Bank/Credit Union or Building Society</li> </ul> <p><b>* Not required if application is lodged through an Approved Agent</b></p> <p><b>NOTE:</b> 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 (eg marriage certificate, change of name certificate or deed poll)</p>	<div style="display: flex; align-items: center; margin-bottom: 20px;"> <input type="checkbox"/> Provided           <div style="margin-left: 20px;"><input type="checkbox"/> Provided</div> </div> <div style="display: flex; align-items: center; margin-bottom: 20px;"> <input type="checkbox"/> Provided           <div style="margin-left: 20px;"><input type="checkbox"/> Provided</div> </div> <div style="display: flex; align-items: center;"> <input type="checkbox"/> Provided           <div style="margin-left: 20px;"><input type="checkbox"/> Provided</div> </div>

## NOTES