

Information Privacy Act 2000

All information collected by the SRO is protected by secrecy provisions in Acts administered by the SRO and in addition, personal information you provide to the SRO is protected by the Information Privacy Act 2000. Any information collected from you is only used for the purposes of the Acts administered by the SRO. Information (including personal information) is not disclosed to third parties unless authorised by law, or with your consent.

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	<input type="text"/>
Application reference	<input type="text"/>
Application received by	<input type="text"/>
Date lodged	<input type="text"/>

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 each applicant and/or their spouse/partner will receive a grant under the <i>First Home Owner Grant Act 2000</i> in any State or Territory of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is each applicant and their spouse/partner a person who has never owned a residential property, either jointly, separately or with some other person before 1 July 2000 in any State or Territory of Australia? NOTE: Applicants are not eligible for a grant if they or their spouse/partner have held a <i>relevant interest in residential property</i> prior to 1 July 2000, even if they have never occupied the property	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is each applicant and their spouse/partner a person who has never occupied a residential property for a continuous period of at least six months in which they acquired a <i>relevant interest on or after 1 July 2000</i> in any State or Territory of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is each applicant a <i>natural person</i> (e.g. not a company or trust) and at least 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is at least one applicant a <i>permanent resident</i> or Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Will at least one applicant be occupying the home as their <i>principal place of residence</i> for a continuous period of at least six months commencing within 12 months of <i>completion of the eligible transaction</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Has each applicant on or after 1 July 2000 , either: <ul style="list-style-type: none"> ■ entered into a contract for the purchase of a <i>home</i> in Victoria OR ■ entered into a contract to have a <i>home</i> built in Victoria OR ■ in the case of an <i>owner builder</i>, commenced construction of a <i>home</i> in Victoria? (i.e. laying of foundations) 	<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(s)' at section 6.

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

 No

If Yes, please refer to 'further supporting evidence' on page 4 of the Lodgement Guide

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

 First name

 Middle name(s)

 Middle name(s)

 Family name

 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

 State/Territory

 Country

 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 no.

 Street name

 Street name

 Suburb/town

 Suburb/town

 State Postcode

 State Postcode

Address for service of notices (if different from above)

 Street no.

 Street no.

 Street name

 Street name

 Suburb/town

 Suburb/town

 State Postcode

 State Postcode

Do you have a *spouse/partner*?

 Yes No

 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 3 - *spouse/partner* details.

 Yes

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

 No

If No, you must complete section 3 - *spouse/partner* details.

SECTION 3 Spouse/partner details

NOTE: ■ This section must be completed where the *spouse/partner* of an *applicant* has not been specified as an *applicant* in section 2.

■ 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
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"/>
Name on birth certificate (if different from above)	<input type="text"/> First name <input type="text"/> Middle name(s) <input type="text"/> Family name	<input type="text"/> First name <input type="text"/> Middle name(s) <input type="text"/> Family name
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"/> 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
Place of birth	<input type="text"/> State/Territory	<input type="text"/> State/Territory
	<input type="text"/> Country	<input type="text"/> Country
Has your <i>spouse/partner</i> ever used any name other than the name(s) declared above?	<input type="checkbox"/> Yes – list name(s) below <input type="checkbox"/> No	<input type="checkbox"/> Yes – list name(s) below <input type="checkbox"/> No
	<input type="text"/>	<input type="text"/>
Daytime telephone number	<input type="text"/> ()	<input type="text"/> ()

SECTION 4 Property and transaction details

Address of the property

Lot no. Unit/Street no. Street name

Suburb/town State VIC Postcode

Date when occupation as a *principal place of residence* commenced or is intended to commence (if not known estimate) D D M M 2 0 Y Y Purchase or construction price \$

Title details

Lot no. Plan no. Plan type* Volume Folio

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

Transaction details

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

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

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

D D M M 2 0 Y Y

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

D D M M 2 0 Y Y

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

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All evidence sighted Name of person sighting the evidence

Payment eligibility date D D M M 2 0 Y Y (Enter settlement, completion or first draw down date only)

SECTION 5 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)

Would you like to offset the grant against the duty payable in respect of this transaction?

No

Yes



If 'yes', the original fully executed Transfer of Land form is required to be lodged.

(Please note: Offset can only be requested when applying to the *SRO* and is not available for a *terms contract* or a *related or associated party transaction*.)

SECTION 6 Declaration by applicant(s)

- I have completed the application form and attached all relevant documents in support of this application.
- 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 acquired a *relevant interest* on or **after 1 July 2000**.
- I declare that the interest I hold in the property is not held subject to a trust.
- 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*.
- I declare that at least one applicant will be residing in the *home* that is the subject of this application as their *principal place of residence* for a **continuous period of at least six months** commencing within 12 months of *completion of the eligible transaction*.
- 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*.
- 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.
- 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.
- 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.
- 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.
- I authorise the *Commissioner* to address all correspondence relating to this application to Applicant 1 at the address nominated.
- 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.
- I authorise the *SRO* to deposit the grant into the account nominated in section 5 (ensure account details are correct) or into the *approved agent's* nominated account when lodged with the *approved agent*.

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

Applicant 1

Name

Signature

Date

Before me
(signature of witness)*

Full name and address
of witness

Applicant 2

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

SECTION 7 Declaration by spouse/partner(s)

1. I declare that the *spouse/partner* details in section 3, in so far as they relate to me, are true and correct.
2. I declare that I have not previously received and retained the grant under the *First Home Owner Grant Act 2000* or a corresponding Act in another State or Territory, either alone or together with any other person or persons.
3. I declare that I have **not owned** a home or had a *relevant interest* in a *residential property* within Australia **prior to 1 July 2000**.
4. I declare that I have **not owned and occupied for a continuous period of at least six months** a *residential property* within Australia in which I held a *relevant interest* **on or after 1 July 2000**.
5. 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.
6. 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

Name

Signature

Date

Before me
(signature of witness)*

Full name and address
of witness

Signature

Name

Street no.

Street name

Suburb/town

State Postcode

Spouse/partner of applicant 2

Signature

Name

Street no.

Street name

Suburb/town

State Postcode

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

By correspondence

State Revenue Office, GPO Box 1641, MELBOURNE VIC 3001
or DX 260090 Melbourne

In person

State Revenue Office, Customer Service Centre, Level 2, 121 Exhibition Street, Melbourne
Hours of operation: Mon, Tues, Thurs, Fri – 8.30am to 4.30pm **Wed – 8.30am to 1.00pm**

Internet www.sro.vic.gov.au
Email sro@sro.vic.gov.au
Telephone 13 21 61 (local call cost)
Fax 03 9628 6851

SECTION 8 Supporting documentation checklist

- NOTE: ■ To ensure your application is processed in a timely manner, make sure the application is fully completed, signed and dated.
- Please complete the checklist to ensure you have attached the required supporting documentation defined in the lodgement guide. Attach these papers to this page.
 - Your application 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 certified copies**

Applicant
to tick if
attached

Approved
agent or
SRO use
only

Proof of identity of all applicants and their spouse/partner

Tick when
sighted

Category 1 Type of document submitted _____

Category 2* Type of document submitted _____

Category 3* Type of document submitted _____

Category 4* Type of document submitted _____

Additional supporting evidence (if applicable)

- a marriage or divorce certificate, death certificate or change of name certificate
- a statutory declaration for those who are separated

Transaction type

Contract to purchase a home

- a *certified copy* of the exchanged contract of sale, dated and signed by all parties
- a photocopy of the stamped transfer of land form or if requesting offset of grant against duty provide the original signed transfer of land form*

Contract to build a home

- a *certified copy* of your *contract to build* dated and signed by all parties
- a *title search* showing the *applicant(s)* as the registered proprietor(s)*
- a *certified copy* of the Certificate of Occupancy*

Owner builder

- a *certified copy* of the evidence for laying of the foundations
- a *certified copy* of the Certificate of Occupancy
- a *certified copy* of receipts for the home totalling more than the grant amount*
- a *title search* showing the *applicant(s)* as the registered proprietor(s)*

Related or associated party, nominee purchaser or deceased estate transactions

- Supporting evidence if your application falls within one of the following: *related or associated party**; *nominee purchaser**; 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)

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

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Name of person sighting the documentation above

Name of employer

Signature

Date

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