

**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

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? <small>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</small>	<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 <b>relevant interest 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 principal place of residence 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. 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

### 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

 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

 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)	First name <input type="text"/>	First name <input type="text"/>
	Middle name(s) <input type="text"/>	Middle name(s) <input type="text"/>
	Family name <input type="text"/>	Family name <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"/> 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	State/Territory <input type="text"/>	State/Territory <input type="text"/>
	Country <input type="text"/>	Country <input type="text"/>
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"/>
	<input type="text"/>	<input type="text"/>
Daytime telephone number	( <input type="text"/> ) <input type="text"/>	( <input type="text"/> ) <input type="text"/>

## SECTION 4 Property and transaction details

### Address of the property

Lot no.  Unit/Street no.  Street name

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

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:

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	<input type="text"/>
Account name (e.g. John & Jane Citizen)	<input type="text"/>
BSB number (must have 6 numbers)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account number (maximum of 9 numbers)	<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"/>

## SECTION 6 Declaration by applicant(s)

- 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.
- 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 12 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	<input type="text"/>
Signature	<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"/>
Before me (signature of witness)*	<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"/>

### Applicant 2

Name	<input type="text"/>
Signature	<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"/>
Before me (signature of witness)*	<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"/>

\* 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

### Spouse/partner of 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*

#### By mail

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  
For SRO counter service hours, please visit [www.sro.vic.gov.au/counter](http://www.sro.vic.gov.au/counter)

#### Website

[www.sro.vic.gov.au](http://www.sro.vic.gov.au)

#### Email

[sro@sro.vic.gov.au](mailto:sro@sro.vic.gov.au)

#### Phone

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 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 new home

- a copy of the exchanged contract of sale, dated and signed by all parties
- a copy of the stamped transfer of land form or duty statement\*





#### Contract to build a home

- a 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 copy of the Certificate of Occupancy\*







#### Owner builder

- a copy of the evidence for laying of the foundations
- a copy of the Certificate of Occupancy
- a 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

D	D	M	M	2	0	Y	Y
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