

Vic First Home Owner Grant (FHOG) Help Guide version May 4th 2018

STEP 1: READ THIS GUIDE

Read this guide before completing and submitting your FHOG application.

STEP 2 COMPLETE FHOG APPLICATION FORM

Complete all relevant sections of the FHOG application.

STEP 3: SUPPLY ALL SUPPORTING DOCUMENTS

Please complete the checklist on the last page of the FHOG application to ensure all required supporting documentation is attached.

STEP 4: LODGE FHOG APPLICATION

Email and post us your completed original FHOG application.

IMPORTANT NOTES

- Please use the current version of the FHOG application form, i.e. **version 23 April 2018**.
- Please ensure that all boxes/sections of the FHOG form are completed including areas that require a tick for '**not applicable**'
- **Corrections** (*not allowed to use liquid paper*) - Where an applicant makes alterations to the original FHOG application, they must:
 - Ensure all applicants initial and date the amendment on the original application form
 - Re-declare the declaration and the witness to re-witness the declaration. The witness does not have to be the same person as the first witness.

GUIDE TO COMPLETING THE FHOG APPLICATION

The FHOG application form has nine sections. These sections must be completed as follows:

SECTION 1

- Answer questions 1 to 7 by ticking the relevant Yes or No box. Answer these questions carefully, if unsure on how to answer a question then please phone the Victorian State Revenue Office (SRO) on 13 21 61.
- If you answered 'Yes' to ALL 7 questions, you will most likely be entitled to receive the FHOG

SECTION 2

- Make sure you answer every question especially the questions that require a tick in a box .
- NB: The question "*How many people will have a relevant interest in the property*" relates to how many people will be on the **title**.
- If an applicant has a spouse/partner, there are two options.
 1. If your spouse/partner is an applicant and will be on the title, they must also complete this section, **OR**
 2. If your spouse/partner is not an applicant, their details must be recorded within section 4.
- Ensure your details (e.g. date of birth, first, middle and surname) are in the same format as detailed on your contract of sale and identity documents.

SECTION 3

- ADF personnel do not have to meet the residency requirement. Only complete this section if you are applying for the Australian Defence Force exemption.

SECTION 4

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

SECTION 5

- **Complete in full.**
- Ensure the property address for which you are applying for the FHOG exactly matches the address on the contract of sale
- For the '*Date when occupation as a principle place of residence commenced or is intended to commence*' field: Enter the actual or estimated **date field in FULL**.
- For the '*Purchase or construction price*' field: Use the price on your contract of sale if it's an established home. If you're building a new home, then use the build contract price plus any variations.
- Provide the current title (volume and folio numbers) details of the property. These can be obtained from your contract of sale on the *particulars page*, or the transfer of land form, or a title search. If unknown, enter the parent title details.
- Under **Transaction details**: Tick the *off the plan* box if it's a property that requires no progressive payments during construction. Tick the *Contract to build* box if it's a property that does require progressive payments to the builder during construction. The other optional boxes are self-explanatory.
- The 'Date of contract' is the date on your **build contract** and not the **land contract**.
- The 'Date of settlement (or if building, date of completion)' field: Enter the **date field in FULL**.

SECTION 6

- **DO NOT complete this section** because you are applying for the FHOG with the Bank via us.

SECTION 7

- **'Declaration' must be dated after the date of the contract of sale.**
- **You must sign in front of a witness** and the witness:
 - has to provide their **full name** and address
 - must not be the applicant or the spouse/partner of the applicant
 - must not be related to the applicant or spouse/partner of the applicant
 - must be over 18 years of age

SECTION 8

- **Only complete this section if you completed section 4.**
- (If above bullet point is applicable) **You must sign in front of a witness** and the witness:
 - has to provide their **full name** and address
 - must not be the applicant or the spouse/partner of the applicant
 - must not be related to the applicant or spouse/partner of the applicant
 - must be over 18 years of age

SECTION 9

Please complete this 'supporting documentation checklist' to ensure you have attached all the required supporting documents. The supporting documents fall into three categories:

1. A copy of your fully signed contract of sale
2. Category one identity documents
3. Additional supporting evidence is required if you are married, divorced, widowed or separated, or a member of the Australian Defence Force

Make sure **you and your spouse/partner** provide us a Category 1 document to support your FHOG application.

Category 1 documents for **Australian citizens** are:

- A copy of an Australian birth certificate
- A copy of an Australian passport
- A copy of an Australian Citizenship certificate

Category 1 document for **New Zealand citizens*** is:

- A copy of their current passport

Category 1 documents for **citizens of another country** are:

- A copy of their current passport
- A copy of evidence of their permanent residency or permanent residence visa

* New Zealand citizens must be living in Australia upon completion of the eligible transaction

NB. At least one applicant must be an Australian citizen or permanent resident at the date of settlement or completion of construction.

Additional supporting evidence is required if any of the following applies to you:

- **If you are married**, please provide us a copy of your marriage certificate issued by the relevant Births/Deaths & Marriages. This is regardless whether your name has changed
- **If you are divorced or previously divorced**, please provide us a copy of your divorce certificate
- **If you are widowed**, please provide us a copy of the death certificate of your spouse/partner
- **If you are separated**, please provide us a statutory declaration with the following information about your former spouse/partner (their name, their date of birth, their current address (if known), the date you were married or commenced your domestic relationship, the date you separated, a statement to the effect that you do not live together and have no intention of resuming your relationship.
- **A member of the Australian Defence Force (ADF)**, please provide us
 - a copy of a document issued by the ADF showing your name and that you are a permanent member of the ADF at the commencement date of the eligible transaction.
 - a copy of documentation confirming your enrolment on the Victorian electoral roll
- **If any part of your name** on any of your identification documents that you supply is **different** or **different to the name you put on the FHOG application**, then an original statutory declaration is required to link the name variances (*see overleaf*).

As per State Revenue Office (SRO) requirements, a statutory declaration must contain the following information: -

1. Applicant must state their true and correct name.
2. Applicant must state any other names known by.
3. Applicant must provide a reason for the variation or name change.
4. Applicant must declare they are one and the same person as all names noted.