

## First Home Owners Grant Application Guide.

**New South Wales.** 

#### Filling out forms can be tricky, so we've put together a guide to help you complete your First Home Owners Grant (FHOG) application.

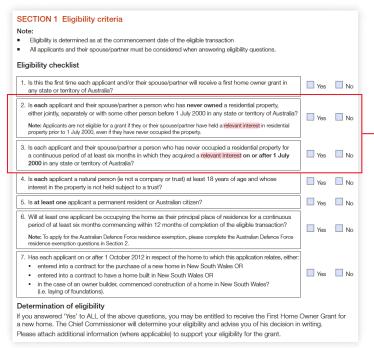
The FHOG application consists of three parts:

- Lodgement guide (pages 1-13)
  This contains important information about the grant, your obligations after receiving it and a glossary of terms and meanings.
- Application form (pages 14-21)
  You'll be required to fill out this section. We've provided some Q&As to help you.
- Supporting document checklist (page 22)
  This is a comprehensive list of the supporting documents needed for your application.

## Part 1. Lodgement guide.

#### Section 1 – Eligibility criteria.

This section determines whether you meet the eligibility requirements to apply for the grant. You'll be asked questions such as your Australian citizenship or residency status, if you've owned residential properties in the past, or if you've entered into a contract to purchase or build a new home.



Page 14 of application form.

#### Q: What does 'relevant interest' mean?

**A:** 'Relevant interest' refers to the number of people who will be owners of the property.

**Tip:** Correction fluid, or liquid paper, cannot be used on this form. To make an amendment, simply strike out the error, add the correct information, and have this initialled by all people involved in the application.

Ensure all questions are answered and captured legibly.

### Part 2. Application form.

#### Section 2 & 3 – Applicant and spouse/partner details.

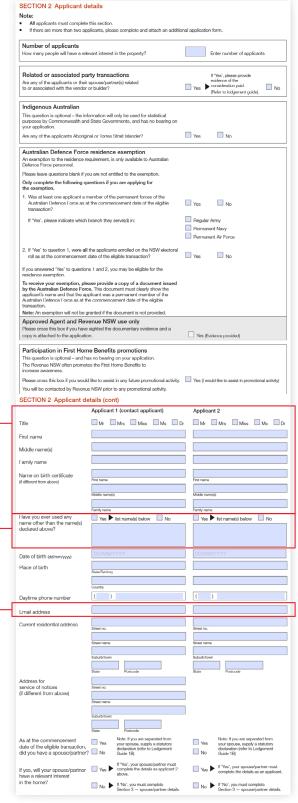
In this section you'll be asked to provide details such as your name, date of birth, residential and postal address and indicate whether you have a spouse. If you have a spouse, you'll also need to provide their details.

- Q: What name should I use on the application?
- **A:** Your First, Middle and Family name used on your application must be the same name that appears on your loan application and your identification documents.
- Tip: There should be no variations of your name between your identity documents, building/sale contract or loan application. If variations exist, forward all supporting documents with this application to our FHOG team and we'll help resolve this with your Home Finance Manager or Broker.

- **Tip:** You'll need to provide additional supporting evidence if you've declared a previous or alternate name (this includes any previous married names). Please refer to the 'Supporting Documentation' section of the application for a complete list of acceptable identification documents.
- **Tip:** If you're applying as an Applicant and **will be** on the title after settlement; complete the 'Applicant details' section.

If you're applying as a Spouse or Partner and **will not be** on the title after settlement; complete the 'Spouse/Partner details' section.

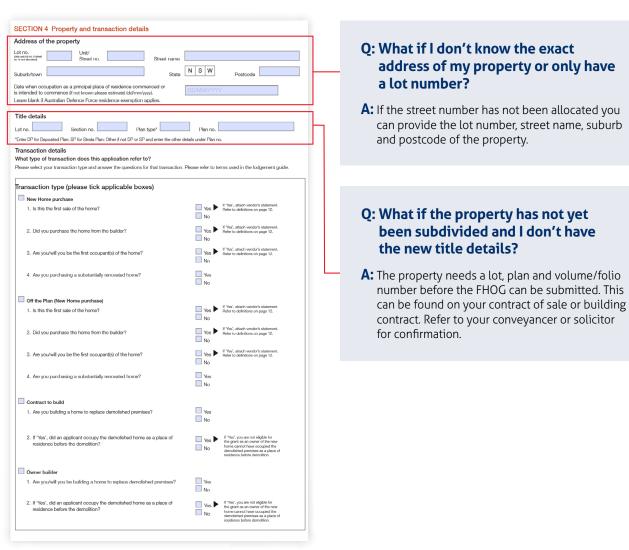
**Tip:** Ensure your email address is legibly captured.



Pages 15-17 of application form.

#### Section 4 – Property and transaction details.

Here you'll provide the property address details and the type of transaction that applies to your new home application (e.g. purchasing a new home, a contract to build, etc.).

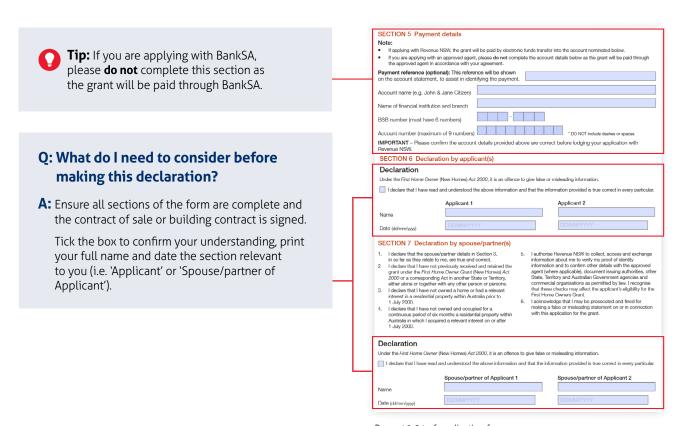


Pages 17-19 of application form.

## Section 5, 6 & 7 – Payment details, Declaration by applicant and by spouse/partner.

If you're applying with Revenue NSW, the grant will be paid via electronic funds transfer into the account nominated in this section.

Finally, you'll be asked to declare and confirm that all the details you've provided are correct. If you have a spouse, they'll also need to declare and confirm the details listed in Section 3 are correct.



Pages 19-21 of application form.

# Part 3. Supporting document checklist.

#### Section 8 – Supporting documentation checklist.

This checklist helps ensure you've attached copies of all the required supporting documents.

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#### Q: What is a vendor's statement and when is it required?

**A:** A vendor's statement is a letter from the vendor or vendor's legal representative advising the property has never been previously occupied or sold as a place of residence.

If you're purchasing a new home (including off-the-plan and substantially renovated homes) you'll need to provide this.

Please refer to the 'Supporting Documentation' section of the application to see if this applies to you.

## Q: What should I consider when providing my building contract or contract of sale?

A: Contracts must be signed and dated by all parties e.g. all buyers and vendors (builder or developer). The date of the contract must be prior to the date of the FHOG application. Any variation to the original contract must be included, signed and dated by all parties, as above.

