

# First Home Owners Grant Application Guide.

Victoria.

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

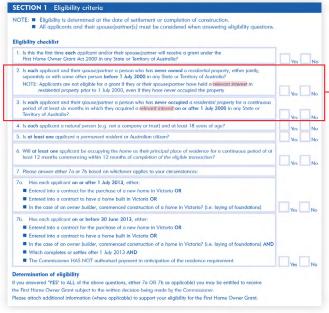
The FHOG application consists of three parts:

- Lodgement guide
  This contains important information about the grant,
  your obligations after receiving it and a glossary of terms
  and meanings.
- Application form (pages 1-5)
  You'll be required to fill out this section. We've provided some Q&As to help you.
- Supporting document checklist (page 6)
  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.



Pages 3-4 of application form.

#### O: 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 & 4 – Applicant details and spouse/domestic partner details.

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

- O: What does 'relevant interest' mean?
- A: 'Relevant interest' refers to the number of people who will be owners of the property.
- 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.

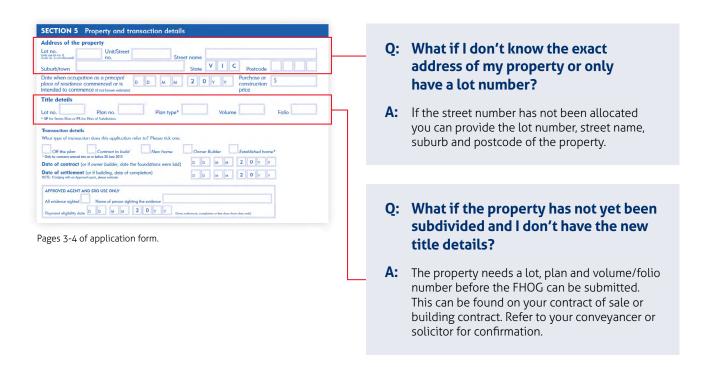
**Tip:** Ensure your email address is legibly captured.

If there are	I that ALL applicants complete this section. more than two applicants please complete out that must sign the 'declaration by applicant(s	
How many people will have a <i>relevant interest</i> in the property?	Are any of the applicants or their spouse/partner(s) related to or associated with the vendor or builder?	Yes If Yes, please refer to 'further supporting evidence' in the Lodgement Gulde
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?  No
	Applicant 1 (Contact applicant)	Applicant 2
Title First name Middle name(s)	Mr Mrs Miss Ms Dr	Mr Mrs Miss Ms
Family name		
Name on birth certificate (If different from above)	First name Middle name(s)	First name 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
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 no.
	Street name	Street name
	State Postcode	Suburb/town State Postcode
Address for	Street no.	Street no.
service of notices (If different from above)	Street name	Street name
( Zzeri nom doore)	Suburb/town	Suburb/town
	State Postcode	State Postcode
Do you have a spouse/partner?  If you have a spouse/	Yes No If Yes, your spouse/partner must complete the details	Yes No  If Yes, your spouse/partner must complete the details
partner, will your spouse/ partner have a relevant interest in the home?	Yes and strompiere the details as a pillcant 2' above.  If No, you must complete section 4 - spouse/partner	Yes as an applicant.  If No, you must complete section 4 - spouse/partner

Pages 2-3 of application form.

#### Section 5 – Property and transaction details.

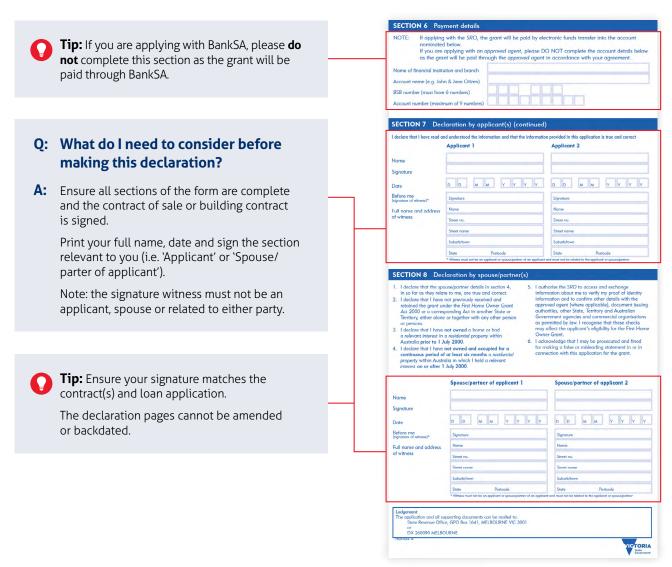
Here you'll provide the property address details and the type of transaction that applies to your new home application (e.g. purchasing a new home, a contract to build, etc.).



## Section 6, 7 & 8 – Payment details, Declaration by applicant and by spouse/partner.

If you're applying with State Revenue Office, 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.

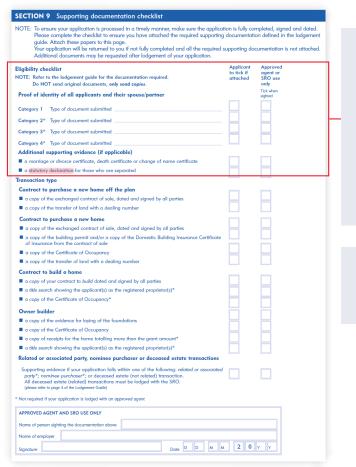


Pages 4-5 of application form.

# Part 3. Supporting document checklist.

#### Section 9 – Supporting documentation checklist.

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



Page 6 of application form.

- 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.
- **Tip:** Only send copies and not the original ID documents. A driver's licence is not an acceptable form of ID.

