

First Home Owner Grant

Guide to the Application



The Queensland Government is assisting people to buy or build their first home through the \$7,000 First Home Owner Grant (FHOG). If you are a first home buyer, you may be eligible to receive the grant. The eligibility conditions are set out in this form.

WHAT HOMES QUALIFY?

The home can be a new or established dwelling including a house, flat, unit, townhouse, or apartment anywhere in Queensland that meets local planning standards. The dwelling must be used as your principal place of residence within 12 months of the date of settlement for the purchase of an established home or, if building a new first home on land in Queensland, within 12 months from the date of completion of the building. The contract to purchase an established home or to build a new home must be signed on or after 1 July 2000.

HOW DO I APPLY?

Applicants can complete and lodge an application form with either an approved agent (ie. an approved financial institution) or the Office of State Revenue. You are only able to complete and lodge an application form with a financial institution from which you are borrowing funds as part of buying or building your home. You will be required to lodge supporting documentation with this application (see "Supporting Documentation").

Approved Agents

If applying via an approved agent, complete and submit the application form and supporting documents directly to the agent. A complete list of financial institutions that are approved agents is available on the Office of State Revenue website. Alternatively you can check with your local financial institution to see if they are an approved agent.

Office of State Revenue

Complete and submit the Application Form to the Office of State Revenue. You will need to produce all relevant documentation to the Office of State Revenue in support of your application.

Spouse

If your spouse is also an applicant, their details need to be provided under Section 2 of the form. If your spouse is not an applicant, their details must be recorded in Section 6 of this application.

WHEN WILL THE GRANT BE PAID?

Approved Agent

For the purchase of an **existing dwelling**, payment will be made at settlement. For a **contract to build**, payment will be made on the first progress payment (first draw down on the loan).

Office of State Revenue

For the purchase of an **existing dwelling**, payment will be made after settlement. For a **contract to build** or an **owner-builder**, payment will be made following production of evidence to the Office of State Revenue that final inspection has occurred.

Claims will take up to 14 days to process after lodgement of the required information and documentation.

DEFINITIONS

Applicant(s)

A person(s) that, on completion of the purchase of the property concerned, will be an owner of that property.

Comprehensive Home Building Contract

A contract under which a builder agrees to build a home from the start of the building to when it is ready for occupancy.

Owner-builder

An owner of land who builds a home, or has a home built, on the land without entering into a comprehensive home building contract.

Home owner

A person who holds a relevant interest in land on which a home is built.

Relevant interest

A relevant interest in land is:

- (a) an estate in fee simple in the land; or
- (b) a life estate in the land approved by the Commissioner; or
- (c) a perpetual lease of the land granted by the Commonwealth or the State; or
- (d) a leasehold interest in the land granted by the Commonwealth or the State that may be converted under the terms of the lease or by statute into an estate in fee simple; or
- (e) a term lease for pastoral purposes granted under the *Land Act 1994*; or
- (f) an interest as a purchaser under-
 - (i) a contract for the purchase from the Commonwealth or the State, or a Commonwealth or State instrumentality or authority, of an estate in fee simple in the land by instalments; or
 - (ii) an instalment contract under the *Property Law Act 1974*, part 6, division 4, for the purchase of an estate in fee simple in the land; or

- (g) a licence or right of occupancy granted by the Commonwealth or the State that gives, in the Commissioner's opinion, the licensee or the holder of the right reasonable security of tenure; or
- (h) an interest in a company's shares if the Commissioner is satisfied that-
 - (i) the interest entitles the holder of the interest to exclusive occupation of a specified home owned by the company; and
 - (ii) the value of the shares is not less than the value of the company's interest in the home.

Notifiable Event

Applicants must notify the Commissioner of State Revenue in writing of any change in circumstances that may affect their eligibility for the grant, such as if the residency requirement is not met.

Residential Property

Land on which there is a building which is a lawfully occupied residence or suitable for occupation as a residence.

Natural Person

A person, not a company or trust.

Permanent Resident

Holder of an Australian permanent visa.

Spouse

A person to whom the applicant is married, or with whom the applicant has been cohabiting, on a genuine domestic basis in a relationship of de facto marriage for at least 2 years at the time the application is made.

Home

A building affixed to land that may lawfully be used as a place of residence and is in the Commissioner's opinion, a suitable building for use as a place of residence.

First Home Owner Grant Guide to the Application



The first home owner grant application form has 6 sections. These sections are to be completed as follows:

SECTION 1 - ELIGIBILITY CRITERIA CHECKLIST

- Answer Questions 1 to 7 by ticking the relevant Yes or No box. The answers are designed to establish that the applicant(s) for the grant meet the eligibility criteria.
- All persons with a "relevant interest" in the property are to be considered when answering these questions.
- All decisions relating to the eligibility of an applicant are made by the Office of State Revenue, therefore any enquiries for further information should be directed to the Office of State Revenue.

SECTION 2 - APPLICANT DETAILS

- Detail the number of persons with a "relevant interest". All persons who have, or will have, a "relevant interest" in the property must record their detail in this section.
- If there are more than two applicants, an additional application form will need to be completed and attached to this one.
- For an applicant who is married or in a de facto relationship there are two options. If the partner is an applicant then they are to be recorded within this section. If the partner is not an applicant, they will be required to complete their details in Section 6 of this application.

SECTION 3 - DETAILS OF HOME PURCHASED OR LAND ON WHICH IT IS SITUATED

- Provide the current title (Lot and Plan No.) of the property being purchased or land on which it is constructed. These numbers can be obtained from the Transfer document, a title search or are sometimes included in the Contract of Sale.
- Provide the expected date of occupancy as an owner of the home or estimate this date if you are unsure. To be eligible for the grant all applicants must move into the home and maintain it as their principal place of residence within 12 months.

SECTION 4 – PAYMENT DETAILS IF APPLYING THROUGH OFFICE OF STATE REVENUE

- Applicants must complete this section only if applying direct to the Office of State Revenue.
- Payment of the grant will be made by Electronic Funds Transfer (EFT) into a nominated bank account, so you will need to provide details of the name of bank, account name, BSB, and account number. Failure to provide correct details may cause a delay in payment of the grant.
- The grant is able to be paid into any account you nominate, including an account of a person who is not an applicant.
- Due to processing restrictions, payment cannot be made into a credit card account.

If you are applying through an approved agent, the agent will record all your payment details.

SECTION 5 - DECLARATION

- This must be completed and signed by all applicants, who must have read and understood all details on the application form, including the eligibility criteria.

SECTION 6 - SPOUSE DETAILS

- This section is only to be completed by the spouse of an applicant who has not already been specified as an applicant and has no interest in the residential property.

SUPPORTING DOCUMENTATION

Please supply the required documents with your application. Failure to produce the relevant documentation will result in delays in processing.

The following documents must be lodged with your completed application form.

When purchasing an existing home, you must provide a signed copy of the Contract of Sale. If you are entering a comprehensive building contract to build a new home, you must provide a signed copy of the Building Contract. If you are an owner-builder, you must provide proof of construction eg. Inspection Report.

If you are applying through the Office of State Revenue, you must also lodge the following documents.

When purchasing an existing home, you must provide The Registration Confirmation Statement issued by the Department of Natural Resources. If you are building a new home, you must provide a copy of the Inspection Summary or Final Inspection Report indicating that the home is fit for occupation.

You will be required to furnish proof of identity.

OFFICE OF STATE REVENUE – CONTACT DIRECTORY

HEAD OFFICE

Upper Plaza, 33 Charlotte Street
BRISBANE QLD 4000

GPO Box 953
BRISBANE QLD 4001

Telephone: 1300 300 734

Facsimile: (07) 3227 8292

Website: www.osr.qld.gov.au

E-mail: FirstHomeOwnersGrant@osr.treasury.qld.gov.au

First Home Owner Grant Application Form



- If there are more than two applicants, please complete and attach a second application form.
- Incomplete application forms or applications lacking any of the supporting evidence required will not be accepted.

SECTION 1 - ELIGIBILITY CRITERIA CHECKLIST

- To help determine if you qualify for a grant, please answer the questions below by ticking (✓) the appropriate box

APPLICANT ELIGIBILITY CRITERIA

1. Will this be the first time **each** applicant and/or their spouse could receive a grant under the *First Home Owner Grant Act 2000* in any State or Territory of Australia? Yes No
2. Is **each** applicant and their spouse 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? Yes No
3. Is **each** applicant and their spouse/de facto a person who has **never** owned and occupied a residential property (other than the property to which this application relates), either jointly, separately or with some other person **on or after** 1 July 2000, in any State or Territory of Australia? Yes No
4. Is **each** applicant a natural person (that is, a person not a company or trust)? Yes No
5. Is at least **one** applicant a permanent resident or Australian citizen? Yes No
6. Will **all** applicants be occupying the established home as their principal place of residence within 12 months of either settlement or completion of construction? Yes No

TRANSACTION ELIGIBILITY CRITERIA

Please answer only one of a, b or c.

7. Has each applicant **on or after** 1 July 2000:
 - (a) entered into a Contract of Sale or Agreement for the purchase of a home in Queensland? Yes No

OR

 - (b) entered into a comprehensive home building contract to have a home built on their land in Queensland? Yes No

OR

 - (c) in cases of an owner-builder, commenced construction (laying of the foundations) of a home on their land in Queensland? Yes 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 decision being made by the Commissioner of State Revenue.

Please note that there are significant penalties for making a false or misleading statement.

Form – FHOG 1
First Home Owner Grant Act 2000
Section 16(2)
Version 2 – August 2003

OFFICE USE ONLY

UIN	
Application Date	
Reference/Lodgement No.	

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SECTION 2 - APPLICANT DETAILS

If there are more than two applicants, please complete a second application form and attach it to this one.

Number of persons with a relevant interest in the property this application is being made for (see page 1, Guide to the Application, for what is a "relevant interest").

	Applicant 1	Applicant 2
First Name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Middle Name(s)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Family Name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Please provide name on birth certificate if different from above. Original First Name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Original Middle Name(s)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Original Family Name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Date of birth	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <small>d d m m y y y y</small>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <small>d d m m y y y y</small>
Place of birth	<input style="width: 100%;" type="text"/> <small>State/Territory</small> <input style="width: 100%;" type="text"/> <small>Country</small>	<input style="width: 100%;" type="text"/> <small>State/Territory</small> <input style="width: 100%;" type="text"/> <small>Country</small>
Contact telephone number	(<input style="width: 20px;" type="text"/>) <input style="width: 60px;" type="text"/>	(<input style="width: 20px;" type="text"/>) <input style="width: 60px;" type="text"/>
Current residential address	<input style="width: 100%;" type="text"/> <small>Street No Street Name</small> <input style="width: 100%;" type="text"/> <small>Town/Suburb</small> <input style="width: 100%;" type="text"/> <small>State Postcode</small>	<input style="width: 100%;" type="text"/> <small>Street No Street Name</small> <input style="width: 100%;" type="text"/> <small>Town/Suburb</small> <input style="width: 100%;" type="text"/> <small>State Postcode</small>
Do you have a spouse?	<input type="checkbox"/> Yes If yes, please complete the next question. <input type="checkbox"/> No If no, please go to Section 3.	<input type="checkbox"/> Yes If yes, please complete the next question. <input type="checkbox"/> No If no, please go to Section 3.
Will your spouse also have a relevant interest in the property to which this application relates?	<input type="checkbox"/> Yes If yes, your spouse must complete applicant details. <input type="checkbox"/> No If no, your spouse must complete Section 6.	<input type="checkbox"/> Yes If yes, your spouse must complete applicant details. <input type="checkbox"/> No If no, your spouse must complete Section 6.
Address for Notices	<input style="width: 100%;" type="text"/> <small>Street No Street Name</small> <input style="width: 100%;" type="text"/> <small>Town/Suburb</small> <input style="width: 100%;" type="text"/> <small>State Postcode</small>	
Please note: This address will be used in all correspondence from the Office of State Revenue.		

SECTION 3 - DETAILS OF HOME PURCHASED OR LAND ON WHICH IT IS SITUATED

Address <input style="width: 100%;" type="text"/> <small>Street No Street Name</small> <input style="width: 100%;" type="text"/> <small>Town/Suburb</small> <input style="width: 100%;" type="text"/> <small>State Postcode</small>	Are you <input type="checkbox"/> Purchasing an established home OR <input type="checkbox"/> Entering into a contract to build OR <input type="checkbox"/> An owner-builder
Title Details <input style="width: 50%;" type="text"/> <small>Lot No.</small>	Purchase or construction price \$ <input style="width: 150px;" type="text"/>
Expected date of occupancy as an owner <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <small>d d m m y y y y</small>	

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SECTION 4 – PAYMENT DETAILS IF APPLYING THROUGH OFFICE OF STATE REVENUE

- Complete this section if you are lodging your application direct to the Office of State Revenue.
- For your convenience and speed of payment, please provide the EFT details for the account into which you would like the grant to be paid.

Name of bank _____

Full name of account _____

Account BSB [][]-[][][]

Account Number []

SECTION 5 - DECLARATION

- I have completed and submitted the application form and all relevant documents in support of my application and to my knowledge they are true and correct.
- I authorise the Commissioner of State Revenue to send all correspondence relating to this application to the Address for Notices nominated in Section 2, Applicant details.
- I undertake to notify the Commissioner of State Revenue of any notifiable event relevant to the legislation requirements under the *First Home Owner Grant Act 2000*, within 28 days from the occurrence of this event, and I have read and understood the information prepared by the Office of State Revenue of Queensland 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 intend to reside in the purchased property as my principal place of residence within 12 months of settlement, or I intend to reside in the constructed home as my principal place of residence within 12 months of the completion of building.
- I authorise the approved agent to access any information held about me that may affect the eligibility of the applicant(s) for the First Home Owner Grant and release this information in good faith to the Office of State Revenue for use in the Office of State Revenue's administration of the scheme.
- I understand that an approved agent is not authorised by the Office of State Revenue to offer any advice or assistance on the conditions of eligibility for the Grant, or in completion of this application, and I authorise the grant to be held by the approved agent until completion of the eligible transaction.
- I authorise the agent to repay the grant to the Office of State Revenue if the transaction to which this application relates is not completed within 28 days of the date specified in this application.
- I understand that the Office of State Revenue may give some of this information to other government agencies authorised by law to receive it.
- I authorise the Office of State Revenue to pay the grant to the account nominated by the applicant in Section 4.

I declare that I have read and understood the above information and that the information provided in this application is true and correct. I also declare that I have not previously received, or been entitled to receive, 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.

Applicant 1		Applicant 2	
Signature		Signature	
Signature of witness <small>(not another applicant or spouse of an applicant)</small>		Signature of witness <small>(not another applicant or spouse of an applicant)</small>	
Name of witness		Name of witness	
Date		Date	

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Payment eligibility date (settlement/occupancy)	[][] [][] [][][][]	[][] [][] [][][][][][]	
Contract date	[][] [][] [][][][]	[][] [][] [][][][][][]	
AA Reference Number		AA Account Name	
AA Account BSB	[][]-[][][]		
AA Account Number	[]		
<i>Applicant's nominated account</i>			
Full name of account			
Account BSB	[][]-[][][]		
Account Number	[]		
All documentation sighted		Document reference	
Officer Signature			

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SECTION 6 - SPOUSE DETAILS

Only complete this section if the spouse/de facto of an applicant **has not** been specified as an applicant.

SPOUSE DETAILS

	Spouse of Applicant 1	Spouse of Applicant 2
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"/>
Please provide name on birth certificate if different from above. Original First Name	<input type="text"/>	<input type="text"/>
Original Middle Name	<input type="text"/>	<input type="text"/>
Original Family Name (including maiden name)	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> d d <input type="text"/> m m <input type="text"/> y y y y	<input type="text"/> d d <input type="text"/> m m <input type="text"/> y y y y
Place of birth	<input type="text"/> State/Territory <input type="text"/> Country	<input type="text"/> State/Territory <input type="text"/> Country
Current Residential Address	<input type="text"/> Street No Street Name <input type="text"/> Town/Suburb <input type="text"/> State Postcode	<input type="text"/> Street No Street Name <input type="text"/> Town/Suburb <input type="text"/> State Postcode

SPOUSE DECLARATION

I declare that the spouse details above and the answers provided in questions 1, 2 and 3 of the eligibility criteria in Section 1 are true and correct in as much as they relate to me.

I give authorisation for the approved agent identified in this application form to have access to any information held that may affect this First Home Owner Grant application and disclose it in good faith to Office of State Revenue.

	Spouse of Applicant 1	Spouse of Applicant 2
Signature	<input type="text"/>	<input type="text"/>
Signature of witness (not another applicant or spouse of an applicant)	<input type="text"/>	<input type="text"/>
Name of witness	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>

The Office of State Revenue is collecting the information on this form to determine your eligibility (if any) under the *First Home Owner Grant Act 2000* for the transactions you have described on this form. Collection of this information is authorised by the *First Home Owner Grant Act 2000*. The information can only be disclosed by the Office to another party in the circumstances outlined in the *First Home Owner Grant Act 2000* and the *Freedom of Information Act 1992*. For further information see our website at www.osr.qld.gov.au.

Addendum to First Home Owner Grant Application Form

Age Restriction/Disqualifying Arrangements/ Residency Requirements

This addendum must be completed in addition to the First Home Owner Grant Application Form if you are claiming the grant for an eligible transaction* entered into on or after 1 January 2004.

If there are more than two applicants, please complete and attach a second addendum.

Terms marked * are explained in Part D of this addendum.

If you have entered into an eligible transaction* prior to 18 November 2003, you do not need to complete this addendum.

Part A - Age of applicants

Was each applicant at least 18 years of age when they entered into the contract to which the application relates, or, in the case of an owner builder, when the foundations for the home were laid? Yes No

If you answered No to this question, you are not eligible for the grant. However, the Commissioner of State Revenue has discretion to pay the grant in appropriate cases. If you wish to have your circumstances considered you are required to submit your completed application to the Office of State Revenue together with full details and an explanation of the circumstances relating to the eligible transaction*. You may be required to produce further information to assist with determining your application.

Part B - Disqualifying arrangements

Under the First Home Owner Grant Act 2000 the grant can be refused or recovered if there is a disqualifying arrangement.

(Please answer all questions.)

- (a) Is there a relative* who is ineligible to receive the grant and who has provided or will provide financial help* to an applicant directly or indirectly to buy, build, own or maintain the home and who will also live in or use the home to a significant extent or frequently? Yes No
- (b) Is the home being purchased from, or built by a relative*, a related company*, or a related trust*? Yes No
- (c) Is the purchase price for the home less than the market value of the home? Yes No

If you have answered Yes to any of the questions in Part B, or if there is an arrangement which has the sole or main purpose to obtain the grant rather than acquire a home, you are required to submit your completed application to the Office of State Revenue together with full details and an explanation of the circumstances relating to the eligible transaction*. You may be required to produce further information to assist with determining your application.

Part C - Residency requirements

Will all applicants occupy the home as their principal place of residence for a continuous period of at least six months, commencing within one year after completion* of the eligible transaction? Yes No

If you have answered No to this question, you are not eligible for the grant. However, the Commissioner of State Revenue has discretion to pay the grant in appropriate cases. If you wish to have your circumstances considered you are required to submit your completed application to the Office of State Revenue together with full details and an explanation of the circumstances relating to the eligible transaction*. You may be required to produce further information to assist with determining your application.

If you have answered Yes but then fail to move into the home within one year of completion of the eligible transaction or fail to occupy the home for a continuous period of at least six months, you must notify the Commissioner of State Revenue within 14 days of your failure to comply with the residency requirements.

Failure to comply with the residency requirements may result in repayment of the grant and the imposition of penalties.

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UIN:
Application date:

Part D - Definitions

Eligible transaction

An eligible transaction is one of the following:

- a contract of sale or agreement for the purchase of a home in Queensland
- a comprehensive home building contract to have a home built on the applicant's land in Queensland
- building of a home in Queensland by an owner builder.

Completion of the eligible transaction

A contract for the purchase of a home is completed when:

- the applicant becomes entitled to possession of the home under the contract

and

- if the applicant is to obtain a registered title to the land on which the home is built, when the applicant's title is registered.

A contract to have a home built or the building of a home by an owner builder is completed when the home is ready for occupation and final inspection certificates for the home have been issued.

Financial help

Any financial assistance provided by a relative* including:

- a gift of money or property, whether or not the gift is enough for the applicant to buy or build the home
- a contribution towards the purchase or construction of the home or the maintenance of the home
- making a loan repayment for the applicant in respect of the home
- forgiving a loan repayment owed by the applicant.

Examples of what may constitute financial help include:

- a relative giving funds for an applicant to purchase the home
- a relative transferring land on which the home is to be built or an existing home to an applicant, for less than the market value of the land or home
- a relative building a home for an applicant for a discounted price
- a relative agreeing to pay any rates, utilities or repair and maintenance costs of the home
- a relative agreeing to act as guarantor for an applicant on the home mortgage
- a relative agreeing to pay market rent for residing in an applicant's home
- financial help given either before or after the home is purchased or built
- financial help by indirect payment to a third party, for instance, to pay a debt owed by an applicant to the third party
- financial help that is indirect payment from a related company* or related trust*.

Relative

The applicant's parent, child, grandparent, sibling, uncle, aunt, or the spouse of any of those individuals.

Related company

A company in which a relative is a director, shareholder or a principal officer.

Related trust

A trust in which a relative is a trustee, beneficiary or unit holder.

Part E - Applicant's declaration

I declare that I have read and understood the information in this addendum and that the information I have provided is true and correct. I also declare that I have not previously received, or been entitled to receive, 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.

Applicant 1

Full name (please print) _____

Signature _____

Signature of witness
(not another applicant or
spouse of an applicant) _____

Name of witness _____

Date _____ / _____ / _____

Applicant 2

Full name (please print) _____

Signature _____

Signature of witness
(not another applicant or
spouse of an applicant) _____

Name of witness _____

Date _____ / _____ / _____

The Office of State Revenue is collecting the information on this form to determine your eligibility (if any) under the *First Home Owner Grant Act 2000* for the transactions you have described on this form. Collection of this information is authorised by the *First Home Owner Grant Act 2000*. The information can only be disclosed by the Office to another party in the circumstances outlined in the *First Home Owner Grant Act 2000* and the *Freedom of Information Act 1992*. For further information see our website at www.osr.qld.gov.au

First Home Owner Grant - Contact directory

GPO Box 953
BRISBANE QLD 4001

Telephone: 1300 300 734
Facsimile: (07) 3227 8292

Website: www.osr.qld.gov.au

Email: firsthomeownergrant@osr.treasury.qld.gov.au

First Home Owner Grant Supporting Documentation Checklist

Please ensure that your application is fully completed, signed and dated, and that clear copies of the following supporting documentation are provided to the Office of State Revenue or to the Approved Agent you are lodging your application through.

Failure to provide all required supporting documentation may result in a delay in processing your application.

PROOF OF IDENTIFICATION FOR EACH APPLICANT AND THEIR SPOUSE Each applicant and their spouse is required to supply 1 form of Primary ID and 1 form of Secondary ID	Applicant to tick if attached	Approved agent or OSR use only
Primary ID (Australian Citizens):		
• A certified copy of an Australian Birth Certificate/Extract; or	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a current Australian Passport; or	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of an Australian Citizenship Certificate.	<input type="checkbox"/>	<input type="checkbox"/>
Primary ID (Permanent Residents):		
• A certified copy of a current foreign passport with proof of permanent residence status; or	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a current New Zealand Passport with last date of entry stamp into Australia; or	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a certificate of residence issued by the Department of Immigration.	<input type="checkbox"/>	<input type="checkbox"/>
Secondary ID		
• A certified copy of a current Australian Driver's Licence; or	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of an 18+ Card; or	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a Public Sector Identification Card with photo; or	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a Medicare Card AND both sides of a Bank Card or Key Card	<input type="checkbox"/>	<input type="checkbox"/>
PROOF OF NAME CHANGE AND/OR MARITAL STATUS (as applicable)		
• A certified copy of a Marriage Certificate	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a Deed Poll	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a Decree Nisi	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a Death Certificate	<input type="checkbox"/>	<input type="checkbox"/>
• A Statutory Declaration outlining all name change details	<input type="checkbox"/>	<input type="checkbox"/>
EVIDENCE OF ELIGIBLE TRANSACTION (NB documentation listed under your transaction type)		
Transaction Type 1: Contract to purchase a home		
• A certified complete copy of your Contract of Sale, dated and signed by the vendor and purchaser (including any Special Conditions or Annexures); and	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a Registration Confirmation Statement or Current Title search showing the applicant(s) as the registered owner(s) for the home purchased*.	<input type="checkbox"/>	<input type="checkbox"/>
Where there is no contract , or the sale of the property is between family members or related persons:		
• A certified copy of the stamped transfer; and	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a Registration Confirmation Statement or Current Title search showing the applicant(s) as the registered owner(s) for the home purchased*; and	<input type="checkbox"/>	<input type="checkbox"/>
• Certified copies of evidence showing that consideration has been paid by the applicants and received by the vendors.	<input type="checkbox"/>	<input type="checkbox"/>
Transaction Type 2: Contract to build a home		
• A certified copy of your Contract to Build, dated and signed by all parties; and	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of a Registration Confirmation Statement or current title search showing the applicant(s) as the registered owner(s) of the land on which the home is built*; and	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of the final inspection report*.	<input type="checkbox"/>	<input type="checkbox"/>
Transaction Type 3: Owner Builders		
• A certified copy of a Registration Confirmation Statement or current title search showing the applicant(s) as the registered proprietor(s) of the land on which the home is built*; and	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of the first inspection report for the laying of foundations issued by Council or a Private Certifier; and	<input type="checkbox"/>	<input type="checkbox"/>
• A certified copy of the final inspection report*; and	<input type="checkbox"/>	<input type="checkbox"/>
• Certified copies of receipts for the home which must total \$7 000 or more*.	<input type="checkbox"/>	<input type="checkbox"/>

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

Note: Copies may only be certified by a solicitor, Justice of the Peace, Commissioner of Declarations etc.

Please contact our office for further methods of certification.

Approved agent or OSR use only		
Name of person sighting the documentation above:		
Name of employer:		
Signature	Date	/ /

Office of State Revenue

Contact details

Internet

www.osr.qld.gov.au

Email

firsthomeownergrant@osr.treasury.qld.gov.au

Office hours Monday to Friday

Phone enquiries: 8.00 am – 5.00 pm

Counter enquiries: 8.00 am – 5.00 pm

Phone

Brisbane – 1300 300 734

Postal addresses

Brisbane – GPO Box 953, Brisbane Qld 4001

Cairns – PO Box 2378, Cairns Qld 4870

Rockhampton – PO Box 1276, Rockhampton Qld 4700

Townsville – PO Box 988, Townsville Qld 4810

Office locations (counter services only – not postal addresses)

Brisbane – Upper Plaza, 33 Charlotte Street, Brisbane

Cairns – Level 9 Cairns Corporate Tower, 15 Lake Street, Cairns

Rockhampton – Level 3, 209 Bolsover Street, Rockhampton

Townsville – Level 1, State Government Building, 187-209 Stanley Street, Townsville

Please visit the website http://www.qld.gov.au/other_languages/index.html for assistance in a language other than English.

The Office of State Revenue is collecting information on this form to determine your eligibility (if any) under the First Home Owner Grant Act 2000 for the transactions you have described on this form. Collection of this information is authorised by the First Home Owner Grant Act 2000. The information can only be disclosed by the Office to another party in the circumstances outlined in the First Home Owner Grant Act 2000 and the Freedom of Information Act 1992. For further information see our website at www.osr.qld.gov.au