RevenueSA
DEPARTMENT OF TREASURY AND FINANCE
ABN 19 040 349 865

Government of South Australia

First Home Owner Grant Act 2000

South Australian Application Form & Lodgement Guide

NOTE:
- Please read the 'Terms used' for explanations in completing the application.
- Before lodging the application remove pages 1 to 6 and keep for your reference.
- This form applies for applications lodged on or after 1 January 2005.

Lodgement Guide

Each applicant should read this information before completing and submitting the application form.

The information in this lodgement guide is for general guidance only.

It should not be relied upon to address every aspect of the *First Home Owner Grant Act 2000*.

To apply:

Applicants must:

- ✓ fully complete the application form and lodge with all relevant supporting documentation;
- ✓ be a *natural person* (i.e. not applying as a company or trust, other than a trustee for a person with a legal disability) and at least 18 years of age;
- ✓ ensure at least one *applicant* is an Australian citizen or a *permanent resident*;
- ✓ be buying or building a *home* for which the contract was signed on or after 1 July 2000 or building a *home* as an *owner builder* where building commenced on or after 1 July 2000;
- ✓ be buying or building a home for which the total market value of the property does not exceed $575 000 for *eligible transactions* which commenced on or after 17 September 2010;
- ✓ ensure each person holding a *relevant interest* in the property is an *applicant*;
- ✓ ensure each *applicant* will reside in the *home* as their *principal place of residence* for a continuous period of at least six months commencing within 12 months of *completion of the eligible transaction*; and
- ✓ lodge an application within 12 months of *completion of the eligible transaction*.

Applicants and their *spouse/domestic partner* must:

- ✓ not have previously received a First Home Owner Grant in any State or Territory of Australia. If a grant was received but later paid back together with any penalty you may be entitled to reapply for the grant;
- ✓ not have previously owned or held a *relevant interest* in a *residential property* anywhere in Australia prior to 1 July 2000; and
- ✓ not have occupied for a continuous period of at least six months, a *residential property* in which they acquired a *relevant interest* on or after 1 July 2000 anywhere in Australia.

Your Obligations

As an *applicant* for the First Home Owner Grant, you must:

- ensure that the information contained in your application for the grant is complete and correct; and
- notify the Commissioner, and repay the grant, if you are unable to fulfil any of the conditions of payment of the grant (including the residence requirement).

NOTE: If you are unsure about any of your obligations, the conditions or the information that is required by the Commissioner to determine your eligibility, then it is important that you contact RevenueSA for clarification (Please refer to page 4 for contact details).

How to lodge your application

You can lodge your application with:

- **the *approved agent*** who is providing your finance. A list of *approved agents* can be found at **www.revenuesa.sa.gov.au**
  If you require the grant for settlement or want to receive the grant as soon as possible, you must lodge your application with an *approved agent*.
- **RevenueSA.** Refer to page 4 for contact details.

Please tear or cut along this line. Pages 1 to 6 are for you to keep for your reference.

Supporting evidence

If lodging with an *approved agent* - provide a copy (certification not required) of a category 1 document (see below) for each *applicant* and their *spouse/domestic partner*. The documentation provided for the identity check conducted by the *approved agent* will meet the remaining Proof of Identity categories.

If lodging with RevenueSA - the following evidence **must** be submitted with your application:

1 Proof of identity

Each *applicant* and their *spouse/domestic partner* must provide a document from each of the four categories (**four documents per person**). A single document cannot be used for more than one category.

Preferred documents are shown below. For a complete list of acceptable documents, refer to the Proof of Identity Documentation available from our forms page at **www.revenuesa.sa.gov.au**

If you are unable to provide the preferred documents, please contact *RevenueSA* to discuss your circumstances. Refer to page 4 for contact details.

Do not send original documents. Only send ***certified copies*** (for persons who can certify copies – refer to 'Terms used' on page 5).

Category 1

Primary identity document and evidence of citizenship or permanent residency (provide one document):

If an Australian citizen:

- Australian Birth Certificate issued by Births, Deaths & Marriages (Office of Consumer & Business Affairs).
- Australian Passport.
- Citizenship Certificate.

NOTE: Australian Citizen Certificate or Permanent Residency Visa must have been issued on or before the lodgement of the application of the First Home Owner Grant.

If a New Zealand citizen:

- current passport.

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

If a citizen of another country:

- current passport.
- evidence of permanent residency or permanent residence visa.

NOTE: At least one applicant must be an Australian citizen or permanent resident.

Category 2*

Linkage between Identity and Person (photo and signature) (provide one document):

- Australian Drivers Licence (current).
- Passport (current).
- Firearms Licence (current).
- Proof of Age Card issued by Department of Transport, Energy and Infrastructure.

Category 3*

Evidence that the *applicant* resides in Australia (provide one document):

- Medicare Card.
- Motor Vehicle Registration.
- Centrelink or Department of Veterans Affairs card.
- Debit/Credit/ATM card of a financial institution.

Category 4*

Evidence of *applicant's* residential address (provide one document):

- utility documents of residential address (e.g. bills for electricity, gas, water).
- insurance policy with current residential address.
- statement of account of a financial institution.

* Not required if application is lodged with an *approved agent*.

NOTE: Evidence of a change of name is required if the name on any of the documents presented is different to the name of the *applicant* (e.g. marriage certificate, change of name certificate).

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

If you are:

Married	a *certified** copy of your marriage certificate.
Divorced	a *certified** copy of your divorce certificate.
Widowed	a *certified** copy of the death certificate of your *spouse/domestic partner*.
Separated	a Statutory Declaration with the following information:

- the name of your former *spouse/domestic partner*;
- *spouse/domestic partner's* date of birth;
- the date you were married or commenced cohabiting in a domestic partnership;
- the date you separated;
- your former *spouse/domestic partner's* current address (if known); and
- a statement to the effect that you do not live together and have no intention of resuming cohabitation.

* If lodging an application with an approved agent, certification is not required

2 Transaction type

Depending on the circumstances of your application, the following is required:

A Contract to purchase a *new* or *established home* or an *off the plan home*:

- a copy of the Contract for Sale, dated and signed by all parties; and
- a Confirmation of Settlement form.

Related or associated party purchase

Where there is no written contract or the transaction is between family members or *related or associated parties*, you will need to supply **all** of the following:

- a copy of the transfer signed and dated by all parties showing date the duty was paid;
- a Confirmation of Settlement form; and
- evidence that the *consideration* has been paid by the applicant, e.g. provide copies of bank statements of both the vendor and *applicant* showing the payment (withdrawal) and receipt (deposit) of the purchase money at settlement and any copies of loan agreements.

Purchase from a deceased estate

If the *applicant* **is related** to the deceased, or is a benficiary under the deceased's Will, the application must be lodged with the following:

- a copy of the contract entered into with executor;
- a *certified copy* of the Will and Grant of Probate;
- a copy of the settlement statement for the estate; and
- evidence of payment of *consideration* to the estate.

B *Contract to build* a home:

- a copy of the *Contract to build* dated and signed by all parties; and
- a copy of the first progress payment invoice for the laying of the foundations.

C *Owner builder*:

- documentary evidence of building costs incurred for the construction of the *home*. The evidence submitted must total an amount equal to or greater than the grant and must not include your own labour costs;
- a copy of any contracts signed (e.g. transportable/ kit home); and
- a Statutory Declaration that states that the home is complete and is ready to be occupied as a place of residence, and the date that this occurred.

NOTE: Additional documents may be requested after lodgement of the application in order to confirm eligibility for the grant.

When will the grant be paid?

The date the grant is paid depends on whether you are building or buying, and if you are applying through an *approved agent* or through RevenueSA.

The following table details the various scenarios.

Type of transaction	Applying through	Payment of grant
Purchase of a *new* or *established home*	*Approved agent*	At date of settlement.
	RevenueSA	Within five days after approval of the application and when proof of lodgement for registration with the Lands Titles Office is provided (Confirmation of Settlement form).
Contract to build	*Approved agent*	On date of first progress payment by *approved agent*.
	RevenueSA	Within five days of lodging the first progress payment invoice with, and approval of the application by, RevenueSA.
Owner builder	*Approved agent*	When application with appropriate supporting evidence is provided to the *approved agent* along with a Statutory Declaration stating that the home is complete and ready for occupation as a place of residence.
	RevenueSA	Within five days of RevenueSA approving the application lodged with appropriate supporting evidence and receipt of a Statutory Declaration stating that the home is complete and ready for occupation as a place of residence.

When do I have to move in and for how long?

- Each *applicant* must live in the *home* as their *principal place of residence* for at **least six continuous months** commencing **within** 12 months of *completion of the eligible transaction*.
- It is the responsibility of the *applicant* to satisfy the *Commissioner* that they have met the residency requirement. Applicants may be required to verify this later by providing documentation supporting their period of occupancy.
- Should you not meet the residency requirement, you must contact RevenueSA in writing within 14 days after the period allowed for occupation, and repay the grant.

Contact details

Website: www.revenuesa.sa.gov.au

Phone: (08) 8226 3750

8.30 am – 5.00 pm
Monday – Friday

In person: RevenueSA
Assessing & Taxpayer Assistance
State Administration Centre
Ground Floor, 200 Victoria Square
Adelaide, South Australia 5000

9.00am – 5.00 pm
Monday - Friday

Email: fhog.support@sa.gov.au

Fax: (08) 8226 3737

Mail: RevenueSA
GPO Box 1353
ADELAIDE SA 5001

DX: DX 179
Adelaide

Assistance in community languages is available.

Terms used

Applicant

A person applying for a grant who, on completion of the purchase of a *home* or construction of a *new home*, will own or hold a *relevant interest* in the land on which the *home* is built.

Approved agent

An organisation approved by RevenueSA that is authorised to process applications for the First Home Owner Grant.

Certified copy

A true copy of an original document that has been sighted and certified by an authorised person* and noted as follows: '**I certify that I have sighted the original document and this is a true copy of it**'. This certification must have the certifier's name, title, registration number (where applicable) and be signed and dated.

*An authorised person includes a legal practitioner, justice of the peace (JP), registered conveyancer, magistrate, notary public, police officer, bank manager and officers of RevenueSA

Close Personal Relationship

Means the relationship between two adult persons (whether or not related by family and irrespective of their gender) who live together as a couple on a genuine domestic basis, but does not include the relationship between a legally married couple; or a relationship where one of the persons provides the other with domestic support or personal care (or both) for fee or reward, or on behalf of some other person or an organisation of whatever kind.

NOTE: Two persons may live together as a couple on a genuine domestic basis whether or not a sexual relationship exists, or has ever existed, between them.

Commencement date of the eligible transaction

Date of contract to purchase or build a *home*, or for an *owner builder* - date the foundations commenced to be laid.

Commissioner

Commissioner of State Taxation, RevenueSA.

Completion of the eligible transaction

When the *applicant* is entitled to possession of the property under the contract, or the building is ready for occupation as a place of residence and the *applicant* is registered on the Certificate of Title.

Contract to build

A comprehensive building contract where a builder agrees to build a *home*, from the time the building starts to when it is finished and is ready for occupation.

Consideration

Purchase price or cost of construction of the *home*.

Domestic Partner

A person is the *domestic partner* of another if they live together in a *close personal relationship*.

Eligible transaction

Contract for the purchase of a *home*, *contract to build* a *home* or construct a *home* as an *owner builder* on or after 1 July 2000.

Established home

A *home* that has been previously occupied and is lawfully fit for occupation.

Home

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

Market Value

In the case of a contract for the purchase of a home, the market value is the greater of:

- the consideration for the eligible transaction; or
- the market value of the property on which the home is situated, as at the *commencement date of the eligible transaction*.

In the case of a *contract to build*, the market value is calculated by adding together:

- the consideration for the comprehensive home building contract, or if the Commissioner considers that the total consideration payable for the building work may be less than the actual costs to build the home - the actual costs to build the home; and
- the market value of the property on which the home is to be built, as at the time when the building contract is made.

In the case of an *owner builder*, the market value is taken to be the market value of the property on which the home is situated at the time the eligible transaction is completed and ready for occupation as a place of residence.

Natural person

A person (does not include a company or trust).

New home

A *home* that has not been previously occupied or sold as a place of residence including a substantially renovated home. Refer to the RevenueSA website for further information.

Notifiable event

When any part of the eligibility criteria is not met, the *applicant(s)* must notify the *Commissioner* within 14 days of the event.

An example would be where an *applicant* is not able to occupy the *home* as their *principal place of residence* within 12 months of *completion of the eligible transaction*.

Off the plan

A contract for the purchase of the *home* on a proposed lot in an unregistered plan of a subdivision of land.

Owner

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

Owner builder

An *owner* of land who builds a *home* or has a *home* built, on the land without entering into a *Contract to build*.

Permanent resident

A person who holds a permanent residency visa under Section 30 of the *Migration Act 1958* (Cwth) or a New Zealand citizen who is the holder of a special category visa under Section 32 of the *Migration Act 1958 (Cwth)*.

Principal place of residence

The *home* you primarily reside in. This *home* must be occupied by each *applicant* for a continuous period of at least six months commencing within 12 months of the *completion of the eligible transaction.*

Related or associated party

A person is related to or associated with another party when:

i) one is the *spouse/domestic partner* of the other;
ii) they are related by blood, marriage or adoption;
iii) they are a shareholder or director of the other party, being a company;
iv) they are a beneficiary of a trust for which the other party is a trustee; or
v) the transaction is otherwise not at arm's length.

Relevant interest

A person with a *relevant interest* may be described as someone who will have a legal entitlement to occupy the *home* being bought or constructed. Usually this will be the person(s) registered as proprietor on the Title. This commonly is an estate in fee simple. Other forms of interest are defined in the *First Home Owner Grant Act 2000*. Each person acquiring a *relevant interest* must be an applicant on this form. Does not include the South Australian Housing Trust ("SAHT").

Residential property

Land in Australia on which there is a *home* which is lawfully occupied or suitable for occupation. This includes houses, townhouses, units, flats, duplexes, converted warehouses and fixed moveable homes.

Spouse

A person is the spouse of another if they are legally married.

Title search

A search on the land which shows the names of the registered owners. A *title search* can be obtained from the Department for Transport, Energy and Infrastructure, Land Services Group, Lands Titles Office at **www.landservices.sa.gov.au**

Guide to completing the application

The First Home Owner Grant application form has eight sections. These sections must be completed as follows:

Section 1 Eligibility criteria

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* (refer to 'terms used') in the property, and any *spouse/domestic partner* of these persons, must be considered when answering these questions.

In exceptional circumstances, the *Commissioner* may use discretion relating to the eligibility criteria. Please contact RevenueSA for further information.

All decisions relating to the eligibility of an *applicant* are made by the *Commissioner*.

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 details in this section.

If there are more than two *applicants*, an additional application will need to be completed and attached to the application form.

If an *applicant* has a *spouse/domestic partner*, there are two options. If your *spouse/domestic partner* is an *applicant*, they must be recorded within this section. If your *spouse/domestic partner* is not an *applicant*, they are required to complete the details in Section 3 of the application form.

Please nominate a postal address for correspondence to be sent on behalf of all *applicants*.

Section 3 *Spouse/domestic partner* details

This section must be completed by the *applicant* in relation to the *spouse/domestic partner* of the *applicant* who has not already been specified as an *applicant* (and therefore will have no *relevant interest* in the *residential property*). If this section is required to be completed the *spouse/domestic partner* must complete the Declaration in Section 7.

Section 4 Property and transaction details

Provide the current Title (Volume and Folio number) details of the property. The Title identifier number can be obtained from the transfer document, a *title search* or the Contract for Sale and Purchase. If the Title number is unavailable, enter the parent Title number.

Provide the expected date of occupancy as *owner* of the *home*. Estimate this date if you are unsure. To be eligible for the grant an *applicant* must move into the *home* and occupy it as their *principal place of residence* for a continuous period of at least six months, commencing within 12 months of *completion of the eligible transaction*.

Provide the *market value* of the property.

Section 5 Payment details

Applicants must complete this section only if applying through RevenueSA.

You must nominate an account to receive funds electronically (EFT). The account can belong to a person who is not an *applicant*.

Payment of the grant will be made into the nominated bank account. Provide details of the name of financial institution, account name, BSB and account number. Failure to provide correct details will cause delays in payment of the grant.

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

Section 6 Declaration by *applicant*

All *applicants* must sign the Declaration and must have read and understood all the details completed on the application form.

Section 7 Declaration by *spouse/domestic partner*

If an *applicant's spouse/domestic partner* is not an *applicant*, they must sign this Declaration and must have read and understood all details completed on the application form as they relate to them.

Section 8 Supporting documentation checklist

Please supply the required documents with your application and tick off the documents attached. Failure to produce the relevant documentation may result in delays in processing.

Penalties

RevenueSA, as part of its role in administering the *First Home Owner Grant Act 2000*, conducts ongoing investigations to ensure that *applicants* comply with the conditions of the Act. If *applicants* receive the grant when they are not entitled, or do not comply with the residency requirement, penalties and interest may be imposed. The amount of any penalty which may apply is dependant on the circumstances of each case and is in addition to having to repay the grant. In some circumstances the penalty applied is equal to the amount of the grant received.

Providing incorrect or misleading information in this application

Dishonestly providing incorrect or misleading information to RevenueSA **is a criminal offence**. If it is determined that an *applicant* has provided incorrect or misleading information to obtain, or attempt to obtain the grant, then legal action may be commenced.

All applications undergo a rigorous review where applicants are checked for former *home* ownership in South Australia and interstate. Other checks into *spouse/domestic partner* status, council records, title details and finance particulars are undertaken on a routine basis.

How to lodge this application

- For payment to be available at settlement, lodge with the *approved agent* who is processing your mortgage.
- For payment to be available after the first progress payment invoice has been issued, lodge with the *approved agent* who is processing your mortgage or in person or by mail to RevenueSA.
- For payment after *completion of the eligible transaction*, lodge in person or by mail to RevenueSA.

NOTE: Read more details about *approved agents* at **www.revenuesa.sa.gov.au** or phone **(08) 8226 3750.**

Confidential information

All information collected by RevenueSA is protected by the secrecy provisions of the *First Home Owner Grant Act 2000*. Any information collected from you is only used for the purposes of the Acts administered by RevenueSA. Information (including personal information) is not disclosed to third parties unless authorised by law, or with your consent.

RevenueSA
DEPARTMENT OF TREASURY AND FINANCE

ABN 19 040 349 865

Government of South Australia

First Home Owner Grant Act 2000

South Australia

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.*
- There are significant penalties for making a false or misleading statement, as well as possible prosecution.
- 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/domestic partner* must be considered when answering eligibility questions.

Eligibility checklist

		YES	NO
1.	Is this the first time **each** *applicant* and/or their *spouse/domestic partner* will receive a grant under the *First Home Owner Grant Act 2000* in any state or territory of Australia?	☐	☐
2.	Is **each** *applicant* and their *spouse/domestic partner* 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? NOTE: Applicants are not eligible for a grant if they or their *spouse/domestic partner* have held a *relevant interest* in *residential property* prior to 1 July 2000, even if they have never occupied the property.	☐	☐
3.	Is **each** *applicant* and their *spouse/domestic partner* a person who has never occupied a *residential property* for a continuous period of at least six months in which they acquired a *relevant interest* **on or after 1 July 2000** in any state or territory of Australia?	☐	☐
4.	Is **each** *applicant* a *natural person* (that is not a company), who is at least 18 years of age and who does or will on completion of the transaction, own the property in their own right and not in any capacity as a trustee?	☐	☐
5	Is **at least one** *applicant* a *permanent resident* or Australian citizen?	☐	☐
6.	Will **each** *applicant* be occupying the *home* as their *principal place of residence* for a continuous period of at least six months commencing within 12 months of *completion of the eligible transaction*?	☐	☐
7	Has each *applicant* **on or after 1 July 2000**, either: ▪ entered into a contract for the purchase of a *home* in South Australia; ▪ entered into a contract to have a *home* built in South Australia; **OR** ▪ in the case of an *owner builder*, commenced construction of a *home* in South Australia? (i.e. laying of foundations).	☐	☐

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* must 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*' at Section 6.

Number of *applicants*

How many people will have a *relevant interest* in the property? ☐

Related or associated party transactions

Are any of the *applicants* or their *spouse/domestic partner(s)* related to or associated with the vendor or builder? ☐ Yes ▶ If yes, please provide evidence of the *consideration* paid. (Refer to lodgement guide). ☐ No

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
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
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
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/ domestic partner*?	☐ Yes ☐ No	☐ Yes ☐ No
If you have a *spouse/domestic partner*, will your *spouse/ domestic partner* have a *relevant interest* in the *home*?	☐ Yes ▶ If 'Yes', your *spouse/domestic partner* must complete the details as *applicant 2* above. ☐ No ▶ If 'No', your *spouse/domestic partner* must complete Section 3 - *spouse/domestic partner* details.	☐ Yes ▶ If 'Yes', your *spouse/domestic partner* must complete the details as *applicant 2* above. ☐ No ▶ If 'No', your *spouse/domestic partner* must complete Section 3 - *spouse/domestic partner* details.
Tick the states and/or territories in which you have lived.	ACT NSW NT QLD SA TAS VIC WA	ACT NSW NT QLD SA TAS VIC WA

SECTION 3 *Spouse/domestic partner* details

NOTE:
- This section must be completed where the *spouse/domestic partner* of an *applicant* **has not been specified as an *applicant*** in Section 2 of the application.
- ***Applicant's*** *spouse/domestic partner* **must sign the** *spouse/domestic partner* **Declaration at Section 7**.

	Spouse/domestic partner of *Applicant* 1	*Spouse/domestic partner* of *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
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
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
Daytime telephone number	( )	( )
Tick the states and/or territories in which you have lived.	ACT NSW NT QLD SA TAS VIC WA	ACT NSW NT QLD SA TAS VIC WA

SECTION 4 Property and transaction details

Address of Property

Lot No ☐ Unit No ☐ Street No ☐ Street name ☐

Suburb/Town ☐ State S A Postcode ☐☐☐☐

Date when occupation as a *principal place of residence* commenced or is intended to commence (If not known please estimate) D D M M 2 0 Y Y

Title details

Lot No. ☐ Plan No. ☐ Plan Type* ☐ Volume ☐ Folio ☐

* **SP** for Strata Plan or **PS** for Plan of Subdivision.

Transaction Details

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

What type of transaction does this application refer to? Please tick one: (See page 5 of Lodgement Guide for descriptions)

☐ Established home	☐ Off the plan	☐ New home	☐ Contract to build	☐ Owner builder
Purchase Price $	Purchase Price $	Purchase Price $	Construction Price (A) $ Land Value (B) at date of contract $ Total (A + B) $	Market value of the property as at the time when the building is complete and ready for occupation as a place of residence $

APPROVED AGENT AND REVENUESA USE ONLY

All evidence sighted ☐ Name of person sighting evidence

Payment eligibility date D D M M 2 0 Y Y
(Enter settlement, completion or first drawn down date only)

Accepted property value $

SECTION 5 Payment details

NOTE:
- If applying with **RevenueSA**, 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*.

Name of financial institution and branch

Account name (e.g. John & Jane Citizen)

BSB Number (must have 6 numbers)

Account number (maximum of 9 numbers)

* DO NOT include dashes or spaces

APPROVED AGENT USE ONLY

Applicant reference

SECTION 6 Declaration by *applicant(s)*

1. 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.
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 acquired a *relevant interest* **on or after 1 July 2000**.
5. I declare that I own the property in my own right and not in any capacity as a trustee.
6. I declare that at the date of lodgement of this application **at least one *applicant*** for the grant is a *permanent resident* **or an Australian citizen**.
7. I declare that the transaction to which my application relates does not exceed the $575 000 transaction threshold as stated on page 1 of the Lodgement Guide (this criterion only applies to *eligible transactions* which commenced on or after 17 September 2010).
8. I will be residing in the *home* that is the subject of this application as my *principal place of residence* for a **continuous period of six months** commencing within 12 months of *completion of the eligible transaction*.
9. 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*.
10. I have read and understood the information prepared by RevenueSA 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.
11. I authorise RevenueSA to access and exchange information about me to verify my eligibility for the First Home Owner Grant with the *approved agent* (where applicable), other state, territory and Australian government agencies and commercial organisations as permitted by law.
12. I understand that the *approved agent* is not authorised by RevenueSA to offer any advice or assistance on the conditions of eligibility for the grant, or on the completion of this application.
13. 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.
14. I authorise the *Commissioner* to address all correspondence relating to this application to *Applicant* 1 at the address nominated.
15. I acknowledge that I may be required to repay the grant, be liable for penalties and may also be prosecuted for dishonestly making a false or misleading statement in or in connection with this application for the grant.
16. I authorise RevenueSA 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*.

	Applicant 1	*Applicant* 2
Name		
Signature		
Date	D D M M 2 0 Y Y	D D M M 2 0 Y Y
Before me (signature of witness)*	Signature	Signature
Full name and address of witness	Name	Name
	Street No.	Street No.
	Street Name	Street Name
	Suburb/Town	Suburb/Town
	State Postcode	State Postcode

* Witness must not be an *applicant* or *spouse/domestic partner* of an *applicant* and must not be related to the *applicant* or *spouse/domestic partner*

SECTION 7 Declaration by *spouse/domestic partner(s)*

1. I declare that the *spouse/domestic 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 six months a *residential property* within Australia in which I held a *relevant interest* on **or after 1 July 2000**.
5. I authorise RevenueSA to access and exchange information about me that may affect the *applicant's* eligibility for the First Home Owner Grant with the *approved agent* (where applicable), other state, territory and Australian government agencies and commercial organisations as permitted by law.
6. I acknowledge that I may be prosecuted and fined for dishonestly making a false or misleading statement on or in connection with this application for the grant.

	Spouse/domestic partner of *Applicant* 1	*Spouse/domestic partner* of *Applicant* 2
Name		
Signature		
Date	D D M M 2 0 Y Y	D D M M 2 0 Y Y
Before me (signature of witness)*	Signature	Signature
Full name and address of witness	Name	Name
	Street No.	Street No.
	Street Name	Street Name
	Suburb/Town	Suburb/Town
	State Postcode	State Postcode

* Witness must not be an *applicant* or *spouse/domestic partner* of an *applicant* and must not be related to the *applicant* or *spouse/domestic partner*

Lodgement of your Application

- For payment to be available at settlement, lodge with the *approved agent* who is processing your mortgage.
- For payment to be available after the first progress payment invoice has been issued, lodge with the *approved agent* who is processing your mortgage or in person or by mail to RevenueSA.
- For payment after *completion of the eligible transaction*, lodge in person or by mail to RevenueSA.

NOTE: Read more details about *approved agents* at **www.revenuesa.sa.gov.au** or phone **(08) 8226 3750.**

If lodging with RevenueSA please post to:

GPO Box 1353
ADELAIDE SA 5001

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 may be returned to you if not fully completed or all the required supporting documentation is not attached.
- Additional documents may be requested after lodgement of your application.

Supporting documentation checklist

NOTE: Refer to the lodgement guide for the documentation required.

		Aplicant to tick if attached	Approved agent or RevenueSA use only

Proof of identity of all *applicants* and their *spouse/domestic partner*

NOTE: For applications lodged with RevenueSA - do NOT send original documents, **only send *certified copies.***
For applications lodged with Approved Agents - only Category 1 needs to be addressed. Certification is not required.

Category 1	Type of document submitted	/	☐	☐
Category 2*	Type of document submitted	/	☐	☐
Category 3*	Type of document submitted	/	☐	☐
Category 4*	Type of document submitted	/	☐	☐
▪ a marriage, divorce or death certificate or change of name certificate.			☐	☐
▪ a statutory declaration for those who are separated.			☐	☐

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

Transaction type

Contract to purchase a home

- a copy of your Contract for Sale, dated and signed by the vendor and purchaser. ☐ ☐
- a Confirmation of Settlement form. ☐ ☐

Where there is no contract, or the sale of the property is between family members or *related or associated parties*:

- a stamped and dated copy of the transfer signed by all parties. ☐ ☐
- a Confirmation of Settlement form. ☐ ☐
- evidence that consideration has been paid. ☐ ☐

Contract to build a home

- a copy of your *Contract to build* dated and signed by all parties. ☐ ☐
- a copy of the first progress payment invoice for the laying of the foundations. ☐ ☐

Owner builder

- a copy of all major receipts for building costs incurred for the construction of the *home*, e.g. foundations/stumps, timber framing, cladding, plumbing, electricty, roofing, kitchen. The evidence submitted must not include your own labour costs. ☐ ☐
- Statutory Declaration that states that the *home* is complete, and is ready to be occupied as a place of residence, and the date that this occured. ☐ ☐

Related or associated party or deceased estate transactions

- Supporting evidence if your application falls within one of the following: *related or associated party* or deceased estate transaction. Please refer to page 3 of the lodgement guide. ☐ ☐

APPROVED AGENT AND REVENUESA USE ONLY

Name of person sighting the documentation above

Name of employer

Signature

Date D D M M 2 0 Y Y