



Northern
Territory
Government

NORTHERN TERRITORY TREASURY
Territory Revenue Office

www.revenue.nt.gov.au

First Home Owner Grant Guide and Application Form

TERRITORY REVENUE OFFICE

GPO Box 154 Darwin NT 0801 ph: 1300 305 353 fax: (08) 8999 5577 www.revenue.nt.gov.au

F-HI-001 Updated July 2009

First Home Owner Boost

FHOB is a Commonwealth initiative, administered by the Territory Revenue Office (TRO).

It was announced on 14 October 2008 and provides a temporary increase to the \$7000 First Home Owner Grant (FHOG) for the period 14 October 2008 to 30 June 2009 inclusive. The scheme was extended for a further six months, expiring on 31 December 2009, as part of the Commonwealth's 2009-10 Budget.

FHOB applies to first home owners that enter in to a contract to purchase or build a new home or a contract to purchase an existing home between 14 October 2008 and 31 December 2009 inclusive. It also applies to owner builders who commence construction (laying of foundations) of a new home during this period.

The amount of FHOB depends on whether it is a new home or an established home, and the date the purchase or building contract is entered in to, or for owner builder's, the date the construction commenced as detailed in the following table.

When the consideration or construction cost is less than the combined amount of the FHOG and FHOB, the applicant is only entitled to a grant equal to that amount. Construction costs do not include an owner builder's own labour.

Transaction Type	FHOG	FHOB	Total
<i>New Home</i>			
14 October 2008 – 30 September 2009	\$7 000	\$14 000	\$21 000
1 October 2009 – 31 December 2009	\$7 000	\$7 000	\$14 000
<i>Established Home</i>			
14 October 2008 – 30 September 2009	\$7 000	\$7 000	\$14 000
1 October 2009 – 31 December 2009	\$7 000	\$3 500	\$10 500

To claim the FHOB for:

- a **new home** you need to complete application form F-HI-001 *First Home Owner Grant Application Form* attached to this guide **and** form F-HI-004 *Addendum to the First Home Owner Grant Application*
- an **established home**, you need only complete form F-HI-001 *First Home Owner Grant Application Form*.

First Home Owner Grant (FHOG) Guide to the application

This guide is for your ongoing reference and should not be lodged with your application.

What's in this guide?

1. Introduction
2. Explanation of terms used
3. Eligibility criteria
4. Commissioner's discretion to vary eligibility criteria
5. How to lodge your application
6. Supporting information
7. When the grant will be paid
8. When do I have to move in and for how long?
9. Notifiable events and obligation to repay the grant
10. Compliance investigations
11. False applications and penalties
12. Other home owner assistance
13. Contact details

1. Introduction

The First Home Owner Grant (*FHOG*) scheme was introduced on 1 July 2000 to encourage and assist home ownership and to offset the effect of GST on the acquisition of a first *home*. In the Northern Territory, the scheme is administered by the Commissioner of Territory Revenue through the Territory Revenue Office (*TRO*), a division of Northern Territory Treasury.

Under the scheme, a one-off grant of up to \$7000 is payable to first home owners who satisfy all of the eligibility criteria. The grant is not means tested nor is there any limit on the value of the *home*.

This guide explains the eligibility criteria for the *FHOG*, requirements for lodging applications, obligations of applicants and related matters. If you are unsure about any aspect concerning your eligibility, it is important that you contact *TRO* for clarification before proceeding with your application.

Reference is made in this guide to guidelines issued by the Commissioner. Commissioner's Guidelines can be accessed from *TRO*'s website www.revenue.nt.gov.au.

2. Explanation of terms used

The following are key terms used in this guide and application form. For your assistance, these terms appear in *italics* throughout the guide and application form.

- **Applicant**

A person applying for the grant who will, on the *completion date* of the *eligible transaction*, have a *relevant interest* or a deemed *relevant interest* in the land on which the *home* is built.

- **Approved agent**

An agent approved by *TRO* that processes applications for the *FHOG*. Most financial institutions that finance the purchase or construction of homes are approved agents.

- **Commencement date**

In the case of a **contract to purchase** or **build a home**, the date the contract is signed.

In the case of an *owner builder*, the date when laying of foundations for the *home* commences or such other date as the Commissioner considers appropriate in the circumstances.

- **Completion date**

In the case of a **contract to purchase** a *home*, when the purchaser becomes entitled to possession of the *home* under the contract, and if they are required to obtain registered title to the property, when the necessary steps to obtain registration of the purchaser's title have been taken.

In the case of a *contract to build a home* or an *owner builder*, when the building is ready for occupation as a place of residence (generally when an occupancy permit is issued).

- **Contract to build**

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

- **De facto partner**

Persons, including same sex partners, who are in a marriage-like relationship. For further information on the meaning of 'de facto relationships' and factors considered to determine the existence of one, refer to Commissioner's Guideline CG-HI-004.

- **Eligible transaction**

A contract to purchase or build a *home* signed on or after 1 July 2000 or in the case of an owner builder, the laying of the foundations commenced on or after that date.

- **FHOG**

First Home Owner Grant and includes the First Home Owner Boost.

- **First Home Owner Boost (FHOB)**

The temporary increase to the \$7000 FHOG provided by the Commonwealth for contract to purchase and build a *home* or and for owner builders that commence to build a *home* between 14 October 2008 to 30 June 2009 inclusive.

- **Home**

A *home* is a building that is affixed to land, including a relocated house or a transportable *home* that is affixed to land, where that building may lawfully be used as a place of residence and the Commissioner is satisfied that it is a suitable building for use as a place of residence.

Where it is clear from the application and supporting information, such as the sale agreement or building contract; building permit; plans and specifications; and other available information, that the building is, or will be a residential building such as a house; home unit; town house; or flat that is built to the appropriate standards, the building will be presumed to be a *home* for the purpose of the grant.

However, where it is not clear that the building is a *home* (for example, where the title to land indicates that the only improvement on the land is a shed), the applicant must provide evidence to support that the building may lawfully be used, and is suitable for use as a place of residence. For further information on whether a building qualifies as a *home*, refer to Commissioner's Guideline CG-HI-006.

- **New home**

The home must have never been previously occupied as a residence, including occupation by the builder, a tenant or other occupant.

Where a home is being purchased, it must be the first sale of that home.

Substantially renovated homes may be considered as a new home. To qualify as a substantially renovated home the sale must be a taxable supply of new residential premises as defined under section 40-75(1)(b) of *A New Tax System (Goods and Services Tax) Act 1999*. It must be the first sale of the home, since being substantially renovated, which has not been previously occupied as a place of residence, including occupied by the builder, a tenant or other occupant.

- **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* of the Commonwealth) or a New Zealand citizen who is the holder of a special category visa (under section 32 of the *Migration Act 1958*).

- **Principal place of residence**

The *home* you primarily reside in. The most important characteristic of a person's *principal place of residence* is that the person is living in that residence on an ongoing or permanent basis as the person's settled or usual place of abode. Where the occupation is transient, temporary or of a passing nature, or the occupation is for some other purpose, such as for renovating the *home* for sale or prior to rental, then this is not sufficient to establish occupation as a *principal place of residence*.

For further information on the meaning of 'occupy' and '*principal place of residence*', refer to Commissioner's Guideline CG-HI-005.

- **Related or associated party**

A person is related or associated with another party when:

- one is the *spouse* or *de facto partner* of the other;
- they are related by blood, marriage or adoption;
- they are a shareholder or director of the other party;
- they are a beneficiary of a trust for which the other party is trustee; or
- the transaction is not otherwise at arm's length. (A transaction is generally considered to be at arm's length when it is between independent and unrelated persons, conducted on an equal footing in which each acts in their own self-interest).

- **Relevant interest**

A person with a '*relevant interest*' may be described as someone who will have a legal entitlement to occupy the land. Usually this will be the person registered on the title to the land. This commonly is an estate in fee simple.

In the Territory, other *relevant interests* include:

- various leaseholding interests in land granted by the Commonwealth or the Territory;
- an interest as purchaser under a *terms contract*;
- a licence or a right of occupancy granted by the Commonwealth or the Territory that gives the licensee or holder of the right reasonable security of tenure;
- a life estate in land approved by the Commissioner;
- a right to occupy a *home* that you have built (or will build) on land owned by a relative;
- a right to occupy a *home* that you have built (or will build) on farming property where the owner of that property has given you permission to occupy the *home*.

A *relevant interest* in land in another state or the Australian Capital Territory is defined in that jurisdiction's corresponding legislation, but generally includes most of the above.

An interest in land held under a trust is not a *relevant interest* unless it is held for the benefit of a person with a legal disability.

All persons, other than the Chief Executive Officer (Housing), who have or are acquiring a *relevant interest* in the land must be an *applicant* on this form.

- **Residential property**

Land in Australia on which there is a building that can be lawfully occupied as a place of residence and is suitable for occupation as a place of residence. It is not limited to residential lots, but includes any land on which there is a residence (that is, farming and commercial properties, which can be lawfully occupied as a residence).

- **Spouse**

The person to whom an applicant is legally married. It is important to note that despite separation, parties to a marriage remain *spouses* until the marriage is legally dissolved, though the Commissioner has the discretion to treat the parties as if they were not married (see Section 4).

- **Terms contract**

A contract of sale of land where the purchaser has to make two (2) or more payments (excluding the deposit) to the vendor after the contract is signed by the parties. Generally, the purchaser will be in possession of the land under the contract, but cannot be registered on the title until final payment is made to the vendor.

- **TRO**

Territory Revenue Office, a division of the Northern Territory Treasury.

3. Eligibility criteria

To apply for the *FHOG*:

Applicants must:

- be a natural person (ie not applying as a company or trust) and one (1) *applicant* must be 18 years of age or more;
- ensure at the time of making application, at least one (1) *applicant* is an Australian citizen or a *permanent resident*;
- ensure each person holding a *relevant interest* in the land on which the *home* is, or will be built, is an *applicant*;

Note:

This requirement does not apply to the Chief Executive Officer (CEO) Housing where the *home* is being purchased under the HOMESTART NT shared equity arrangement or to a relative of an applicant, or an owner of farming property where the relative or owner of the farming property has given permission for the applicant to build a *home* on their land. Where a guardian holds land for a person with a legal disability, the person with the legal disability is taken to have a *relevant interest* in the land (that is, the guardian completes the application on their behalf).

- be buying or building a *home* in the Northern Territory 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;
- ensure they will reside in the *home* as their *principal place of residence* for a continuous period of at least six (6) months commencing within 12 months of completion of the *eligible transaction*; and
- lodge an application within 12 months of the *completion date* of the *eligible transaction* with relevant supporting information.

Applicants and their spouses or de facto partners must:

- not have previously received a *FHOG* in any state or territory of Australia. If the *FHOG* was received, but later paid back together with any penalty, they may be entitled to reapply for the grant;
- not have previously held a *relevant interest* in a *residential property* anywhere in Australia prior to 1 July 2000, even if they did not occupy the property as their place of residence; and
- not have occupied a *residential property* in which they acquired a *relevant interest* on or after 1 July 2000 anywhere in Australia.

4. Commissioner’s discretion to vary eligibility criteria

The Commissioner may vary the following requirements:

- **Minimum age requirement** – an *applicant* may be exempted from the requirement to be a minimum age of 18 years. For details on the circumstances where this discretion is generally exercised and details on the requirements of applicants, refer to Commissioner Guideline CG-HI-003.
- **Residency requirements** – an *applicant*, but not all of them, may be exempted from the requirement to occupy the *home* as their *principal place of residence*. Furthermore, the Commissioner may extend the 12 month period for commencing occupation of the *home* and reduce, but not waive entirely, the requirement to occupy the *home* for a continuous period of six (6) months. For details on the circumstances when these discretions will generally be exercised and the requirements of applicants, refer to Commissioner’s Guideline CG-HI-003.
- **Separated spouses** – may be regarded as not being married where the Commissioner is satisfied that the parties have separated and have no intention of resuming cohabitation. For further details on the circumstances when this discretion will be exercised and the requirements of applicants, refer to Commissioner’s Guideline CG-HI-008.

5. How to lodge your application

Applications may be lodged with:

- The *approved agent* that is providing your finance. Most financial institutions are *approved agents*.
If you require the grant for settlement, you must lodge the application with your financial institution as soon as possible.
Note: Where an *applicant* is reliant on the exercise of discretion as outlined in this guide, the application must be lodged with *TRO*, or the necessary written approvals obtained from *TRO*, prior to lodging with an *approved agent*.
- *TRO* – refer to contact details at Section 13 of this guide. Applications can be lodged with *TRO* on or after the *commencement date* of the relevant transaction, but payment of the grant will only be made within the timeframes set out in Section 7 below.

6. Supporting information

The information required in support of your application is detailed in the checklist at Section 8 of the application form and will vary depending on the transaction type and your circumstances. This information is needed to determine your eligibility for the *FHOG* and failure to provide part, or all of the information, will result in delays in processing, or rejection of, your application. Please check each item and place a tick in the appropriate column to ensure all information is provided.

7. When the grant will be paid

The date the grant is paid depends on whether you are buying or building a *home*, and if you are applying through an *approved agent* or *TRO*. The following table details the earliest dates that the grant will be paid for the various transaction types.

Where the application is lodged with *TRO*, payment will be made by electronic funds transfer to your nominated bank account, generally within five (5) business days of lodging the application, providing all supporting information is provided.

Type of transaction	Applying through	
	Approved Agent	TRO
Purchasing a <i>home</i>	At settlement	When your name is registered on the title
Purchasing a <i>home</i> under a <i>terms contract</i>	Not applicable	When you are in possession of the property and instalments (excluding the deposit) of at least the amount of the grant and boost (where applicable) have been paid
<i>Contract to build a home</i>	When the foundations have been laid and progress payments (excluding the deposit) totalling at least, the amount of the grant and boost (where applicable), has been paid	When the foundations have been laid and progress payments (excluding the deposit) of at least the amount of the grant and boost (where applicable) has been paid
<i>Owner builder</i>	When construction of the <i>home</i> has been completed	When construction of the <i>home</i> has been completed

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

All applicants must commence occupation of the *home* within 12 months of the *completion date* of the purchase or construction of the *home*. All *applicants* must reside in the *home* as their *principal place of residence* for a continuous period of not less than six (6) months. However, the Commissioner may vary these requirements (see Section 4).

If the residence requirements are not satisfied, the applicants are required to notify *TRO* and repay the amount of the *FHOG* (see Section 9).

9. Notifiable events and obligation to repay the grant

In the following circumstances and timeframes, *applicants* are required to notify *TRO* in writing and repay the amount of the grant.

Event	Timeframe for notification and repayment of the grant
Failure to comply with the residence requirements (refer to Section 8 above).	Within 30 days of the earlier of the date: <ul style="list-style-type: none">by which the <i>applicants</i> were required to have taken occupation of the <i>home</i>; oron which it first became apparent that they would not comply with the residence requirements during the period allowed for compliance.
Ineligibility for the <i>FHOG</i> (ie the applicant or their spouse/ <i>de facto partner</i> may have previously owned a <i>residential property</i> that they occupied, or none of the <i>applicants</i> are an Australian citizen or <i>permanent resident</i>).	Within 30 days after the <i>FHOG</i> was paid.
Failure to comply with a condition for payment of the grant.	Within 30 days after the breach of that condition.
Overpayment of the <i>FHOG</i> .	Within 30 days after the <i>FHOG</i> was paid.

Failure to comply with the notification and repayment obligation is an offence for which a maximum penalty of 50 penalty units (currently \$6500) is provided. Furthermore, a notice may be issued by *TRO* requiring repayment of the grant, payment of a culpability penalty equal to the amount of the grant, and interest. For further details on *TRO*'s penalty policy, refer to Commissioner's Guideline CG-HI-002.

10. Compliance investigations

TRO conducts inquiries to confirm whether an *applicant* is eligible for the grant and satisfies the residence requirements.

Enquiries concerning an *applicant's* eligibility may be made prior to, and after the payment of the grant, and may include searches of land title systems in other jurisdictions and accessing information from various independent sources. *Applicants* may also be requested to provide further supporting information.

Significant penalties and possible prosecution action may apply if these enquiries demonstrate that an *applicant* has made a false application (see Section 11 for consequences) or have not complied with the residence requirements and obligation to notify *TRO* and repay the grant.

11. False applications and penalties

Applicants found guilty of making a false application or declaration may be prosecuted and could face imprisonment for a period of up to two (2) years.

12. Other home owner assistance

The Territory Government has a number of schemes to assist home ownership, including a stamp duty First Home Owner Concession and loans for low to middle income earners. Further information on these schemes can be accessed on *TRO's* website at www.revenue.nt.gov.au.

13. Contact details

For further information, contact the Territory Revenue Office:

Level 4, Cavenagh House
38 Cavenagh Street, Darwin

Phone: 1300 305 353
Fax: (08) 8999 5577

GPO Box 154
DARWIN NT 0801

Website: www.revenue.nt.gov.au
Email: ntrevenue.ntt@nt.gov.au

Office hours:

9.00 am to 4.00 pm Monday to Friday
9.00 am to 2.00 pm the last Tuesday of each month

First Home Owner Boost

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To claim the FHOB for:

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- an **established home**, you need only complete form F-HI-001 *First Home Owner Grant Application Form*.

First Home Owner Grant

Application form

Office use only

UIN
Application reference
Application received by
Date lodged

Note:

- This application will not be considered unless fully completed, signed in blue or black ink, and all required supporting evidence is lodged.
- Read the guide to the application for explanations of the terms used and if necessary, contact *TRO* for clarification of any matter.
- Applications must be lodged within 12 months of completion of the eligible transaction.
- There are significant penalties for making a false or misleading statement.
- Please answer all questions and tick the appropriate boxes.

SECTION 1 ELIGIBILITY CRITERIA

- Eligibility is determined at the *commencement date* of the *eligible transaction*, unless otherwise stated.
- All *applicants* and their *spouse / de facto partner* must be considered when answering the eligibility questions.
- Eligibility criteria 4(b) and 6 may in special circumstances be varied by the Commissioner. For further information, refer to Section 4 of the guide to this application.

Indicate with a

Eligibility checklist

	Yes	No
1. Is this the first time each <i>applicant</i> and/or their <i>spouse / de facto partner</i> will receive a grant under the <i>First Home Owner Grant Act</i> in any state or territory of Australia?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is each <i>applicant</i> and their <i>spouse / de facto partner</i> a person who has never held a <i>relevant interest</i> in a <i>residential property</i> , either jointly, separately or with some other person, before 1 July 2000 in any state or territory of Australia? <i>Note: Applicants are not eligible for a grant if they or their spouse / de facto partner have held a relevant interest in residential property prior to 1 July 2000, even if they have never occupied the property.</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is each <i>applicant</i> and their <i>spouse / de facto partner</i> a person who has never occupied a <i>residential property</i> in which they acquired a <i>relevant interest</i> on or after 1 July 2000 in any state or territory of Australia?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is: (a) each <i>applicant</i> a natural person (ie not a company or trust) who does, or will on the <i>completion date</i> of the <i>eligible transaction</i> , hold all their interest in the property in their own right and not as a trustee; and (b) at least one (1) <i>applicant</i> 18 years of age or more?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is at least one (1) <i>applicant</i> a <i>permanent resident</i> or Australian citizen at the time of making the application?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will each <i>applicant</i> be occupying the <i>home</i> as their <i>principal place of residence</i> for a continuous period of six (6) months commencing within twelve (12) months of the <i>completion date</i> of the <i>eligible transaction</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
7. Has each <i>applicant</i> on or after 1 July 2000 , either: • entered into a contract for the purchase of a <i>home</i> in the Northern Territory; or • entered into a <i>contract to build a home</i> in the Northern Territory; or • in the case of an <i>owner builder</i> , commenced construction of a <i>home</i> in the Northern Territory? (that is, laying of foundations)	<input type="checkbox"/>	<input type="checkbox"/>

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 made by the Commissioner of Territory Revenue. Please attach additional information (where applicable) to support your eligibility for the First Home Owner Grant. If you answered NO to any of the above questions, you may still be eligible if a discretion may be exercised. For more information on discretion, refer to Section 4 of the guide to this application.

SECTION 2 APPLICANT DETAILS

Note:

- It is essential that ALL *applicants* complete this section. An *applicant* is the person or persons who are acquiring the property (the purchaser), entering a *contract to build* or an *owner builder*.
- If there are more than two (2) *applicants*, please complete and attach an additional application form.
- Each applicant must sign the declaration 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/de facto partner*) related to or associated with the vendor or builder? Yes No

If yes, provide evidence that at least \$7000 of the purchase price/construction costs have been paid.

Are any of the applicants Aboriginal or Torres Strait Islander (this question is optional) Yes No

The information will only be used for statistical purposes by Commonwealth, state and territory governments and has no bearing on your application.

Applicant 1 (primary contact)

Applicant 2

Title (circle appropriate title)

Mr / Mrs / Ms / Miss / Dr

Mr / Mrs / Ms / Miss / Dr

First name

Middle name(s)

Family name

Name on birth certificate
(only if different from above)

If you have ever used any name other than the name(s) declared above, list them here

Date of birth (DD/MM/YYYY)

Place of birth

Daytime telephone number

Email address

Current residential address

Address for service of notices
(if different to residential address)

Do you have a *spouse/de facto partner*?

If you have a *spouse/de facto partner*, will your *spouse/de facto partner* have a *relevant interest* in the home?

Indicate the states and/or territories in which you have lived

 / /

 ()

 State Postcode

 Yes No

 Yes No

If yes, your spouse/de facto partner must complete the details in Applicant 2. If no, your spouse/de facto partner must complete Section 7.

 NSW ACT VIC SA WA QLD TAS NT

 / /

 ()

 State Postcode

 Yes No

 Yes No

If yes, your spouse/de facto partner must complete the details in Applicant 1. If no, your spouse/de facto partner must complete Section 7.

 NSW ACT VIC SA WA QLD TAS NT

SECTION 3 SPOUSE / DE FACTO PARTNER DETAILS

This section must be completed by the *applicant* if their *spouse / de facto partner* is not an *applicant*. The *applicant's spouse / de facto partner* must sign the declaration at Section 7.

	Spouse/de facto of applicant 1	Spouse/de facto of applicant 2
	Mr / Mrs / Ms / Miss / Dr	Mr / Mrs / Ms / Miss / Dr
Title <small>(circle appropriate title)</small>	/ /	/ /
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"/>
Has your spouse / de facto partner ever used any name other than the name(s) above? If yes, list them here	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Date of birth <small>(DD/MM/YYYY)</small>	/ /	/ /
Place of birth	State/Territory	State/Territory
	Country	Country
Daytime telephone number	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Indicate the states and/or territories in which your spouse has lived	NSW <input type="checkbox"/> ACT <input type="checkbox"/> VIC <input type="checkbox"/> SA <input type="checkbox"/> WA <input type="checkbox"/> QLD <input type="checkbox"/> TAS <input type="checkbox"/> NT <input type="checkbox"/>	NSW <input type="checkbox"/> ACT <input type="checkbox"/> VIC <input type="checkbox"/> SA <input type="checkbox"/> WA <input type="checkbox"/> QLD <input type="checkbox"/> TAS <input type="checkbox"/> NT <input type="checkbox"/>

SECTION 4 PROPERTY AND TRANSACTION DETAILS

Address of property

Lot number	<input style="width: 100%;" type="text"/>	Unit/street number	<input style="width: 100%;" type="text"/>
Street name	<input style="width: 100%;" type="text"/>	Suburb/town	<input style="width: 100%;" type="text"/>
State	<input style="width: 100%;" type="text"/>	Postcode	<input style="width: 100%;" type="text"/>

Date of occupation

Date when occupation as a *principal place of residence* commenced, or is expected to commence (if not known, please estimate)

/ / DD/MM/YYYY

Purchase price or construction cost

\$

Title reference

Volume Folio

If the current title is unavailable, please enter a parent title number.

Transaction details

What type of transaction does this application refer to?

Established home
 Off-the-plan
 Owner builder
 Contract to build
 New home

Date of contract

(if owner builder, date the foundations were laid)

/ / DD/MM/YYYY

Date of settlement

(if building, date of completion)

Note: if lodging with an approved agent, please estimate

/ / DD/MM/YYYY

Approved agent and TRO use only		
All evidence sighted:	Name of person sighting the evidence:	Payment eligibility date (enter settlement, completion or first draw down date only):
<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 5 PAYMENT DETAILS

Approved agent use only

Applicant reference:

If applying with *TRO*, the *FHOG* 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 *FHOG* will be paid through the *approved agent*.

Name of financial institution and branch

Account name (eg. John and Jan Citizen)

BSB number (do not include dashes or spaces)

Account number

SECTION 6 DECLARATION BY APPLICANT

1. I have completed the application form and attached all relevant documents in support of this application.
2. I have not previously received and retained a grant under the *First Home Owner Grant Act* or a corresponding Act in another state or territory, either alone or together with any other person, and to the best of my knowledge nor has my *spouse / de facto partner*.
3. I have not held, either alone or together with any other person, a *relevant interest* in a residential property within Australia prior to 1 July 2000, and to the best of my knowledge, nor has my *spouse / de facto partner*.
4. I have not occupied as an owner, a *residential property* within Australia in which I acquired, either alone or together with any other person, a *relevant interest* on or after 1 July 2000, and to the best of my knowledge, nor has my *spouse / de facto partner*.
5. At the date of making this application, at least one (1) *applicant* is a *permanent resident* or an Australian citizen.
6. 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 (6) months, commencing within 12 months of the *completion date* of the *eligible transaction*.
7. I undertake to notify the Commissioner of any notifiable event (see Section 9 of the guide to the application) in writing, relevant to the requirements under the *First Home Owner Grant Act*, within 30 days from the occurrence of that notifiable event.
8. I authorise *TRO* to access and exchange information about me to verify my eligibility for the *FHOG* with the *approved agent* (where applicable), other state, territory and Australian Government agencies and commercial organisations as permitted by law.
9. I understand that the *approved agent* is not authorised by *TRO* to offer any advice or assistance on the conditions of eligibility for the *FHOG*, or on the completion of this application.
10. I authorise *TRO* to deposit the *FHOG* 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*.
11. I authorise the *approved agent* to hold the *FHOG* until the *completion date* of the *eligible transaction* and to repay the *FHOG* to the Commissioner if the transaction is not completed within 28 days of the date specified.
12. I authorise the Commissioner to address all correspondence relating to this application to Applicant 1 at the address nominated.
13. I have read and understood this application form and guide to the application, and I accept that if the conditions of eligibility are **not** met, I may not be entitled to receive or retain the *FHOG*.
14. I acknowledge that I may be required to repay the *FHOG*, be liable for penalties and interest, and may also be prosecuted for making a false or misleading statement on or in connection with this application for the *FHOG*.
15. I declare that the contract referred to in this application does not replace a contract made before 14 October 2008 which was for the purchase of the same home or to build the same or a substantially similar home. I declare that the statements contained herein and the supporting documentation provided are true and correct in every particular.

Warning: It is an offence under the *First Home Owner Grant Act* to make a false or misleading statement for which a penalty of two (2) years imprisonment is provided. If you are uncertain of any aspect, please contact *TRO* for clarification.

Applicant 1

Name

Signature

Date

Applicant 2

Name

Signature

Date

PRIVACY STATEMENT

The information in this form is required by *TRO* to determine whether or not you meet the criteria for the payment of the *FHOG*. Any information provided is on a voluntary basis and is needed to process the application for the *FHOG*. The information provided may be disclosed to third parties with your consent or as required or permitted by law. It will also be stored on the First Home Owner Grant scheme national database and the application will be retained by either *TRO* or the approved agent. You have the right to access and correct this information by contacting *TRO*.

SECTION 7 DECLARATION BY SPOUSE / DE FACTO PARTNER OF APPLICANT

1. The *spouse / de facto partner* details in Section 3, in so far as they relate to me, are true and correct.
2. I have not previously received and retained the grant under the *First Home Owner Grant Act* or a corresponding Act in another state or territory, either alone or together with any other person, and to the best of my knowledge, nor has my *spouse / de facto partner*.
3. I have not held, either alone or together with any other person, a *relevant interest* in a *residential property* within Australia prior to 1 July 2000, and to the best of my knowledge, nor has my *spouse / de facto partner*.
4. I have not occupied as an owner, a *residential property* within Australia which I acquired, either alone or together with any other person, a *relevant interest* on or after 1 July 2000, and to the best of my knowledge, nor has my *spouse / de facto partner*.
5. I authorise *TRO* to access and exchange information about me that may affect the *applicant's* eligibility for the *FHOG* with the *approved agent* (where applicable), other state, territory and Australian Government agencies and commercial organisations as permitted by law.
6. Although I am not an *applicant* for the *FHOG* I am aware of the reasons for me having to complete this section of the application. I acknowledge that I may be prosecuted for making a false or misleading statement on or in connection with this application for the *FHOG*.

I declare that the statements contained herein and the supporting documentation provided are true and correct in every particular.

Warning: It is an offence under the *First Home Owner Grant Act* to make a false or misleading statement for which a penalty of two (2) years imprisonment is provided. If you are uncertain of any aspect, please contact *TRO* for clarification.

Spouse/de facto partner of applicant 1

Name

Signature

Date

Spouse/de facto partner of applicant 2

Name

Signature

Date

PRIVACY STATEMENT

The information in this form is required by *TRO* to determine whether or not the applicant meets the criteria for the payment of the *FHOG*. Any information provided is on a voluntary basis and is needed to process the application for the *FHOG*. The information provided may be disclosed to third parties with your consent or as required or permitted by law. It will also be stored on the First Home Owner Grant scheme national database and the application will be retained by either *TRO* or the *approved agent*. You have the right to access and correct this information by contacting *TRO*.

SECTION 8 CHECKLIST

This schedule details the information required to support your application depending on your circumstances.

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

* An acceptable person is a Commissioner for Oaths, Member of Parliament, legal practitioner, a person holding office under the *Supreme Court Act* or *Justice Act*, conveyancing agent or real estate agent licensed under the *Agents Licensing Act*, police officer, bank employee, Justice of the Peace (JP) or a public servant.

If lodging with an approved agent – The information to satisfy the 100 point check conducted by the *approved agent* is sufficient, except where all applicants were from outside of Australia. In these instances, at least one (1) *applicant* must also provide proof of Australian citizenship or permanent residency. This could be in the form of an Australian passport, Australian citizenship certificate, permanent residency certificate, permanent residency visa or if you are a New Zealand citizen, evidence of a special category visa under section 30 of the *Migration Act 1958*.

If lodging with TRO – All *applicants* must provide proof of identity, and if none of the applicants were born in Australia, at least one (1) *applicant* must also provide proof of Australian citizenship or permanent residency. This could be in the form of an Australian passport, Australian citizenship certificate, permanent residency certificate, permanent residency visa or if you are a New Zealand citizen, evidence of a special category visa under section 30 of the *Migration Act 1958*.

Proof of identity and Australian citizenship or permanent residency (provide certified copies)

	Form of identification required	Applicant to tick if attached	Office use only
Citizenship or permanent residency	Citizenship certificate; or	<input type="checkbox"/>	<input type="checkbox"/>
	Permanent residency certificate, permanent residency visa or special category visa.	<input type="checkbox"/>	<input type="checkbox"/>
Proof of identity	Australian birth certificate issued by Registry of Births, Deaths and Marriages; and	<input type="checkbox"/>	<input type="checkbox"/>
	Photographic identification such as an Australian drivers licence or proof of age card issued by a state or territory authority; or	<input type="checkbox"/>	<input type="checkbox"/>
	A current passport.	<input type="checkbox"/>	<input type="checkbox"/>

Note: Evidence of change of name is required if the name on any documents presented is different to the name of the applicant (for example, marriage certificate, change of name certificate or deed poll).

Transaction type

	Evidence required	Applicant to tick if attached	Office use only
Contract to purchase a home	The exchanged Contract for Sale, dated and signed by all parties; or	<input type="checkbox"/>	<input type="checkbox"/>
	If a <i>terms contract</i> , evidence of payment of purchase instalments (excluding the deposit) totalling at least \$7000.	<input type="checkbox"/>	<input type="checkbox"/>
Contract to build a home	The <i>contract to build</i> , dated and signed by all parties; and	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's progress payment invoices (not including the deposit) totalling at least the amount of the grant and boost (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Owner builder	Evidence that building costs of at least the amount of the grant and boost (where applicable) have been incurred for the construction of the <i>home</i> * not including your own labour costs; and	<input type="checkbox"/>	<input type="checkbox"/>
	Occupancy permit issued under the <i>Building Act</i> or if the <i>home</i> is not in the building area regulated by that Act, evidence that construction has been completed and that the building is suitable for residential use (refer to Commissioner's Guideline CG-HI-006 for evidentiary requirements).	<input type="checkbox"/>	<input type="checkbox"/>

* Not required if the application is lodged with an approved agent and the agent is financing the construction of the home to an amount equal to or greater than the amount of the grant and boost (where applicable).

In the following instances, additional supporting evidence is required.

Transactions between <i>related or associated parties</i>	Applicant to tick if attached	Office use only
<p><i>Evidence required:</i> Evidence to support that at least the amount of the grant and boost (where applicable) of the purchase price or construction costs has been paid.</p> <p><i>Note:</i> Not required if the application is lodged with an approved agent and the agent is financing the purchase or construction of the home to an amount equal to or greater than the amount of the grant and boost (where applicable).</p>	<input type="checkbox"/>	<input type="checkbox"/>
Separated spouses	Applicant to tick if attached	Office use only
<p><i>Evidence required:</i> An applicant seeking the exercise of the Commissioner's discretion to disregard their marriage is required to provide a statutory declaration addressing the matters detailed in Commissioner's Guideline CG-HI-008. The guideline can be accessed on TRO's website at www.revenue.nt.gov.au.</p> <p><i>Note:</i> Must be completed when an applicant is requesting the Commissioner to exercise discretion to disregard their marriage.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Building a home on a relative's property or on farming property owned by another person	Applicant to tick if attached	Office use only
<p><i>Evidence required:</i> Written documentation from the owner confirming the arrangement and that permission has been given for the applicant to occupy the <i>home</i> when it has been completed.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Guardian purchasing or building a home for a person with a legal disability	Applicant to tick if attached	Office use only
<p><i>Evidence required:</i> Evidence of the guardian's lawful appointment.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Interests in other residential property acquired on or after 1 July 2000	Applicant to tick if attached	Office use only
<p><i>Evidence required:</i> An applicant is eligible for the <i>FHOG</i> if they or their <i>spouse / de facto partner</i> have held a relevant interest in a residential property in Australia that they acquired on, or after 1 July 2000, but have not occupied it as their place of residence.</p> <p><i>Note:</i> Where an applicant and/or their <i>spouse / de facto partner</i> have held such an interest, a disclosure should be made to this effect and conclusive evidence (copies of tenancy agreements, utilities bills, etc) provided to verify that they have not occupied the property as their place of residence. This will assist in the timely processing of the application and prevent any unnecessary investigation.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Prior receipt of the First Home Owner Grant (FHOG)	Applicant to tick if attached	Office use only
<p><i>Evidence required:</i> If an <i>applicant</i> or their <i>spouse / de facto partner</i> has previously received the <i>FHOG</i> but has repaid it, they may still be eligible for the <i>FHOG</i> on a subsequent purchase. To assist in the timely processing of your application, a disclosure should be made to this effect detailing the property to which the previous application relates and the reason for the repayment of the grant.</p>	<input type="checkbox"/>	<input type="checkbox"/>

PRIVACY STATEMENT

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