

Application form and lodgement guide

Guide to applying for the Queensland First Home Owners' Grant

Keep this guide for future reference. It contains important information about the grant and your obligations after you receive the grant. The general information in this guide does not cover every aspect of the *First Home Owner Grant Act 2000* (the Act).

The Queensland First Home Owners' Grant is available for eligible transactions to buy or build a new home between 1 July 2016 and 31 December 2017, both dates inclusive.

Do not use this form for transactions dated before 1 July 2016.

For an explanation of the terms used in this guide, see page 4.

By completing and lodging this form, you are declaring that you are eligible for the grant and will comply with your obligations.

It is an offence to provide false or misleading information to the Commissioner to receive the grant. If you are unsure about any of your obligations or any of the information required in the application, visit our website (www.qld.gov.au/firsthomeowners) or contact the Office of State Revenue (OSR) on 1300 300 734.

If your application is approved and the grant is paid, you will be notified in writing of the conditions you are required to satisfy, including the residence requirement. If you are unable to satisfy any of these conditions, you must notify the Commissioner within 14 days of becoming aware that you are unable to comply with the requirement, and repay the grant.

If you do not meet these obligations, you may be penalised and required to repay the grant.

Requirements

Applicants must:

- ensure the application is completed in full (an incomplete application will not be accepted)
- lodge the completed application and all supporting documents within 12 months of completion of the eligible transaction
- be a natural person (i.e. not a company), at least 18 years of age at the commencement of the eligible transaction
- ensure at least one applicant is an Australian citizen or a permanent resident at the time of applying for the grant
- be buying or building a new home where the contract date is between 1 July 2016 and 31 December 2017 (both dates inclusive) or building a home as an owner-builder where the laying of the foundations commenced on or after 1 July 2016 but before 1 January 2018
- be buying or building a new home valued less than \$750,000
- ensure each person holding a relevant interest in the property is an applicant
- ensure all applicants will reside in the new home as their principal place of residence for a continuous period of at least 6 months commencing within 12 months of completion of the eligible transaction.

Applicants and their spouses must not have:

- previously owned or held a relevant interest in residential property anywhere in Australia before 1 July 2000
- residential property in which they acquired a relevant interest anywhere in Australia on or after 1 July 2000
- previously received a first home owner grant in any state or territory of Australia. If a grant was received from the Queensland Office of State Revenue that you later paid back, together with any penalty, you may be entitled to reapply for the grant.

How to apply

Applications must be lodged within 12 months of completion of the eligible transaction.

You can lodge your completed application with the:

- approved bank or financial institution (approved agent) that is providing your finance. A list of approved agents can be found at www.qld.gov.au/firsthomeowners. If you require the grant for settlement or want to receive the grant as soon as possible, you need to lodge your application with an approved agent.
- Office of State Revenue (OSR)
GPO Box 953
Brisbane QLD 4001

Note: Applications cannot be lodged with OSR until completion of the eligible transaction.

Obligations

Applicants must meet the following conditions of the residence requirement to retain the grant.

- All applicants must live in the home as their principal place of residence for at least 6 continuous months commencing within 12 months of completion of the eligible transaction.
- All applicants may be required to verify they have met the residence requirement by providing documentation supporting their period of occupancy.
- Should you not meet the residence requirement, you must notify OSR in writing within 14 days after the relevant date and repay the grant.

Failure to advise the Commissioner in writing may result in applicants being required to repay the grant with penalties.

Penalties

OSR, as part of its role in administering the Act, conducts ongoing investigations to ensure that applicants comply with the conditions of the Act. All applications undergo a thorough review. Applicants are checked for former home ownership in Queensland and interstate. Other checks into spouse status, council records, title details and finance particulars are undertaken on a routine basis.

If an applicant receives the grant when they are not entitled, or do not comply with the residence requirement, penalties may be imposed. The penalty amount depends on the circumstances of each case, and is in addition to having to repay the grant. In some cases the penalty applied is equal to the amount of the grant received.

Providing false or misleading information to OSR is a criminal offence. If it is determined that an applicant has provided false or misleading information then prosecution action may be commenced.

When the grant will be paid

The date the grant is paid depends on whether you are buying or building a new home, and if you are applying through an approved agent or OSR (see table below).

Applying through and paid by	Type of transaction	Timeframe
Approved agent	Contract to purchase a new home	At date of settlement
	Contract to build a home	On date of first progress payment as long as the payment is more than the grant payable This does not include the deposit on the contract to build.
	Building a home as an owner-builder	On receipt of final inspection certificate
OSR	Contract to purchase a new home	Within 10 working days of receiving a fully completed application and all supporting documentation after completion of the eligible transaction
	Contract to build a home	
	Building a home as an owner-builder	

How to complete the application form

All applicants must complete the form and the supporting documentation checklist.

- Print or type responses in the boxed spaces, and tick appropriate boxes.
- Sign in blue or black ink.
- Cross out any corrections. (Do not use correction fluid or white-out.) All applicants must initial each correction.

This application form has seven sections and a supporting documentation checklist.

All supporting documentation must be provided to form a complete application (use the checklist provided). Do not send original documents.

- If lodging with an approved agent, each applicant and their spouse must provide a category 1 document (see the checklist).
- If lodging with OSR, all of the relevant supporting documentation must be submitted with your application.

Section 1 Eligibility criteria

Answer questions 1 to 8 by ticking the relevant Yes or No box. The answers are designed to establish that the applicants for the grant meet the eligibility criteria.

Answer questions 9 to 13 by ticking the relevant Yes or No box to establish that no disqualifying arrangements exist. These questions do not result in an automatic disqualification of the application; however, we will request further clarification from applicants if applicable.

All persons with a relevant interest in the home, and any spouse of these persons, must be considered when answering these questions.

In exceptional circumstances, the Commissioner may use discretion in relation to some eligibility criteria.

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

Section 2 Applicant details

Answer question 14 with the number of people (applicants) who have, or will have, a relevant interest in the home.

If there are more than two applicants, complete and attach another application form.

If an applicant has a spouse, there are two options:

- (a) If the spouse is an applicant, they must be recorded in this section.
- (b) If the spouse is not an applicant—that is, they will not have a relevant interest in the property—they must complete Section 3.

Nominate one postal address for correspondence to be sent on behalf of all applicants.

Section 3 Spouse details

This section must be completed by the applicant when their spouse has not been specified as an applicant in Section 2. That is, the spouse will not have a relevant interest in the home.

The spouse must then complete the declaration in Section 7.

Section 4 Property and transaction details

Provide the street address details of the new home. An incorrect address may delay the application processing time.

Answer question 19 by selecting the type of transaction for this grant application.

Section 5 Optional information

Questions 20 and 21 are optional, and have no bearing on your application. These responses to these questions are collected by OSR on behalf of the Australian Productivity Commission for statistical purposes.

Section 6 Declaration by applicant

- All applicants must sign the declaration to confirm they have read and understood all the details completed on the application form.
- If you are applying through an approved agent, the agent will record all your payment details and you do not need to record them on this application form.
- If applying through OSR, applicants must nominate an account to receive funds by electronic funds transfer (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. Failure to provide correct details will cause delays in payment of the grant.

Section 7 Declaration by spouse

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

Supporting documentation checklist

Use this checklist to ensure that you provide all the required documents with your application. Check each relevant box and identify the type of document when indicated.

Failure to produce the relevant documentation may result in delays in processing.

Meaning of terms

Applicant	A person applying for a grant who on completion of the purchase of a new home or construction of a home will own or hold a relevant interest in the land on which the home is built
Approved agent	An organisation approved by OSR that is authorised to process applications
Cap value	<ul style="list-style-type: none"> • For contracts to purchase a new home (including homes purchased off-the-plan), the sum of: <ul style="list-style-type: none"> – the unencumbered value of the new home and – the unencumbered value of the relevant interest in the land on which the new home is built or to be built, at the date when the contract was entered into • For contracts to build a home, the sum of: <ul style="list-style-type: none"> – the consideration paid for the contract to build a home and – the unencumbered value of the land at the date when the contract was entered into • For building a home as an owner-builder, the sum of: <ul style="list-style-type: none"> – the consideration paid to build the home (excluding the builder's own labour) and – the unencumbered value of the land upon which the home is to be built, at the date when the laying of foundations commenced
Commencement of the eligible transaction	<ul style="list-style-type: none"> • For contracts to purchase or contracts to build a new home, this is the date of the contract. • For building a home as an owner-builder, this is the date the laying of the foundations commenced.
Commissioner	The Commissioner of State Revenue, Queensland
Completion of the eligible transaction	The date the applicant is entitled to possession of the new home under the contract to purchase and the applicant is registered on the title; or when the building is ready for occupation as a place of residence
Comprehensive home building contract	A contract under which a builder undertakes to build a home from the start of the building work (laying of foundations) to the point where the home is ready for occupation (final inspection certificate issued); and, if for any reason the work to be carried out under the contract is not completed, includes any further contract under which the work is to be completed
Consideration	The purchase price or cost of construction of the new home

Contract to build	A comprehensive home building contract where a builder agrees to build a home, from the start of the building work to when it is finished and is ready for occupation
Contract to purchase	An agreement between a vendor and purchaser to purchase residential property at an agreed consideration
Disqualifying arrangement	A disqualifying arrangement exists when an applicant for the grant has received financial help from a related person who is ineligible to receive the grant, and who will use the home frequently or to a significant extent and the Commissioner is not satisfied that there are genuine family reasons for the arrangement. A disqualifying arrangement also exists if the Commissioner is satisfied there is an arrangement the sole or main purpose of which is to obtain the grant rather than a home.
Eligible transaction	A contract to purchase a new home, contract to build a home or the building of a home as an owner-builder between 1 July 2016 and 31 December 2017, both dates inclusive
Financial help	Any financial assistance, including: <ul style="list-style-type: none"> • a gift of money or property, whether or not the gift is enough for the applicant to buy or build the new home • a contribution towards the purchase or construction of the new home or the maintenance of the new home • making a loan repayment for the applicant in respect of the new home • forgiving a loan repayment owed by the applicant. For more information, see 'Definitions' at www.qld.gov.au/firsthomeowners .
Home	A building, affixed to land, that may be lawfully used as a place of residence and is suitable for use as a place of residence
Natural person	A person or individual (not including a company or trust)
New home	A home that has not previously been occupied as a place of residence or sold as a place of residence and may include the purchase of a substantially renovated home
Notifiable event	When a part of the eligibility criteria is not met or your circumstances change before completion of the eligible transaction, applicants must notify the Commissioner within 14 days of the relevant event. An example would be where an applicant is not able to occupy the new home as their principal place of residence within 12 months of completion of the eligible transaction.
Off-the-plan	A contract to purchase a home on a proposed lot in an unregistered plan of a subdivision of land An example would be the purchase of a unit in a unit block, where the unit's individual lot and plan description will not be available until the strata title has been registered. You do not have an off-the-plan contract to purchase if you have both a land contract and a building contract.
OSR	The Office of State Revenue, Queensland
Owner or home 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 visa (under section 30 of the <i>Migration Act 1958</i> (Cwlth)) or a New Zealand citizen who is the holder of a special category visa (under section 32 of the <i>Migration Act</i>)
Place of residence	See definition of residential property.
Principal place of residence	This is the home you primarily reside in. This home must be occupied by all applicants for a continuous period of at least 6 months commencing within 12 months of completion of the eligible transaction.

Property	Under the First Home Owner Grant Act, property means one of the following: <ul style="list-style-type: none"> • a home • land • a relevant interest in land.
Related person	A related person of an applicant means: <ul style="list-style-type: none"> • a parent, child, grandparent, sibling, uncle or aunt of the applicant • the spouse of any of the persons listed above.
Relevant date	The relevant date is the earlier of the following: <ul style="list-style-type: none"> • 12 months after completion of the eligible transaction • the date on which the applicant becomes aware that the residence requirement will not be complied with.
Relevant interest	A relevant interest may be described as an interest held by an individual in a property that grants them legal entitlement to, and a right to occupy, the home. Generally, the interest holder is the registered owner of the property.
Residential property	Land in Australia on which there is a home that is lawfully occupied or suitable for occupation. This includes houses, townhouses, units, flats, duplexes, converted buildings and fixed moveable dwellings.
Spouse	A person is the spouse of another person if: <ul style="list-style-type: none"> • they are legally married • they are in a de facto relationship (that is, they have been living together as a couple on a genuine domestic basis for at least 2 years, regardless of gender) • they are in a registered relationship under the <i>Relationship Act 2011</i>.
Substantially renovated home	A home that: <ul style="list-style-type: none"> • is the subject of a contract to purchase a new home • the sale of which is a taxable supply as a sale of new residential premises as defined under sections 40–75(1)(b) of the <i>A New Tax System (Goods and Services Tax) Act 1999</i> (Cwlth) • as renovated, has not been previously occupied as a place of residence or sold as a place of residence.
Title search	A search on the land upon which the home is built that shows the names of the registered owners of that land. A title search can be obtained from your conveyancer or the Department of Natural Resources and Mines website (www.dnrm.qld.gov.au).
Unencumbered value	The unencumbered value of property is the value of the property determined without regard to: <ul style="list-style-type: none"> • any encumbrance to which the property is subject, whether contingently or otherwise • any arrangement: <ul style="list-style-type: none"> – the parties to which are not dealing with each other at arm’s length and – that results in the reduction of the value of the property • any arrangement for which a significant purpose of any party to the arrangement was, in the Commissioner’s opinion, the reduction of the value of the property.

Application form for the Queensland First Home Owners' Grant

Complete this form for eligible transactions to buy or build a new home dated between 1 July 2016 and 31 December 2017 (both dates inclusive).

Before you begin, read the 'Guide to applying for the Queensland First Home Owners' Grant' to ensure you understand the terms used, the requirements of the grant and your obligations.

OFFICE USE ONLY	
UIN	
Application reference	
Application received by	
Date lodged	

Section 1 Eligibility criteria

- Eligibility is determined on the date the Commissioner receives a completed application together with all required supporting documentation as outlined on the checklist (page 13).
- Each applicant and their spouse must be considered when answering eligibility questions.

Eligibility checklist

1. Is this the first time each applicant and their spouse will receive a grant under the <i>First Home Owner Grant Act 2000</i> in any state or territory of Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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? Applicants are not eligible for a grant if they or their spouse have held a relevant interest in residential property prior to 1 July 2000, even if they have never occupied the property.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Is each applicant and their spouse a person who has never occupied a residential property in which they acquired a relevant interest on or after 1 July 2000 in any state or territory of Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Is each applicant a natural person (e.g. not a company) and at least 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Is at least one applicant a permanent resident or Australian citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Will all applicants be occupying the home as their principal place of residence for a continuous period of 6 months commencing within 12 months of completion of the eligible transaction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Has each applicant on or after 1 July 2016 but before 1 January 2018 met one of the following conditions? <ul style="list-style-type: none"> • Entered into a contract to purchase a new home in Queensland • Entered into a contract to build a new home built in Queensland • Commenced construction (i.e. laying of foundations) as an owner-builder of a home in Queensland 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. If you have entered into a contract, does this contract replace one entered into before 1 July 2016 to purchase or build the same or a substantially similar home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Disqualifying arrangements

9. Is the new home being purchased from, or built by a related person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Is the consideration for the new home less than the market value of the new home? If Yes, please lodge evidence of value/valuation of the new home.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Have any of the applicants received, or will they receive, financial help (whether directly or indirectly) to assist with the transaction to which this application relates? If No, go to question 14. If Yes, you must lodge a statutory declaration from each applicant with a comprehensive description of the financial help received or expected to be received, including details relating to monetary amounts owing or gifted. If the financial arrangement is in writing (i.e. a loan agreement or deed), a copy of that document must be lodged.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Is the person or persons providing the financial help a related person to any of the applicants? If No, go to question 14.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13. Will the related person(s) providing financial help live in or use the new home frequently or otherwise to a significant extent? If Yes you must lodge a statutory declaration from each applicant outlining the family reasons why the related person(s) will be residing in, or using, the home frequently or to a significant extent.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 2 Applicant details

- 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 applicants at Section 6.

14. How many people will have a *relevant interest* in the home?

Applicant 1 (Contact applicant)

Applicant 2

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr
First name	<input type="text"/>	<input type="text"/>
Middle names	<input type="text"/>	<input type="text"/>
Family names	<input type="text"/>	<input type="text"/>
Full name on birth certificate (if different from above)	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y
Place of birth	State/Territory	State/Territory
	Country	Country
15. Have you ever used any name other than the name(s) declared above?	<input type="checkbox"/> Yes List name(s) below. <input type="checkbox"/> No	<input type="checkbox"/> Yes List name(s) below. <input type="checkbox"/> No
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Daytime telephone number	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>

Current residential address	Unit/Street no.	Unit/Street no.
	Street name	Street name
	Suburb/town	Suburb/town
	State	Postcode

Address for correspondence
(if different from above)

All correspondence will go to
this address only.

Street no.	
Street name	
Suburb/town	
State	Postcode

16. Do you have a spouse? Yes No Go to Section 4. Yes No Go to Section 4.

17. If you have a spouse, will your spouse have a relevant interest in the home? Yes Your spouse must complete the details in Applicant 2 above. No Your spouse must complete Section 3. Yes Your spouse must complete the details in Applicant 1 above. No Your spouse must complete Section 3.

Section 3 Spouse details

- Complete this section when the spouse of an applicant has not been specified as an applicant in Section 2 of the application.
- Applicant's spouse must sign the spouse declaration at Section 7.

	Spouse of applicant 1	Spouse of applicant 2
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr
First name	<input type="text"/>	<input type="text"/>
Middle names	<input type="text"/>	<input type="text"/>
Family name	<input type="text"/>	<input type="text"/>
Full name on birth certificate (if different from above)	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y
Place of birth	State/Territory	State/Territory
	Country	Country
18. Has your spouse ever used any name other than the name(s) declared above?	<input type="checkbox"/> Yes List name(s) below. <input type="checkbox"/> No	<input type="checkbox"/> Yes List name(s) below. <input type="checkbox"/> No
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Daytime telephone number	<input type="text"/>	<input type="text"/>

Section 4 Property and transaction details

Address of the property

Complete this information in full, or a new application may be required

Lot no. (Only use the lot number if a street number is not allocated.)	Unit/Street no.
Street name	
Suburb/town	
State	Postcode

Transaction details

19. What type of transaction does this application for a new home apply to? (Select one.)

- Contract to purchase a new home
- Contract to purchase a substantially renovated home
- Contract to build
- Contract to purchase off-the-plan
- Building as an owner-builder

Approved agent and OSR use only

<input type="checkbox"/> All evidence sighted	Name of person sighting the evidence	<input type="text"/>								
Payment eligibility date	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>2</td><td>0</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	2	0	Y	Y	(Enter settlement, completion or first draw-down date only.)
D	D	M	M	2	0	Y	Y			

Section 5 Optional information

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

20. How many applicants and/or their spouses are of Aboriginal origin?

(In this context, Aboriginal means a person of the Aboriginal race of Australia.)

21. How many applicants and/or their spouses are of Torres Strait Islander origin?

(In this context, Torres Strait Islander means a descendant or a traditional inhabitant of the Torres Strait Islands.)

This information is being collected by the Office of State Revenue on behalf of the Australian Productivity Commission for statistical purposes.

Section 6 Declaration by applicant

1. I declare that I have not entered into a contract replacing a contract made before 1 July 2016 to purchase or build the same or a substantially similar home.
2. I declare that I have not entered into a contract as part of a scheme to circumvent limitations on, or requirements affecting, eligibility or entitlement to the grant.
3. I understand I am making this application to the Commissioner under the *First Home Owner Grant Act 2000*, and give this form to the Commissioner for this purpose.
4. I have read and understood the 'Guide to applying for the Queensland First Home Owners' Grant' and will keep it for future reference.
5. I have completed the application form and attached all relevant documents in support of this application.
6. I declare 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.
7. I declare I have not owned a home or had a relevant interest in a residential property within Australia before 1 July 2000.
8. I declare I have not owned and occupied residential property within Australia in which I acquired a relevant interest on or after 1 July 2000.
9. I declare that at least one applicant for the grant is a permanent resident or an Australian citizen at the date of completion of this application.
10. I am purchasing or building a new home that satisfies the transaction eligibility criteria.
11. I will be residing in the new home that is the subject of this application as my principal place of residence for a continuous period of 6 months commencing within 12 months of completion of the eligible transaction.
12. I authorise OSR to access and exchange information about me to verify my eligibility for the grant with the approved agent (where applicable); other state, territory and Australian Government agencies; and commercial organisations as permitted by law.
13. I authorise the approved agent or OSR to use property information from the supplied supporting documentation to record further details to complete my application.
14. I understand that the approved agent is not authorised by OSR to offer any advice or assistance on the conditions or eligibility of the grant, or on the completion of this application.
15. I authorise the Commissioner to address all correspondence relating to this application to Applicant 1 at the nominated address.
16. I authorise OSR to deposit the grant into the approved agent's nominated account (when application is lodged with the approved agent), or into the account nominated below.
17. 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.
18. I undertake to notify the Commissioner, in writing, of any notifiable event relevant to the requirements under the *First Home Owner Grant Act 2000* within 14 days from the relevant date.
19. I declare that I will notify the Commissioner and repay the grant within 28 days if, upon completion of the eligible transaction, the value of my home is greater than or equal to \$750,000.
20. I declare that the information in this form is true and correct.
21. I understand that if I do not comply with the obligations of the grant, I may not be entitled to receive or retain the grant.
22. I acknowledge that to make a false or misleading statement on, or in connection with, this application for the grant may result in penalties and/or prosecution.

Account details (Do not complete if lodging application with an approved agent.)

Name of financial institution and branch	<input type="text"/>
Account name	<input type="text"/>
BSB number (6 digits)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account number (9 digits)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

	Applicant 1	Applicant 2
Signature	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	<input type="text"/>
Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Witness* name and address	Name	Name
	Street no.	Street no.
	Street name	Street name
	Suburb/town	Suburb/town
	State Postcode	State Postcode
Witness signature	<input type="text"/>	<input type="text"/>

* Witness must not be an applicant or spouse of an applicant, and must not be related to the applicant or spouse.

Section 7 Declaration by spouse

1. I declare that the spouse 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 a 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 residential property within Australia before 1 July 2000.
4. I declare that I have not owned and occupied residential property within Australia in which I held a relevant interest on or after 1 July 2000.
5. I authorise OSR to access and exchange information about me that may affect the applicant's eligibility for the 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 making a false or misleading statement on or in connection with this application for the grant.

	Spouse of applicant 1	Spouse of applicant 2																
Signature	<input type="text"/>	<input type="text"/>																
Name	<input type="text"/>	<input type="text"/>																
Date	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>2</td><td>0</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	2	0	Y	Y	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>2</td><td>0</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	2	0	Y	Y
D	D	M	M	2	0	Y	Y											
D	D	M	M	2	0	Y	Y											
Witness* name and address	Name	<input type="text"/>																
	Street no.	<input type="text"/>																
	Street name	<input type="text"/>																
	Suburb/town	<input type="text"/>																
	State	Postcode																
State	Postcode	<input type="text"/>																
Witness signature	<input type="text"/>	<input type="text"/>																

*Witness must not be an applicant or spouse of an applicant, and must not be related to the applicant or spouse.

The Office of State Revenue is collecting the information on this form for the purposes of administering state revenue. This is authorised by the *First Home Owner Grant Act 2000*. Your personal information will not be disclosed without your consent, except in circumstances outlined in the Act or as otherwise authorised by law.

Office of State Revenue
 GPO Box 953
 Brisbane Qld 4001
 Ph: 1300 300 734

Visit www.qld.gov.au/osr for information relating to state taxes.

Supporting documentation checklist

Complete and submit this checklist to ensure you have attached copies of the required supporting documentation defined in the 'Guide to applying for the Queensland First Home Owners' Grant'.

- Do not send original documents.
- If lodging with OSR, tick the type of document checkbox (where applicable) and the checkbox in the 'OSR' column.
- If lodging with an approved agent and a document is required, tick the type of document checkbox (where applicable) and the checkbox in the 'Approved agent' column.

	Approved agent	OSR
Proof of identity If the name on your proof-of-identity document is not the same as the name used in this application, complete (d) in 'Additional supporting evidence' below.		
All applicants Provide one document in each category.		
Type of Category 1 document submitted: For persons born in Australia <input type="checkbox"/> Australian birth certificate/extract <input type="checkbox"/> Current Australian passport	For persons born overseas <input type="checkbox"/> Australian citizenship certificate <input type="checkbox"/> Current passport and visa <input type="checkbox"/> Certificate of residence from Department of Immigration	<input type="checkbox"/>
Type of Category 2 document submitted: <input type="checkbox"/> Australian driver licence <input type="checkbox"/> Passport	<input type="checkbox"/> Australian firearm licence <input type="checkbox"/> Australian proof of age card	<input type="checkbox"/>
Type of Category 3 document submitted: <input type="checkbox"/> Medicare card <input type="checkbox"/> Concession or Department of Veterans Affairs card	<input type="checkbox"/> Motor vehicle registration <input type="checkbox"/> Debit/credit card of a financial institution	<input type="checkbox"/>
Type of Category 4 document submitted: <input type="checkbox"/> Utility document showing residential address <input type="checkbox"/> Statement of account from a financial institution	<input type="checkbox"/> Insurance policy with residential address	<input type="checkbox"/>
All non-applicant spouses Provide one document in each category.		
Type of Category 1 document submitted: For persons born in Australia <input type="checkbox"/> Australian birth certificate/extract <input type="checkbox"/> Current Australian passport	For persons born overseas <input type="checkbox"/> Australian citizenship certificate <input type="checkbox"/> Current passport and visa <input type="checkbox"/> Certificate of residence from Department of Immigration	<input type="checkbox"/>
Type of Category 2 document submitted: <input type="checkbox"/> Australian driver licence <input type="checkbox"/> Passport	<input type="checkbox"/> Australian firearm licence <input type="checkbox"/> Australian proof of age card	<input type="checkbox"/>

	Approved agent	OSR
Additional supporting evidence (if applicable)		
(a) If you answered Yes to question 10: Evidence of valuation of home	<input type="checkbox"/>	<input type="checkbox"/>
(b) If you answered Yes to question 11: Statutory declaration detailing financial help or documented financial arrangement	<input type="checkbox"/>	<input type="checkbox"/>
(c) If you answered Yes to question 13: Statutory declaration outlining family reasons	<input type="checkbox"/>	<input type="checkbox"/>
(d) If you answered Yes to questions 15 or 18, or if any of the proof-of-identity documents above show different names for the applicants or spouses, you need to provide evidence of how or why the name changed. Type of document submitted: <input type="checkbox"/> Marriage — copy of certificate <input type="checkbox"/> Divorce — copy of certificate or decree nisi <input type="checkbox"/> Widowed — copy of death certificate of spouse <input type="checkbox"/> Registered relationship — copy of certificate or copy of termination certificate <input type="checkbox"/> Separated — statutory declaration with the following information: <ul style="list-style-type: none"> • name, date of birth and current address (if known) of former spouse • date of marriage, date of registration of registered relationship or date de facto relationship began • date of separation • whether or not you currently reside with former spouse and whether or not you intend to resume cohabitation <input type="checkbox"/> Change of name — copy of certificate of change of name issued by government authority, or statutory declaration that sets out all names by which you have been known	<input type="checkbox"/>	<input type="checkbox"/>
Transaction type		
Contract to purchase a new home (including off-the-plan and substantially renovated homes)		
• Your contract to purchase, dated and signed by the vendor and applicants (including any special conditions or annexures)	<input type="checkbox"/>	<input type="checkbox"/>
• Registration confirmation statement or current title search issued by the Department of Natural Resources and Mines showing the applicants as the registered owners		<input type="checkbox"/>
• Final inspection certificate issued by your local council or private building certifier	<input type="checkbox"/>	<input type="checkbox"/>
• Statement from the vendor confirming the home has not been previously occupied or sold as a place of residence (not required for off-the-plan purchases)	<input type="checkbox"/>	<input type="checkbox"/>
• In addition, where the purchase is for a substantially renovated home, a statement from the vendor or other evidence confirming: <ul style="list-style-type: none"> – the sale of the home is a taxable supply as a sale of a new residential premises as defined under sections 40–75(1)(b) of the <i>A New Tax System (Goods and Services Tax) Act 1999</i> (Cwlth) – the home, as renovated, has not been previously occupied as a place of residence or sold as a place of residence – the type and extent of the renovations. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	Approved agent	OSR
<p>If there is no written contract, or the purchase of the new home is between related persons, provide:</p> <ul style="list-style-type: none"> the stamped Form 1 Transfer, lodged with the Department of Natural Resources and Mines evidence that consideration has been paid by the applicants and received by, or on behalf of, the vendor statement from the vendor confirming the home has not been previously occupied or sold as a place of residence an independent third party valuation or market appraisal of the new home dated within 12 months of the date the application for the grant is lodged. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Contract to build a home		
<ul style="list-style-type: none"> Your contract to build, dated and signed by the builder and applicants (including any special conditions or annexures) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Registration confirmation statement or current title search issued by the Department of Natural Resources and Mines showing the applicants as the registered owners 		<input type="checkbox"/>
<ul style="list-style-type: none"> Final inspection certificate issued by your local council or building certifier 		<input type="checkbox"/>
<ul style="list-style-type: none"> One of the following, dated no more than 12 months from the date of the contract to build: <ul style="list-style-type: none"> <input type="checkbox"/> Independent third party valuation or market appraisal of the unencumbered value of the land <input type="checkbox"/> Rates notice issued by the relevant local council (if the unencumbered value of the land is displayed) <input type="checkbox"/> Stamped contract to purchase the vacant land (if the dutiable value is displayed) <input type="checkbox"/> Stamped Form 1 Transfer, lodged with the Department of Natural Resources and Mines for the vacant land (if the dutiable value is displayed) 	<input type="checkbox"/>	<input type="checkbox"/>
Building a home as an owner-builder		
<ul style="list-style-type: none"> Registration confirmation statement or current title search issued by the Department of Natural Resources and Mines showing the applicants as the registered owners of the land on which the home is built 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> First inspection report for the laying of foundations issued by your local council or building certifier 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Final inspection certificate issued by your local council or building certifier 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Copies of receipts for structural building costs incurred for the construction of the home equal to or more than the grant payable 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Independent third party valuation or market appraisal of the home dated on or after completion of the eligible transaction 	<input type="checkbox"/>	<input type="checkbox"/>