



This guide and application form must be used for applications on or after 28 April 2015.

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?

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1. Introduction

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

From 1 January 2015, the *FHOG* is only available to home buyers who are purchasing or constructing a *new 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.

Household Goods Grant Scheme (HGGS)

In addition to the First Home Owner Grant (*FHOG*), eligible first home owners who enter into a contract to build or purchase a new home on or after 1 September 2016 may be entitled to a grant of up to \$2000 for the purchase of household goods for use in that home.

To apply for the *HGGS*, you will need to complete the *HGGS* application form in addition to the *FHOG* application form. The *HGGS* application form and information guide (*F-HI-015*) is available on the *TRO* 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(s)***

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

- ***Approved agent***

An agent approved by *TRO* that is authorised to process applications for the *FHOG*. This includes most financial institutions.

- ***Commencement date of the eligible transaction***

The date of the *contract of sale* to purchase or *contract to build a home* or, for an *owner builder*, the date the laying of the foundations commenced.

- ***Commissioner***

Commissioner of Territory Revenue.

- ***Completion date of the eligible transaction***

When the *applicant* is entitled to possession of the *home* under the contract and the *applicant* is registered on the title, or the building is ready for occupation as a place of residence and any prescribed completion requirements are met.

- ***Consideration***

Purchase price or construction cost of the *home* including any GST payable on the transaction.

- **Contract of sale**
An agreement between an owner of a *home* and a buyer, for an agreed *consideration*.
- **Contract to build**
A comprehensive building contract where a builder agrees to build a *home* from the time the building starts to when it is finished and is ready for occupation.
- **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 of sale* to purchase a *home*, *contract to build a home*, or construction of a *home* as an *owner builder*.
From 1 January 2015 the *FHOG* will only be available to first home buyers who enter into a contact to purchase or construct a **new home**, or commence construction of a *new home*, after that date. First home buyers who enter into a contract of sale to purchase an established *home* prior to this date may also be eligible to apply for the *FHOG*.
- **Established home**
A *home* that has been previously sold or occupied, and is lawfully fit for occupation.
- **FHOG**
First Home Owner Grant.
- **Home**
A building, affixed to land, that may be lawfully 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 lived in or sold as a place of residence. If you are claiming the *FHOG* on the purchase of a *new home*, your application must be accompanied by a completed Vendor declaration ([F-HI-012](#) for individual vendors and [F-HI-013](#) for company vendors).
A discretion applies in limited circumstances to declare a *home* that has been previously sold, but not occupied, to be a *new home*. For further information on this discretion, refer to Commissioner's Guideline [CG-HI-011](#).
A *substantially renovated home* may be considered a *new home*.
- **Off the plan**
- The acquisition of a *new home* on a proposed lot on a plan of subdivision, whether the plan of subdivision is registered or not.
- **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 refer to Commissioner's Guideline [CG-HI-005](#).
- **Related or associated party**
A person is related or associated with another party when:
 - (i) one is the *spouse* or *de facto partner* of the other;
 - (ii) they are related by blood, marriage or adoption;
 - (iii) they are a shareholder or director of the other party;
 - (iv) they are a beneficiary of a trust for which the other party is trustee; or
 - (v) 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. A relevant interest does not include an interest held subject to a trust.
In the Territory, other *relevant interests* include:
 - (i) various leaseholding interests in land granted by the Commonwealth or the Territory;

- (ii) an interest as purchaser under a *terms contract*;
- (iii) 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;
- (iv) a life estate in land approved by the *Commissioner*;
- (v) a right to occupy a *home* that you have built (or will build) on land owned by a relative;
- (vi) 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*; and
- (vii) a lease or sublease granted under section 19 or 19A of the *Aboriginal Land Rights (Northern Territory) Act* for a term of 15 years or more.

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.

- **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 includes any land on which there is a residence such as a farming property or commercial property.

- **Spouse**

The person to whom an *applicant* is legally married. Despite separation, parties to a marriage remain *spouses* until the marriage is legally dissolved. Separated *spouses* may remain eligible for the *FHOG* (see Section 4 for further details).

- **Substantially renovated home**

A *home* is a *substantially renovated home* if:

- (i) the sale is a taxable supply of new residential premises within the meaning of section 40-75(1)(b) of the *A New Tax System (Goods and Services Tax) Act 1999* of the Commonwealth; and
- (ii) the *home* has not been previously occupied or sold as a place of residence since the renovation.

'Substantial renovations' of a building are defined as renovations that affect the building as a whole, and in which all, or substantially all, of a building is removed or replaced. The renovations may, but need not, involve the removal or replacement of foundations, external walls, interior supporting walls, floors, roof or staircases.

Merely renovating part of a house, such as the bathroom and kitchen, is not sufficient to constitute 'substantial renovations' even if it involves structural changes as it does not affect the building as a whole. For further information refer to Commissioner's Guideline [CG-HI-011](#).

- **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.

- **Transaction eligibility threshold**

From 13 May 2014 no *transaction eligibility threshold* applies to the purchase or construction of a new home.

Where the *commencement date of the eligible transaction* is between 13 May 2014 and 31 December 2014 and the *eligible transaction* is the purchase of an *established home*, the *transaction eligibility threshold* is \$600 000.

Where the *commencement date of the eligible transaction* is between 4 December 2012 and 12 May 2015, the *transaction eligibility threshold* is \$600 000.

Where the *commencement date of the eligible transaction* is between 1 January 2010 and 3 December 2012 inclusive, the *transaction eligibility threshold* is \$750 000.

Where the *commencement date of the eligible transaction* is on or after 4 December 2012, the *transaction eligibility threshold* is \$600 000.

Prior to 1 January 2010, there was no *transaction eligibility threshold*.

- **TRO**

Territory Revenue Office.

- **Unencumbered value**

Of a *home* or *relevant interest* in land, is the full value of the *home* or interest (without regard to encumbrances), and includes the amount of any GST payable in relation to the supply of the *home* or *relevant interest* in land. It also includes a debt or liability that might give rise to a right of recourse against the property such as a mortgage.

- **Urban area**

Means all land located wholly within the boundaries of:

- (i) the Darwin, Palmerston or Litchfield municipalities;
- (ii) Wagait Shire;
- (iii) the Darwin Waterfront Precinct;
- (iv) the “prescribed area” for the *Darwin Rates Act*; and
- (v) any other area prescribed by regulation. (No areas are currently prescribed)

Maps of current local government boundaries in the Territory can be found at the following link
https://nt.gov.au/__data/assets/pdf_file/0018/206244/council-boundaries-basic-map.pdf

3. Eligibility criteria

To apply for the *FHOG*:

Applicants must:

- (a) lodge a completed application and all supporting documents within 12 months of the *completion date of the eligible transaction*.
- (b) be a natural person (not a company or trustee) and at least one of the *applicants* must be 18 years of age or more at the *commencement date of the eligible transaction*.
- (c) ensure at least one *applicant* is an Australian citizen or a *permanent resident* at the time of completing the application.
- (d) have entered into an *eligible transaction*.
- (e) ensure each person holding a *relevant interest* in the *home* is an *applicant*.

Note: This does not include the owner of a farming property where the *applicant* has permission to build a *home* on that property, an owner of a property where permission has been given to a relative to build a *home* on that property or to a guardian that holds the land for a person with a legal disability.

Applicants and their *spouses* or *de facto* partners must:

- (a) 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;
- (b) not have previously owned or 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
- (c) not have occupied a *residential property* in which they owned or acquired a *relevant interest* in on or after 1 July 2000 anywhere in Australia.

4. Commissioner’s discretion to vary eligibility criteria

The *Commissioner* may vary eligibility criteria relating to the minimum age requirement (see Commissioner’s Guideline [CG-HI-003](#)); the residence requirements (refer to Section 9 of this Guide); and the eligibility of separated *spouses* (refer to Commissioner’s Guideline [CG-HI-008](#)). The *Commissioner* also has the discretion to declare a *home* that has been previously sold, but not occupied, to be a *new home* (refer to Commissioner’s Guideline [CG-HI-011](#)).

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 *FHOG* for settlement, you must lodge the application with your financial institution as soon as possible.
- *TRO* – refer to contact details at Section 14 of this guide.

Note: Where the *eligible transaction* is the result of:

- a purchase or transfer from a deceased estate and the deceased is related to one or more of the *applicants* or an *applicant* is a beneficiary under the will of the deceased person; or
- a purchase or transfer pursuant to orders made in proceedings under the *Family Law Act 1975 (Cth)* and an *applicant* is a party to those proceedings,

the application must be lodged directly with *TRO*.

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. Amount of the FHOG

If the commencement date of the eligible transaction is on or after 1 January 2015, the amount of the *FHOG* is the lesser of the *consideration* actually paid for the *eligible transaction* or \$26 000.

If the *commencement date of the eligible transaction* is between 13 May 2014 and 31 December 2014, the amount of the *FHOG* is the lesser of the *consideration* actually paid for the *eligible transaction*, or:

- a) \$26 000 if the home is a new home;
- b) \$12 000 if the home is an *established home* in the *urban area*;
- c) otherwise – \$25 000

If the *commencement date of the eligible transaction* is between 4 December 2012 and 12 May 2014, the amount of the *FHOG* is the lesser of the *consideration* actually paid for the *eligible transaction*, or:

- a) \$12 000 if the *home* is an *established home* in an *urban area*;
- b) otherwise - \$25 000

If the *commencement date of the eligible transaction* is before 4 December 2012, the amount of the *FHOG* is the lesser of the following:

- a) the amount of *consideration* actually paid for the *eligible transaction*;
- b) \$7000.

8. When the FHOG will be paid

The date the *FHOG* 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 various scenarios.

| Type of transaction | Applying through | |
|--|---|--|
| | Approved Agent | TRO |
| Purchasing a <i>home</i> | At settlement, the <i>FHOG</i> is paid by the <i>approved agent</i> . | 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 <i>FHOG</i> 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 <i>FHOG</i> has been paid. | When the foundations have been laid and progress payments (excluding the deposit) of at least the amount of the <i>FHOG</i> 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. |

Where the application is lodged with an *approved agent*, the agent pays the *FHOG*. When it is lodged with *TRO*, payment will be made by electronic funds transfer to your nominated bank account, generally within 5 business days of receiving a complete application and all supporting documentation.

9. Residence requirements

From 28 April 2015, at least one *applicant* must commence occupation of the home as their *principal place of residence* for a continuous period of not less than six months within 12 months of the *completion date of the eligible transaction*. Where a *home* is purchased subject to an existing lease, the 12 month period commences on the expiry of the lease providing that occurs within 12 months of the *applicant* becoming the owner of the property. For further details on the implications of purchasing a *home* subject to an existing lease, refer to Commissioner's Guideline [CG-HI-010](#).

Prior to 28 April, all *applicants* were required to satisfy the residence requirements unless the *Commissioner* approved a variation to them. Further information on the *Commissioner's* discretion to exempt or vary compliance with the residence requirements can be found in Commissioners Guideline [CG-HI-003](#). If the residence requirements are not satisfied, the *applicants* are required to notify *TRO* and may be required to repay the amount of the *FHOG* (see Section 10 of this Guide).

In special circumstances, the residence requirements may be varied by the *Commissioner* as follows:

- the *applicants* may be exempted from the residence requirements;
- the period for commencing occupation of the *home* or for taking possession of the *home* after the *completion date of the eligible transaction* may be extended; and
- the six month period for continuous occupation of the home may be reduced.

For further information refer to Commissioner's Guideline [CG-HI-003](#).

10. Notifiable events and obligation to repay the FHOG

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

| Event | Timeframe for notification and repayment of the <i>FHOG</i> |
|--|--|
| Failure to comply with the residence requirements (refer to Section 9 of this Guide). | 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> (i.e. the <i>applicant</i> or their <i>spouse/de facto partner</i> may have previously owned a <i>residential property</i> that they occupied, the property exceeds the <i>transaction eligibility threshold</i> at the <i>commencement date of the eligible transaction</i> , or none of the <i>applicants</i> are an Australian citizen or <i>permanent resident</i> etc). | Within 30 days after the <i>FHOG</i> was paid. |
| If the <i>FHOG</i> was paid before completion of a <i>contract to build</i> which is subject to a <i>transaction eligibility threshold</i> , and on completion the sum of the <i>consideration</i> under the contract and the <i>unencumbered value</i> of the land on which the <i>home</i> is built exceeds that threshold. | Within 30 days of the earlier of the date: <ul style="list-style-type: none">of completion of the contract; oron which it first became apparent that the contract would exceed the <i>transaction eligibility threshold</i>. |
| Failure to comply with a condition for payment of the <i>FHOG</i> . | 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. |

WARNING: Failure to comply with the above requirements is an offence for which a maximum penalty of 50 penalty units is provided (current penalty unit values are available from www.revenue.nt.gov.au). A penalty equal to the *FHOG* and interest may also be imposed by *TRO*. For further details on penalty and interest, refer to Commissioner's Guideline [CG-HI-002](#).

11. Compliance investigations

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

Enquiries concerning an *applicant's* eligibility may be made prior to, and after the payment of the *FHOG* 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 prosecution action may apply if these enquiries demonstrate that an *applicant* has made a false application or has not complied with the residence requirements.

12. 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.

13. Other home owner assistance

The Territory Government has a number of schemes to assist *home* ownership, including 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.

14. Contact details

For further information, contact the Territory Revenue Office:

Level 14, Charles Darwin Centre Phone: 1300 305 353
19 The Mall, Darwin

GPO Box 154
DARWIN NT 0801

Website: www.revenue.nt.gov.au
Email: NTRevenue@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 Grant

Application form

Office use only

UIN
Application reference
Application received by
Date lodged

- Note:
- This form must be used for applications lodged on or after 28 April 2015.
 - Read the Guide before completing the application. Phrases and words in italics are explained in Section 2 of the Guide. If further clarification is required, please contact *TRO*.
 - This application will not be considered unless fully completed, signed in blue or black ink, and all required supporting evidence is lodged.
 - Applications must be lodged within 12 months of completion of the eligible transaction.
 - There are significant penalties for making a 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.

Eligibility checklist Indicate with a

| | Yes | No |
|--|--|--|
| 1. Is this the first time each applicant 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 applicant and their <i>spouse/de facto partner</i> a person who has never owned or held a relevant interest 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? Note: <i>Applicants</i> are not eligible for a grant if they or their <i>spouse/de facto partner</i> have owned or held a <i>relevant interest in residential property</i> prior to 1 July 2000, even if they have never occupied the property. A <i>residential property</i> includes any property on which there is a residence. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is each applicant and their <i>spouse/de facto partner</i> a person who has never occupied a residential property that they acquired, either jointly, separately or with some other person, a <i>relevant interest</i> in, on or after 1 July 2000 in any state or territory of Australia? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is: (a) each applicant a natural person (ie not a company or trustee) who will on the <i>completion date of the eligible transaction</i> , hold all their interest in the property in their own right and not as a trustee; and (b) at least one applicant 18 years of age or more? | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| 5. Is at least one applicant a <i>permanent resident</i> or Australian citizen at the time of making the application? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Will at least one applicant be occupying the <i>home</i> as their <i>principal place of residence</i> for a continuous period of six months commencing within twelve months of the <i>completion date of the eligible transaction</i> ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Has each <i>applicant on or after 1 July 2000</i> , either: • entered into a contract of sale for the purchase of a <i>home</i> in the Northern Territory; or • entered into a contract to build a <i>home</i> in the Northern Territory; or • in the case of an owner builder , commenced construction of a <i>home</i> in the Northern Territory? (that is, laying of foundations) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <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 *FHOG*, subject to the written decision made by the *Commissioner*. Please attach additional information (where applicable) to support your eligibility for the *FHOG*.

SECTION 2 APPLICANT DETAILS

Note:

- It is essential that ALL *applicants* complete this section.
- If 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 *home*?

Related or associated party transactions

Are any of the *applicants* (or their *spouse/de facto partner*) Yes No
related to or associated with the vendor or builder?

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

The information will only be used for statistical purposes and has no bearing on your application.

Applicant 1 (primary contact)

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 name(s) | <input type="text"/> | <input type="text"/> |
| Family name | <input type="text"/> | <input type="text"/> |
| Name on birth certificate <small>(only if different from above)</small> | <input type="text"/> | <input type="text"/> |
| If you have ever used any name other than the name(s) declared above, list them here | <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> |
| Date of birth (DD/MM/YYYY) | <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Place of birth | State/Territory <input type="text"/> | State/Territory <input type="text"/> |
| | Country <input type="text"/> | Country <input type="text"/> |
| Daytime telephone number | (<input type="text"/>) <input type="text"/> | (<input type="text"/>) <input type="text"/> |
| Email address | <input type="text"/> | <input type="text"/> |
| Current residential address | Street no. <input type="text"/> | Street no. <input type="text"/> |
| | Street name <input type="text"/> | Street name <input type="text"/> |
| | Suburb/town <input type="text"/> | Suburb/town <input type="text"/> |
| | State <input type="text"/> Postcode <input type="text"/> | State <input type="text"/> Postcode <input type="text"/> |
| Address for service of notices <small>(if different to residential address)</small> | <input type="text"/> | <input type="text"/> |
| Do you have a <i>spouse/de facto partner</i> ? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If you have a <i>spouse/de facto partner</i> , will your <i>spouse/de facto partner</i> have a <i>relevant interest</i> in the <i>home</i> ? | <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, your <i>spouse/de facto partner</i> must complete the details in Applicant 2.</small> | <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If no, your <i>spouse/de facto partner</i> must complete Section 7.</small> |
| Will you be satisfying the residence requirements | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Indicate the states and/or territories in which you have 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 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 |
|---|--|--|
| 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 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 <i>spouse/de facto partner</i> 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"/> | <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> |
| Date of birth (DD/MM/YYYY) | <input style="width: 33%; text-align: center;" type="text"/> / <input style="width: 33%; text-align: center;" type="text"/> / <input style="width: 33%; text-align: center;" type="text"/> | <input style="width: 33%; text-align: center;" type="text"/> / <input style="width: 33%; text-align: center;" type="text"/> / <input style="width: 33%; text-align: center;" type="text"/> |
| Place of birth | State/Territory <input style="width: 100%;" type="text"/> | State/Territory <input style="width: 100%;" type="text"/> |
| | Country <input style="width: 100%;" type="text"/> | Country <input style="width: 100%;" type="text"/> |
| Daytime telephone number | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Indicate the states and/or territories in which your <i>spouse/de facto partner</i> 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: 80%;" type="text"/> | Unit/street number <input style="width: 80%;" type="text"/> |
| Street name <input style="width: 80%;" type="text"/> | Suburb/town <input style="width: 80%;" type="text"/> |
| State <input style="width: 80%; border: 1px solid black; padding: 2px;"/> Northern Territory | Postcode <input style="width: 80%;" type="text"/> |

Date when occupation as a *principal place of residence* commenced, or is expected to commence by at least one *applicant* (if not known, please estimate) / /
DD/MM/20YY

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?

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

* If you have entered into a *contract of sale* to purchase a *new home* or an *off the plan home*:

- Is this the first sale of the *home* since its construction or substantial renovation? yes no
- Are you the first occupant(s) of the *home* since its construction or substantial renovation? yes no
- Are you purchasing a *substantially renovated home*? yes no

** If you have entered into a *contract of sale* to purchase an *established home*, is the *home* located within an *urban area*? yes no

Purchase or construction price (includes cost of construction for *owner builders*) \$

Unencumbered value \$

(Compulsory for *contract to build* or *owner builders* and if the purchase is between *related* or *associated* parties.)

Contract of sale for the purchase of a *home* - the *unencumbered value* of the *home* and land at the date of contract

Contract to build - the *unencumbered value* of the land on which the *home* is to be built at the date of the contract

Owner builders - the *unencumbered value* of the *home* and land when the *home* is ready for occupation

Date of contract of sale or contract to build (if *owner builder*, date the foundations were laid) / /
DD/MM/20YY

Date of settlement (or if building, date of completion of *eligible transaction*) / /
Note: if lodging with an *approved agent*, please estimate
DD/MM/20YY

SECTION 5 PAYMENT DETAILS

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

- I have completed the application form and attached all relevant documents in support of this application.
- 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*.
- I have not owned or held a *relevant interest* in a *residential property* within Australia, either alone or together with any other person, prior to 1 July 2000 and to the best of my knowledge, nor has my *spouse/de facto partner*.
- 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*.
- At the date of making this application, at least one (1) *applicant* is a *permanent resident* or an Australian citizen.
- I understand that at least one *applicant* must reside in the *home* that is the subject of this application as their *principal place of residence* for a continuous period of six months, commencing within 12 months of the *completion date of the eligible transaction*.
- I undertake to notify the *Commissioner* of any notifiable event (see Section 10 of the Guide to the application) in writing, relevant to the requirements under the *First Home Owner Grant Act*, and repay the amount of the grant within 30 days from the occurrence of that notifiable event.
- 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.
- 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.
- 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*.
- 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.
- I authorise the *Commissioner* to address all correspondence relating to this application to *Applicant 1* at the address nominated.
- 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*.
- 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.
- I solemnly and sincerely declare that this declaration, the information in this application and the supporting documents provided are true and correct, and I make this solemn declaration by virtue of the *Oaths, Affidavits and Declarations Act 2010 (NT)* knowing it is an offence to make a declaration that is false in any material particular and for which a penalty of three (3) years imprisonment is provided.

Declared at _____ on the _____ day of _____ 20_____

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 owned or held a *relevant interest* in a *residential property* within Australia, either alone or together with any other person, 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*.
7. I solemnly and sincerely declare that this declaration, the information I have provided in this application and the supporting documents provided are true and correct, and I make this solemn declaration by virtue of the Oaths, Affidavits and Declarations Act 2010 (NT) knowing it is an offence to make a declaration that is false in any material particular and for which a penalty of three (3) years imprisonment is provided.

Declared at _____ on the _____ day of _____ 20_____

| | Spouse/de facto partner of applicant 1 | | Spouse/de facto partner of applicant 2 |
|-----------|---|-----------|---|
| Name | <input style="width: 100%;" type="text"/> | Name | <input style="width: 100%;" type="text"/> |
| Signature | <input style="width: 100%;" type="text"/> | Signature | <input style="width: 100%;" type="text"/> |
| Date | <input style="width: 100%;" type="text"/> | Date | <input style="width: 100%;" type="text"/> |

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*.

| | | |
|--|---------------------------------------|---|
| 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 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 legible photocopy.

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 32 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 32 of the *Migration Act 1958*.

Proof of identity and Australian citizenship or permanent residency

| | Form of identification required | 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 | Tick if attached | Office use only |
|--|---|--------------------------|--------------------------|
| <i>Contract of sale to purchase a home</i> | 1. The <i>contract of sale</i> for purchase of the <i>home</i> dated and signed by all parties. | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2. If a <i>terms contract</i> , evidence to show that purchase instalments excluding the deposit of an amount equal to or greater than the <i>FHOG</i> have been paid. | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3. If the parties to the transaction are <i>related</i> or <i>associated</i> , documentary evidence to show that <i>consideration</i> of an amount equal to or greater than the <i>FHOG</i> has been paid. | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4. If the parties to the transaction are related or associated, supply evidence of value (only applies to eligible transactions between 1 January 2010 and 12 May 2014 for new homes, and between 1 January 2010 and 31 December 2014 for established homes) – this can be in the form of the Notice of Assessment issued by TRO. | <input type="checkbox"/> | <input type="checkbox"/> |
| | Note: if the contract is for the purchase of a <i>new home</i> you will also need to provide a completed form F-HI-012 for individual vendors or F-HI-013 for company vendors (original required). | <input type="checkbox"/> | <input type="checkbox"/> |

Transaction type

| | Evidence required | Tick if attached | Office use only |
|--|---|--------------------------|--------------------------|
| <i>Contract to build a home</i> | 1. The <i>contract to build</i> dated and signed by all parties to the contract. | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2. Documentary evidence of progress payments made (either an invoice or receipts from the builder) but not the deposit totalling an amount equal to or greater than the <i>FHOG</i> . | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3. Evidence of the <i>unencumbered</i> value of land at the date the contract to <i>build</i> was made (only applies for <i>eligible transactions</i> between 1 January 2010 and 12 May 2014): | | |
| | 3.1 If the land was purchased from persons who are not <i>related</i> or <i>associated</i> to the applicants and the purchase was completed within 6 months of the date of the contract to build, a copy of that contract of sale or transfer of land document. | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3.2 If the land was acquired from persons <i>who</i> are related or <i>associated</i> to the <i>applicants</i> and the purchase was completed within 6 months of the date of the <i>contract to build</i> , the value on which stamp duty was assessed as shown in a copy of the Notice of Assessment (NOA) issued by <i>TRO</i> (if a fractional interest was purchased, the value shown on the NOA is to be multiplied to represent the full value of the land); or | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.3 Independent valuation or market appraisal of the land by a suitably qualified person. Where a market appraisal is used, it must contain details of the comparable sales relied upon. | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Owner builder</i> | 1. Documentary evidence of the building costs incurred for the construction of the <i>home</i> . The evidence proof submitted must total an amount equal to or greater than the <i>FHOG</i> and must not include your own labour costs. | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2. Independent valuation or market appraisal of the <i>unencumbered value</i> of <i>home</i> and land at the date the <i>home</i> is ready for occupation (only applies for eligible transactions between 1 January 2010 and 12 May 2014). Where a market appraisal is used, it must contain details of the comparable sales relied upon. | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3. If the <i>home</i> is located: | | |
| | 3.1 in a Building Control Area, a copy of the Occupancy Permit or other certification issued under the <i>Building Act</i> certifying that construction of the <i>home</i> has been completed to appropriate standards and is suitable for occupation as a place of residence. | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3.2 outside of a Building Control Area, documentary evidence as detailed in Commissioner's Guideline CG-HI-006 , showing that building has been completed to appropriate standards and is suitable for use as a place of residence. | <input type="checkbox"/> | <input type="checkbox"/> |
| Transfer or purchase from deceased estate | If an <i>applicant</i> is related to the deceased person or is a beneficiary under the will of the deceased person, provide the following: | | |
| | 1. A copy of: - the will and Grant of Probate; or - the Letters of Administration. | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2. Evidence of the payment of consideration to the estate. | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3. A copy of the Transfer of Lot form. | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4. A copy of the statement of assets and liabilities of the estate as at the date of distribution. | <input type="checkbox"/> | <input type="checkbox"/> |
| | 5. A copy of the distribution statement for the estate. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Independent valuation or market appraisal of the <i>unencumbered value</i> of <i>home</i> and land by a suitably qualified person. Where a market appraisal is used, it must contain details of the comparable sales relied upon. | <input type="checkbox"/> | <input type="checkbox"/> | |

Transaction type

| Evidence required | Tick if attached | Office use only |
|--|--------------------------|--------------------------|
| Transfer or purchase arising from <i>Family Law Act</i> proceedings | | |
| If the <i>eligible transaction</i> is the result of a purchase or transfer pursuant to orders made in proceedings under the <i>Family Law Act 1975 (Cth)</i> and an <i>applicant</i> is a party to those proceedings, provide the following: | | |
| 1. A copy of the orders made under the <i>Family Law Act 1975 (Cth)</i> . | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. A copy of any agreements between the parties. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. A statutory declaration from the <i>applicant</i> setting out details of the negotiations between the parties for the purchase or transfer (original required). | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Independent valuation or market appraisal of the <i>unencumbered value of home</i> and land by a suitably qualified person. Where a market appraisal is used, it must contain details of the comparable sales relied upon. | <input type="checkbox"/> | <input type="checkbox"/> |

Separated spouses

| Evidence required | Tick if attached | Office use only |
|---|--------------------------|--------------------------|
| An <i>applicant</i> seeking the exercise of the <i>Commissioner's</i> 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 <i>TRO's</i> website at www.revenue.nt.gov.au . | <input type="checkbox"/> | <input type="checkbox"/> |

Note: Must be completed when an *applicant* is requesting the *Commissioner* to exercise discretion to disregard their marriage.

Building a home on a relative's property or on farming property owned by another person

| Evidence required | Tick if attached | Office use only |
|---|--------------------------|--------------------------|
| Written documentation from the owner confirming the arrangement and that permission has been given for the <i>applicant</i> to occupy the <i>home</i> when it has been completed. | <input type="checkbox"/> | <input type="checkbox"/> |

Guardian purchasing or building a home for a person with a legal disability

| Evidence required | Tick if attached | Office use only |
|--|--------------------------|--------------------------|
| Evidence of the guardian's lawful appointment. | <input type="checkbox"/> | <input type="checkbox"/> |

Interests in other residential property acquired on or after 1 July 2000

| Evidence required | Tick if attached | Office use only |
|---|--------------------------|--------------------------|
| An <i>applicant</i> may be eligible for the <i>FHOG</i> if they or their <i>spouse/de facto partner</i> have held a <i>relevant interest</i> in a <i>residential property</i> in Australia that they acquired on, or after 1 July 2000, but have not occupied it as their place of residence. | <input type="checkbox"/> | <input type="checkbox"/> |
| Note: Where an <i>applicant</i> 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. | <input type="checkbox"/> | <input type="checkbox"/> |

