

Application form and lodgement guide

Guide to applying for the Queensland first home owner 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 and Other Home Owner Grants Act 2000* (the Act).

Meanings of terms used in this document are on pages 3–5.

How to apply

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

There are 3 ways you can lodge your completed application.

1. Have your financial institution (approved agent) that is providing your finance lodge your application for you.
A list of approved agents can be found at qro.qld.gov.au. If you need the grant for settlement or want to receive it as soon as possible, you need to lodge your application with an approved agent.
2. Lodge online, using Queensland Revenue Office's (QRO) FHOG Online Application Portal at www.firsthome.gov.au/apply/qld.
3. Post or email this completed application form and supporting documents to QRO.
 - FHOGadmin@treasury.qld.gov.au
 - GPO Box 953, Brisbane Qld 4001.

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

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 of State Revenue to receive the grant. If you are unsure about any of your obligations or any of the information required in the application, visit qro.qld.gov.au or contact Queensland Revenue Office (QRO) on 1300 300 734 for further information.

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, 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 on or after 1 July 2000 or building a home as an owner-builder where the laying of the foundations commenced on or after 1 July 2000
- 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 transaction (residence requirement).

Applicants and their spouses must not have previously:

- owned or held a relevant interest in residential property anywhere in Australia before 1 July 2000
- owned or held a relevant interest in residential property anywhere in Australia on or after 1 July 2000 that the applicant or applicant's spouse has lived in
- received a first home owner grant in any state or territory of Australia. If a first home owner grant was received

from QRO that you later paid back, together with any penalty, you may be entitled to reapply for the grant.

Obligations

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

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

Failure to advise the Commissioner in writing may result in penalties as well as repaying the grant. For more information, go to **qro.qld.gov.au** or contact QRO on 1300 300 734.

Penalties

QRO, as part of its role in administering the Act, conducts investigations to ensure that applicants comply with the conditions of the grant. All applications undergo a thorough review, which includes checks 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 QRO is a criminal offence and may be prosecuted.

When the grant is 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 QRO.

Applying through and paid by	Type of transaction	Payment timeframe
Approved agent	Contract to purchase a new home	At date of settlement
	Contract to build a home	On date of first payment if the payment is more than the grant payable 'First payment' does not include the deposit on the contract to build
	Building a home as an owner-builder	On receipt of final inspection certificate
QRO	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.

- If you are completing this application form electronically, save this form to your device to add a digital signature.
- If you have printed this application form to complete, use blue or black ink only. If you have made any mistakes, do not use correction fluid or white out; simply cross out the mistake. All applicants must initial every correction.
- If you are applying via an approved agent, take this completed application form and supporting evidence to the agent. They will confirm your eligibility and manage your application.
- This application has eight sections and a supporting documentation checklist. Use the checklist to ensure that you provide all supporting documentation to complete your application. Do not send original documents.

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 QRO that is authorised to process applications A list of approved agents can be found at qro.qld.gov.au .
Commencement of the eligible transaction	<ul style="list-style-type: none"> For contracts to purchase or contracts to build a new home, the date of the contract For building a home as an owner-builder, 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 (final inspection certificate)
Contract to purchase	An agreement between a vendor and purchaser to purchase residential property at an agreed consideration
Disqualifying arrangement	<p>An arrangement where 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</p> <p>A disqualifying arrangement also exists if the Commissioner is satisfied there is an arrangement where the sole or main purpose of which is to obtain the grant rather than a home</p>
Eligible transaction	<p>A contract to purchase a new home, contract to build a home or the building of a home as an owner builder on or after 1 July 2000</p> <ul style="list-style-type: none"> A contract to purchase a new home (including a home purchased off the plan) is not eligible if the sum of the following is \$750,000 or more: <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 A contract to build a new home is not eligible if the sum of the following is \$750,000 or more: <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 An owner-builder is not eligible if the sum of the following is \$750,000 or more: <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 laying the foundations commenced

Financial help	<p>Any financial assistance, including:</p> <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 <p>Financial help does not include a commercial loan from a registered financial institution. For more information, see 'Definitions' at qro.qld.gov.au.</p>
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 (i.e. not 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; may include the purchase of a substantially renovated home
Notifiable event	<p>A change of circumstances that affects completion of eligible transaction, or when part of the eligibility criteria is not met</p> <p>If this happens, applicants must notify the Commissioner within 14 days of the relevant event</p> <p>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</p>
Off the plan	<p>A contract to purchase a home on a proposed lot in an unregistered plan of a subdivision of land</p> <p>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</p> <p>You do not have an off-the-plan contract to purchase if you have both a land contract and a building contract</p>
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	<ul style="list-style-type: none"> • A person who holds a permanent visa under section 30 of the <i>Migration Act 1958</i> (Cwlth) • A New Zealand citizen who is the holder of a special category visa (under section 32 of the Migration Act)
Place of residence	<p>Land in Australia on which there is a home that is lawfully occupied or suitable for occupation</p> <p>Includes houses, townhouses, units, duplexes, converted buildings, kit homes and fixed moveable dwellings</p>
Principal place of residence	<p>The home you primarily reside in</p> <p>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</p>
Property	<p>Under the Act, property means:</p> <ul style="list-style-type: none"> • a home • land • a relevant interest in land
QRO	Queensland Revenue Office
Related person	<p>A related person of an applicant means:</p> <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	<p>The earlier of:</p> <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	<p>An interest held by an individual in a property that grants them legal entitlement to, and a right to occupy, the home</p> <p>Generally, the interest holder is the registered owner of the property</p>
Residential property	See definition of place of residence
Spouse	<p>A person is the spouse of another person if:</p> <ul style="list-style-type: none"> • they are legally married • they are in a de facto relationship (i.e. they have been living together as a couple on a genuine domestic basis for at least 2 years) • they are in a registered relationship under the <i>Civil Partnerships Act 2011</i>
Substantially renovated home	<p>A home that:</p> <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	<p>A search on the land upon which the home is built that shows the names of the registered owners of that land</p> <p>A title search can be obtained from your conveyancer or Titles Queensland (www.titlesqld.com.au/title-searches)</p>
Unencumbered value	<p>The value of the property determined without regard to:</p> <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 owner grant

Complete this form for eligible transactions to buy or build a new home dated on or after 1 July 2000.

Before you begin, read the 'Guide to applying for the Queensland first home owner grant' to ensure you understand the terms used, the requirements of the grant and your obligations.

Section 1 Eligibility criteria

Eligibility is determined on the date the Commissioner of State Revenue receives a completed application together with all required documents as outlined in the supporting documentation checklist.

All decisions relating to the eligibility of an applicant are made by the Commissioner. The Commissioner may use discretion on some eligibility criteria in exceptional circumstances.

In this section, consider each applicant and their spouse when answering questions.

Tick the relevant box for questions 1 through to 13. The questions are designed to establish that the applicants for the grant meet the eligibility criteria. Questions 9 to 13 will establish if disqualifying conditions exist. This does not result in an automatic disqualification of the application; however, further information will be required.

Eligibility checklist

1. Is this the first time each applicant and their spouse will receive a first home owner grant 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 before 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 (i.e. not a company or trust) 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 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 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 an earlier contract 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 (e.g. a parent)? If yes, provide independent evidence of value of the new home.	<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? The consideration is the purchase price or cost of construction of the new home.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<p>11. Have any of the applicants received, or will they receive, financial help (directly or indirectly) to help with the transaction this application relates to?</p> <p>Financial help does not include a commercial loan from a registered financial institution. See 'Meaning of terms' in the guide for more information.</p> <p>If no, go to question 14.</p> <p>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 of the amounts owing or gifted and the applicant's relationship with the person providing financial help. If the financial arrangement is in writing (i.e. a loan agreement or deed), a copy of that document must be lodged.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>12. Is the person providing the financial help a related person to any of the applicants?</p> <p>A related person is the applicant's parent, child, grandparent, sibling, uncle or aunt or the spouse of any of these persons.</p> <p>If no, go to question 14.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>13. Will the related person providing financial help live in or use the new home frequently or otherwise to a significant extent?</p> <p>If yes, each applicant must explain the family reasons why the related person will be residing in, or using, the home frequently or to a significant extent in the abovementioned statutory declaration.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 2 Applicant details

Answer question 14 with the number of people (applicants) who have, or will have, a relevant interest in the home. A relevant interest grants them legal entitlement to, and a right to occupy, the home.

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

Each applicant must sign the declaration in Section 7.

If an applicant's spouse is:

- also an applicant, they must complete this section
- not an applicant (i.e. they will not have a relevant interest in the property), they must complete Section 3.

When completing this section, you authorise the Commissioner to send all correspondence to Applicant 1 at the nominated details provided.

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

Applicant 1 (Contact applicant)

Applicant 2

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ N/A

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ N/A

First name

Middle names

Family names

Date of birth

D	D	M	M	Y	Y	Y	Y
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D	D	M	M	Y	Y	Y	Y
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Place of birth

State/Territory
Country

State/Territory
Country

15. Have you been known by any name other than the name declared above?

☐ Yes List name below. ☐ No

☐ Yes List name below. ☐ No

If yes, provide evidence of name change.

Daytime telephone number

Email address				
Current residential address	Unit/Street no.		Unit/Street no.	
	Street name		Street name	
	Suburb/town		Suburb/town	
	State	Postcode	State	Postcode
Address for correspondence (if different from above)	Street no.		Street no.	
	Street name		Street name	
	Suburb/town		Suburb/town	
	State		Postcode	
All correspondence will go to this address only.	Street no.		Street no.	
	Street name		Street name	
	Suburb/town		Suburb/town	
	State		Postcode	

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

☐ Yes Your spouse must complete the details in Applicant 1 above. ☐ No Your spouse must complete Section 3.

Section 3 Non-applicant spouse details

Complete this section when the spouse of the applicant does not hold a relevant interest in the home and has not been specified as an applicant in section 2.

The applicant's spouse must sign the spouse declaration in section 8.

	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"/> N/A	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> N/A
First name		
Middle names		
Family name		
Date of birth	<div style="display: flex; justify-content: space-between; border: 1px solid black; padding: 2px;"> DDMMYYYY </div>	<div style="display: flex; justify-content: space-between; border: 1px solid black; padding: 2px;"> DDMMYYYY </div>
Place of birth	State/Territory	State/Territory
	Country	Country
18. Has your spouse ever been known by another name other than the name declared above? If yes, provide evidence of name change.	<input type="checkbox"/> Yes List name below. <input type="checkbox"/> No	<input type="checkbox"/> Yes List name below. <input type="checkbox"/> No
Daytime telephone number		

Section 4 Property and transaction details

In this section, you need to provide the street address and details of the new home. The application may take longer to process if incorrect information is supplied.

Property address

Complete this information, or a new application may be required.

You can find the lot number in the property section of your contract; or use the Queensland Geocoder.

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

Section 5 Optional information

The following questions are optional. This information is being collected by Queensland Revenue Office on behalf of the Australian Productivity Commission for statistical purposes.

It will only be used for statistical purposes by Commonwealth and state governments and has no bearing on your application.

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

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

21. How many applicants 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.)

Section 6 Bank account details

If you are applying through an approved agent, the agent will record your payment details and you do not need to record them here.

In this section, if you are applying directly to QRO, we need your bank account details. If you are successful, we'll deposit the grant funds into this account. If you provide incorrect details, the grant payment could be delayed.

Bank account details

Name of financial institution and branch

Name of account holder

BSB number (6 digits)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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"/>
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Section 7 Declaration by applicant

All applicants must agree to and sign the declaration to confirm they have read and understood all the details completed on the application form.

The Commissioner consents to receiving this application form electronically, including the use of electronic signatures. By selecting the declaration checkbox and signing the application form, manually or electronically, you agree that you have understood the declaration and that all information in the application form is true and correct.

1. I declare that I have not entered into a contract replacing an earlier contract 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 and Other Home Owner Grants 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 owner 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 and Other Home Owner Grants Act 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 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.
 11. I authorise QRO 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.
 12. I authorise QRO to disclose confidential information in connection with the administration or enforcement of the First Home Owner Grant and Other Home Owners Grant Act or a corresponding law.
 13. I authorise the approved agent or QRO 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 QRO 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 send all correspondence relating to this application to Applicant 1 at the nominated address.
 16. I authorise QRO to deposit the grant into the approved agent's nominated account (when application is lodged with the approved agent), or into the account nominated in Section 6.
 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 and Other Home Owner Grants Act 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.
 23. I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.
- ☐ I declare that I have read and understood the above information and that the information provided is true and correct.

Signature

Name

Date

Applicant 1

D	D	M	M	2	0	Y	Y

Applicant 2

D	D	M	M	2	0	Y	Y

Section 8 Declaration by non-applicant spouse

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

The Commissioner consents to receiving this application form electronically, including the use of electronic signatures. By selecting the declaration checkbox and signing the application form, manually or electronically, you agree that you have understood the declaration and all information contained in the application form is true and correct.

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 first home owner grant in any state or territory in Australia, either alone or together with any other person(s).
 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 QRO 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 authorise QRO to disclose confidential information in connection with the administration or enforcement of the First Home Owner Grant and Other Home Owner Grants Act or a corresponding law.
 7. 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.
 8. I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.
- ☐ I declare that I have read and understood the above information and that the information provided is true and correct.

Spouse of applicant 1

Signature

Name

Date

D	D	M	M	2	0	Y	Y

Spouse of applicant 2

D	D	M	M	2	0	Y	Y

Approved agent use only

☐ All evidence sighted Name of person sighting the evidence

Payment eligibility date

D	D	M	M	2	0	Y	Y
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 (Enter settlement, completion or first draw-down date only.)

Queensland Revenue Office is collecting the information on this form for the purposes of administering state revenue. This is authorised by the *First Home Owner Grant and Other Home Owner Grants 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.

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

Visit qro.qld.gov.au 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 owner grant'.

- Do not send original documents.
- For each item, check the box for the type of document you are supplying.
- For each item, also check the box to indicate if you are lodging with an approved agent or with QRO.

	Approved agent	QRO
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'.		
All applicants Provide one document in each category. For example, if a passport is used as a category 1 document, it cannot be used as a category 2 document.		
Category 1 Australian citizens: <input type="checkbox"/> Australian birth certificate or extract <input type="checkbox"/> Current Australian passport <input type="checkbox"/> Australian citizenship certificate Non-citizens: <input type="checkbox"/> Current passport and visa <input type="checkbox"/> ImmiCard and visa <input type="checkbox"/> Titre de Voyage <input type="checkbox"/> Certificate of residence from Department of Home Affairs	<input type="checkbox"/>	<input type="checkbox"/>
Category 2 <input type="checkbox"/> Current Australian driver licence <input type="checkbox"/> Current passport <input type="checkbox"/> Current Australian firearm licence <input type="checkbox"/> Current Australian proof of age card		<input type="checkbox"/>
Category 3 <input type="checkbox"/> Medicare card <input type="checkbox"/> Concession card <input type="checkbox"/> Department of Veterans Affairs card <input type="checkbox"/> Motor vehicle registration <input type="checkbox"/> Debit/credit card of a financial institution		<input type="checkbox"/>
Category 4 <input type="checkbox"/> Most recent utility document showing residential address (e.g. electricity account) <input type="checkbox"/> Most recent statement of account from a financial institution showing residential address <input type="checkbox"/> Most recent insurance policy with residential address		<input type="checkbox"/>
All non-applicant spouses Provide one document in each category. For non-applicant spouses who permanently reside overseas and do not intend to occupy the home, a current corresponding identification document issued by the country where the non-applicant spouse resides can be provided, with translation.		
Category 1 Australian citizens: <input type="checkbox"/> Australian birth certificate or extract <input type="checkbox"/> Current Australian passport <input type="checkbox"/> Australian citizenship certificate Non-citizens: <input type="checkbox"/> Current passport and visa <input type="checkbox"/> ImmiCard and visa <input type="checkbox"/> Titre de Voyage <input type="checkbox"/> Certificate of residence from Department of Home Affairs	<input type="checkbox"/>	<input type="checkbox"/>
Category 2 <input type="checkbox"/> Current Australian driver licence <input type="checkbox"/> Current passport <input type="checkbox"/> Current Australian firearm licence <input type="checkbox"/> Current Australian proof of age card		<input type="checkbox"/>

	Approved agent	QRO
Additional supporting evidence (if applicable) Where a statutory declaration is required for evidence, it can include all the required information in the one declaration. You do not need to provide a separate statutory declaration for each question.		
(a) If you answered yes to question 9, provide evidence of valuation of home.	<input type="checkbox"/>	<input type="checkbox"/>
(b) If you answered yes to question 11, each applicant must lodge a statutory declaration with a comprehensive description of the financial help received or expected to be received, including details of the amounts owing or gifted and the applicant's relationship with the person providing financial help. If the financial arrangement is in writing (i.e. loan agreement or deed), a copy of that document must be lodged.	<input type="checkbox"/>	<input type="checkbox"/>
(c) If you answered yes to question 13, each applicant must lodge a statutory declaration that explains the family reasons why the related person will be residing in, or using, the home frequently or to a significant extent.	<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 show different names for the applicants or spouses, you need to provide evidence of how or why the name changed. Document submitted: <input type="checkbox"/> Marriage — copy of marriage 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		
• Your contract to purchase (including any special conditions or annexures), dated and signed by the vendor and applicants	<input type="checkbox"/>	<input type="checkbox"/>
• Registration confirmation statement or current title search issued by Titles Queensland 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	<input type="checkbox"/>	<input type="checkbox"/>

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Contract to purchase off the plan		
• Your contract to purchase (including any special conditions or annexures), dated and signed by the vendor and applicants	<input type="checkbox"/>	<input type="checkbox"/>
• Registration confirmation statement or current title search issued by Titles Queensland 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"/>
Contract to purchase a substantially renovated home		
• Your contract to purchase (including any special conditions or annexures), dated and signed by the vendor and applicants	<input type="checkbox"/>	<input type="checkbox"/>
• Registration confirmation statement or current title search issued by Titles Queensland 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"/>
• A statement from the vendor (showing their ABN) 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"/>
• A tax invoice that shows the GST component of the home purchase price	<input type="checkbox"/>	<input type="checkbox"/>
Contract to build a home		
• Your contract to build (including any special conditions, annexures or any variations to the contract), dated and signed by the builder and applicants	<input type="checkbox"/>	<input type="checkbox"/>
• Registration confirmation statement or current title search issued by Titles Queensland showing the applicants as the registered owners		<input type="checkbox"/>
• Final inspection certificate issued by your local council or building certifier		<input type="checkbox"/>
• One of the following, dated no more than 12 months from the date of the contract to build. Document submitted: <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"/> Stamped contract to purchase the vacant land (if the dutiable value is displayed) <input type="checkbox"/> Stamped Form 1 Transfer, lodged with Titles Queensland for the vacant land (if the dutiable value is displayed) 	<input type="checkbox"/>	<input type="checkbox"/>
Building a home as an owner-builder		
• Registration confirmation statement or current title search issued by Titles Queensland showing the applicants as the registered owners of the land on which the home is built	<input type="checkbox"/>	<input type="checkbox"/>
• First inspection report for the laying of foundations issued by your local council or building certifier	<input type="checkbox"/>	<input type="checkbox"/>
• Final inspection certificate issued by your local council or building certifier	<input type="checkbox"/>	<input type="checkbox"/>

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<ul style="list-style-type: none"> Owner-builder cost-summary annexure, showing total costs incurred for construction of home 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Copies of receipts for the costs incurred for the construction of the home equal to or greater than the grant payable 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> One of the following, dated no more than 12 months from the date of commencement of the eligible transaction. Document submitted: <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"/> Stamped contract to purchase the vacant land (if the dutiable value is displayed) <input type="checkbox"/> Stamped Form 1 Transfer, lodged with Titles Queensland for the vacant land (if the dutiable value is displayed) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Independent third-party valuation or market appraisal of the new home dated on or after completion of the eligible transaction 	<input type="checkbox"/>	<input type="checkbox"/>
No written contract or the purchase of the new home is between related persons		
<ul style="list-style-type: none"> Stamped Form 1 Transfer, lodged with Titles Queensland for the vacant land (if the dutiable value is displayed) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Evidence that consideration has been paid by the applicants and received by, or on behalf of, the vendor 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Statement from the vendor confirming the home has not been previously occupied or sold as a place of residence 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 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"/>