



Office of State Revenue  
NSW TREASURY  
ISO 9001-Quality Certified  
ABN: 77 456 270 638

# Addendum for First Home Owner Boost and NSW New Home Buyers Supplement Schemes

OFH 002 – 11/08

## to claim the extra \$14 000 Boost and \$3000 NSW New Home Buyers Supplement for New Homes Lodgement Guide

**NOTE:** To claim the \$7000 boost for the purchase of an established home, you only need to complete the First Home Owner Grant application form.

### When do the \$14 000 Boost and \$3000 NSW New Home Buyers Supplement payments apply?

The First Home Owner Boost provides for an extra \$14 000 and the NSW New Home Buyers Supplement provides an additional \$3000 to the existing \$7000 First Home Owner Grant, totaling up to \$24 000 for the construction or purchase of eligible new homes.

Eligibility criteria apply in respect of the contract date, construction commencement and completion dates. Please refer to the attached addendum for the relevant criteria.

Where the consideration\* is less than the total benefit available, the applicant will only be entitled to an amount equal to the value of the consideration.

\* Consideration is the purchase price or the value of the construction contract or the construction costs of the home, but does not include owner builder's own labour.

### What is a new home?

- The home must have never been previously occupied as a residence, including occupation by the builder, a tenant or other occupant
- Where a home is being purchased, it must be the first sale of that home.

### Eligibility

To be eligible for the \$14 000 Boost and the \$3000 NSW New Home Buyers Supplement, you must satisfy:

- all the eligibility requirements for the existing \$7000 First Home Owner Grant ➤ *Please refer to the First Home Owner Grant Lodgement Guide and application form for details of the existing \$7000 grant* **and**
- the additional eligibility requirements in either Part A, B, C or D of the application form.

This addendum will be considered with the information contained in your 'Application for First Home Owner Grant' form – OFH 001.

You are not eligible to claim the extra Boost or NSW New Home Buyers Supplement payments if your contract, being the subject of this application, replaces a contract made before the commencement date of the relevant scheme and is a contract to purchase the same home or to build the same or a substantially similar home.

### Penalties

The Office of State Revenue (OSR), as part of its role in administering the *First Home Owner Grant Act 2000*, conducts investigations to ensure that applicants comply with the conditions of the Act. If applicants receive the Boost or Supplement when they are not entitled, or do not comply with the residence requirement, penalties of up to 100 per cent may be imposed.

Providing false or misleading information to OSR is a criminal offence. If it is determined that an applicant has provided false or misleading information to obtain, or attempt to obtain the Boost or Supplement payments, then prosecution action may be undertaken.

## How to complete the application form

Only complete the part which refers to your transaction type and provide the documents requested:

Part A ➤ to be completed by applicants who have entered into a **contract to build a new home**

### Documents required:

- certified copy of the relevant page(s) of the contract to build which show the parties, property details and contract date
- certified copy of the approval from council for the laying of the foundations or receipt for foundations. This document is not required if the addendum is lodged with an approved agent
- if the completion date is not mentioned in the contract, provide a certified copy of the Occupation Certificate or Final Inspection Report.

Part B ➤ to be completed by applicants who have entered into a **contract to buy a new home** (except for 'Off the Plan' contracts – see below)

### Documents required:

- certified copy of the relevant page(s) of the contract for sale of land which show the parties, property title details and contract date
- statement from the vendor or a certified copy of other evidence which shows that this is the first sale of the home and that the home has never been previously occupied, or
- if the home has been substantially renovated, a statement from the vendor stating that this will be the first sale and that the home has never been occupied since completion of the renovations. In addition the statement will need to declare if the home is sold as a 'taxable supply' for GST purposes. Also required is a detailed list of the type and extent of the renovations.

Part C ➤ to be completed by applicants who are **Owner Builders** who have constructed a new home

### Documents required:

- certified copy of the approval from council for the laying of the foundations or receipt for foundations
- certified copy of the Occupation Certificate or the Final Inspection Report
- if the home has been substantially renovated, evidence of the extent of the renovations, together with a detailed list of the type and extent of the substantial renovations undertaken.

Part D ➤ to be completed by applicants who have entered into a contract to buy a new home '**Off the Plan**'

### Documents required:

- certified copy of the relevant page(s) of the contract which show the parties, property details, contract date and completion date
- if the completion date is not mentioned in the contract, provide a certified copy of the Occupation Certificate or the Title Search showing the applicant(s) as the registered proprietor(s)
- a statement from the vendor or a certified copy of other evidence which shows that this is the first sale of the home and that the home has never been previously occupied.

**Note:** If you cannot provide all the information or satisfy the eligibility criteria but consider you may be eligible for the Boost or NSW New Home Buyers Supplement payments, please contact our office.

## Lodging

How to lodge this application:

- Where you have not yet made an application for the First Home Owner Grant – lodge this addendum with the 'Application for First Home Owner Grant' form – OFH 001. For the earliest possible payment lodge both forms with the approved agent who is providing your finance or lodge with OSR after the eligible transaction has been completed
- Applications involving a 'Substantially Renovated' home must be lodged with OSR
- Applications where the completion date is not mentioned in the Building Contract or the 'Off the Plan' Contract can only be lodged after completion has occurred
- Where the Chief Commissioner of State Revenue has already approved the payment of the First Home Owner Grant – lodge this addendum together with the required supporting documents with OSR after the eligible transaction has been completed. Also attach a copy of the Chief Commissioner's approval letter for the First Home Owner Grant.

Where to lodge this addendum:

- with any approved agent\*
- by mail to any NSW Office of State Revenue office
- in person at any NSW Office of State Revenue office.

\* Most major financial institutions are approved agents. Please contact your financial institution to confirm their participation or visit our website for a complete list of approved agents or phone OSR.

## Contact details and more information

**Phone:** 1300 130 624\* (8.30 am – 5.00 pm, Monday to Friday)  
**Website:** [www.osr.nsw.gov.au](http://www.osr.nsw.gov.au)  
**Email:** [first.home.benefits@osr.nsw.gov.au](mailto:first.home.benefits@osr.nsw.gov.au)

### OFFICES (8.30 am – 4.30 pm, Monday to Friday)

<b>Parramatta</b>	Lang Centre, cnr Hunter & Marsden Streets GPO Box 4087, Sydney NSW 2001	DX 456 Sydney
<b>Newcastle</b>	Level 2, 97 Scott Street PO Box 511, Newcastle NSW 2300	DX 7860 Newcastle
<b>Wollongong</b>	Level 6, 90 Crown Street PO Box 666, Wollongong NSW 2520	DX 5245 Wollongong

\* Interstate clients call (02) 9689 6200  
Help in community languages is available.

### PRIVACY STATEMENT

The information in this form is required by OSR to determine whether or not you meet the criteria for the payment of the First Home Owner Grant. Any information you provide is on a voluntary basis but is needed to process your application for the grant.

The information provided is stored on the First Home Owner Grant Scheme national data base and applications are retained either by OSR or your financial institution. You may review any personal information provided by you by contacting OSR.



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# Addendum for First Home Owner Boost and NSW New Home Buyers Supplement Schemes

OFH 002 – 11/08

## to Claim the extra \$14 000 Boost and \$3000 NSW New Home Buyers Supplement for New Homes Application Form

**NOTE:**

- Lodge the addendum with your \$7000 First Home Owner Grant Application to receive up to \$24 000 in total
- To claim the \$7000 boost for the purchase of an established home, you only need to complete the First Home Owner Grant application form (OFH001)
- The application must be lodged within 12 months of the completion of the eligible transaction

Office use only	UIN	
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**Applicants details**

<b>Applicant 1</b> First name	Family name
<b>Applicant 2*</b> First name	Family name
Address of new home	
Suburb	Postcode

\* If applicable

**Part A Contract to build a new home**

**Eligibility criteria:**

**Boost \$14 000**

- You must have entered into a contract to build a new home on or after 14 October 2008 and on or before 30 June 2009
- Construction of the new home must have commenced within 26 weeks after the date of the contract
- The contract must specify a completion date for building work within 18 months of the construction commencing or construction must be completed within 18 months of the construction commencing.

**NSW New Home Buyers Supplement \$3000**

- You must have entered into a contract to build a new home on or after 11 November 2008 and on or before 10 November 2009
- Construction of the new home must have commenced within 26 weeks after the date of the contract
- The contract must specify a completion date for building work within 18 months of the construction commencing or construction must be completed within 18 months of the construction commencing.

**Supporting evidence required:**

- certified copy of the relevant page(s) of the contract to build which show the parties, property details and contract date
- certified copy of the approval from council for the laying of the foundations or receipt for foundations. This document is not required if the addendum is lodged with an approved agent
- if the construction completion date is not mentioned in the contract provide a certified copy of the Occupation Certificate or the Final Inspection Report.

I state that the eligibility criteria has or will be satisfied and the details are:

	D	D	M	M	Y	Y	Y	Y
Contract date					2	0		

Construction commencement date*					2	0		
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\* Leave blank if lodging with an approved agent. Your agent will provide this date once construction commences.

Construction completion date^					2	0		
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^ Enter the completion date as stated in the contract. If not stated enter the date of the Occupation Certificate or the Final Inspection Report and lodge the addendum with OSR after completion of construction.

## Part B Contract to buy a new home

### Eligibility criteria:

#### Boost \$14 000

- you must have entered into a contract to buy a new home on or after 14 October 2008 and on or before 30 June 2009
- this contract must be for the first sale of the home since its construction or substantial renovation
- you must be the first occupant(s) of this home since its construction or substantial renovation.

#### NSW New Home Buyers Supplement \$3000

- you must have entered into a contract to buy a new home on or after 11 November 2008 and on or before 10 November 2009
- this contract must be for the first sale of the home since its construction or substantial renovation
- you must be the first occupant(s) of this home since its construction or substantial renovation.

### Supporting evidence required:

- certified copy of the relevant page(s) of the contract for sale of land which show the parties, property title details and contract date
- statement from the vendor or other evidence which shows that this is the first sale of the home and that the home has never been previously occupied, or
- if the home has been substantially renovated, a statement from the vendor stating that this will be the first sale and that the home has never been occupied since completion of the renovations. In addition the statement will need to declare if the home is sold as a 'taxable supply' for GST purposes. Also required is a detailed list of the type and extent of the renovations.

I state that the eligibility criteria has or will be satisfied and the details are:

	D	D	M	M	Y	Y	Y	Y
Contract date					2	0		

Settlement date*					2	0		
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\* Leave blank if lodging with an approved agent. Your agent will provide the settlement date.

**Note:** If the home has been substantially renovated the addendum must be lodged with OSR

## Part C Owner builder

### Eligibility criteria:

#### Boost \$14 000

- you must have commenced building a new home on or after 14 October 2008 and on or before 30 June 2009
- you must have completed construction within 18 months of the construction commencing

#### NSW New Home Buyers Supplement \$3000

- you must have commenced building a new home on or after 11 November 2008 and on or before 10 November 2009
- you must have completed construction within 18 months of the construction commencing

### Supporting evidence required:

- certified copy of the approval from council for the laying of the foundations or receipt for foundations
- certified copy of the Occupation Certificate or the Final Inspection Report
- if the home has been substantially renovated, evidence of the extent of the renovations, together with a detailed list of the type and extent of the substantial renovations undertaken.

I state that the eligibility criteria have been satisfied and the details are:

	D	D	M	M	Y	Y	Y	Y
Construction commencement date*					2	0		

\* Laying of foundations

Construction completion date^					2	0		
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^ The construction completion date is the date of the Occupation Certificate or the Final Inspection Report. You cannot lodge the addendum until construction has been completed.

**Note:** If the home has been substantially renovated, the addendum must be lodged with OSR.

## Part D Off the plan

### Eligibility criteria:

#### Boost \$14 000

- you must have entered into an 'Off the Plan' contract to buy a new home on or after 14 October 2008 and on or before 30 June 2009
- the contract specifies a completion date or the contract is completed on or before 31 December 2010

#### NSW New Home Buyers Supplement \$3000

- you must have entered into an 'Off the Plan' contract to buy a new home on or after 11 November 2008 and on or before 10 November 2009
- the contract specifies a completion date or the contract is completed on or before 10 May 2011

### Supporting evidence required:

- certified copy of the relevant page/s of the contract which show the parties, property details, contract date and completion date
- If the completion date is not mentioned in the contract, provide a certified copy of the Occupation Certificate or the Title Search showing the applicant(s) as the registered proprietor(s)
- a statement from the vendor or a certified copy of other evidence which shows that this is the first sale of the home and that the home has never been previously occupied.

I state that the eligibility criteria have been satisfied and the details are:

	D	D	M	M	Y	Y	Y	Y
Contract date					2	0		

	D	D	M	M	Y	Y	Y	Y
Completion date*					2	0		

\* Enter the completion date as stated in the contract. If not stated, enter the Occupation Certificate date or the date you were registered on title and lodge the addendum with OSR after completion.

## Declaration

I declare that the information provided in this addendum is to my knowledge true and correct.

I understand that this addendum forms part of my application for the First Home Owner Grant.

I understand that I must have proof that the above information is correct and must provide evidence of such proof if requested.

I declare that the contract referred to in this application does not replace a contract made before 14 October 2008 for Boost and 11 November 2008 for NSW New Home Buyers Supplement which was for the purchase of the same home or to build the same or a substantially similar home.

I undertake to notify the Chief Commissioner of State Revenue if any of the eligibility criteria, as declared in this application, are not met. I accept that if the conditions are not met, I may not be entitled to receive or retain the boost payment.

Applicant 1		Applicant 2	
Full name (please print)		Full name (please print)	
Signature	Date / / 20	Signature	Date / / 20

Witness*		Witness*	
Full name (please print)		Full name (please print)	
Signature		Signature	

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

Approved Agent and OSR use only	All evidence sighted <input type="checkbox"/>
Name _____	Signature _____