



# Guide to completing the HomeBuilder grant application form

The HomeBuilder grant of \$25,000 is available to eligible owner-occupiers who build a new home, substantially renovate an existing home, or buy an off-the-plan or new home.

The grant is only available to individual applicants and couples.

To apply as:

- an individual, you must be the only person listed as an owner on the title
- a couple, you must be the only people listed as owners on the title.

See page 2 for the definition of ‘couple’.

You must meet all eligibility criteria to receive the HomeBuilder grant. If you receive the grant but do not satisfy the eligibility criteria, you may have to repay the grant.

## Eligibility criteria

You may be eligible for the grant if between 4 June 2020 and 31 December 2020 you enter into:

- a comprehensive home building contract to build a new home as your principal place of residence, if the value of the house and land does not exceed \$750,000 (including GST)
- a contract with a registered builder to substantially renovate your principal place of residence, if the renovation contract is between \$150,000 and \$750,000 (including GST) and the value of the existing house and land does not exceed \$1.5 million. If you knock the house down to rebuild, it will be treated as a substantial renovation
- a contract to purchase an off-the-plan home or a new home as your principal place of residence, if the contract price does not exceed \$750,000 (including GST) and construction did not commence before 4 June 2020.

Construction must commence within 3 months of the contract date. An extension of 3 months may be allowed if commencement is delayed because of unforeseen factors outside of the parties’ control. An example that does not qualify are delays encountered by the builder.

For off-the-plan or new home contracts, construction can have commenced before the date of the contract, but not before 4 June 2020. You must also be registered on the title as the owner of the property by no later than 31 October 2022.

Each applicant must be:

- a natural person (not a company or trust)
- aged 18 years or older
- an Australian citizen.

The applicant’s annual income must be less than:

- \$125,000 for an individual—based on your 2018–19 or 2019–20 taxable income (as shown on your notice of assessment issued by the Australian Taxation Office)
- \$200,000 for a couple—based on your combined 2018–19 or 2019–20 taxable income (as shown on your notices of assessment issued by the Australian Taxation Office).

You may not be eligible for the grant if you enter into a contract that replaces a contract made before 4 June 2020 to build the same or substantially similar home.

## When to apply

Applications must be received by no later than 31 December 2020.

You should apply for the HomeBuilder grant as soon as you have entered into an eligible contract. Part F of this form explains which supporting documents must be provided before your application can be decided.

## **When will the grant be paid**

Once the Commissioner of State Revenue is satisfied that you meet all the eligibility criteria, the timing of the payment will depend on whether your application relates to:

- a new build under a comprehensive home building contract—the grant will be paid after evidence is submitted showing that the foundations have been laid and the first progress payment has been made to the builder
- a substantial renovation—the grant will be paid after construction has commenced and evidence is submitted showing payments of at least \$150,000 of the contract price have been made to the builder
- an off-the-plan or new home contract—the grant will be paid after evidence is submitted showing that the property has been registered in your name on the title. You must be registered on the title as the owner of the property by no later than 31 October 2022.

## **How to apply**

All applications must be received by the Office of State Revenue by 31 December 2020.

Applications can be emailed or posted.

- Email [HomeBuilderGrant@treasury.qld.gov.au](mailto:HomeBuilderGrant@treasury.qld.gov.au)
- Post to  
GPO Box 953  
Brisbane Qld 4001

## **Meaning of terms**

### **Administrative direction**

The administrative direction provides the legal basis for the administration of the HomeBuilder grant. It defines an eligible transaction, eligibility criteria and obligations for applicants as well as how to apply for the grant and how the grant is paid. Applicants agree to comply with the requirements of the administrative direction in Part E of this form.

### **Arm's length**

A contract is at 'arm's length' when it is made by two parties acting freely and independently of each other, and without offering favour as a result of some special relationship, such as being related to one another. The terms of the contract should be commercially reasonable, and the contract price should not be inflated compared to the fair market price.

### **Commencement of construction**

Commencement of construction, in relation to:

- a new home, means the commencement of excavation and site preparation works
- an off-the-plan home, means commencement of excavation and site preparation work
- a substantial renovation, is when building work under the renovation contract starts.

### **Comprehensive home building contract**

A comprehensive home building contract is a contract where a builder agrees to build a home from commencement to completion of construction so that it is ready for occupation.

### **Couple**

Two people are a couple if they are legally married, in a registered domestic relationship, or living as a couple on a genuine domestic basis for at least 2 years. You are not a couple if you are related to each other; for example, siblings.

### **Freehold**

Freehold is an estate in fee simple in land. Most developed, privately held land in Queensland is under freehold tenure.

### **New home**

A new home is one that has not previously been sold or occupied as a place of residence.

## **Off the plan**

A contract is off the plan if it is for the purchase of a home on a proposed lot in an unregistered plan of a subdivision of land (e.g. the purchase of a unit before it is built or before the strata plan is registered).

## **Owner**

The owner is the person listed as the owner on the title of the freehold property.

## **Principal place of residence**

Your principal place of residence is the home you primarily reside in as evidenced by things such as whether you have moved your possessions into the property and whether you have connected utilities to the property.

## **Substantial renovation**

A substantial renovation significantly alters the existing dwelling and improves the accessibility or safety of the property, or makes it more liveable.

If you own a property (house and land) and knock the house down to rebuild, this will be counted as a substantial renovation.

Examples of renovation work that *do not qualify* include: standalone granny flats; swimming pools and tennis courts; structures that are not connected to the property (i.e. outdoor spas, saunas, sheds or standalone garages).

# HomeBuilder grant application form

Version 1

## Part A – Applicant eligibility

When answering these questions, answer on behalf of each applicant. That is, select the response that applies to both individuals if applying as a couple.

Eligibility criteria		
1. Are you or will you be the sole owner of the property, as listed on the title?	<input type="checkbox"/> Yes (Go to Q3)	<input type="checkbox"/> No (Go to Q2)
2. Are you or will you be listed on the title as joint owners of the property as a couple?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Are you a natural person (i.e. not a company or trust)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Are you aged 18 years or older at the date of contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Are you an Australian citizen at the date of applying for the grant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Is your: <ul style="list-style-type: none"> <li>taxable income less than \$125,000 for either the 2018–19 or 2019–20 financial year (if applying as an individual)?</li> <li>combined taxable income less than \$200,000 for either the 2018–19 or 2019–20 financial year (if applying as a couple)?</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Have you entered into a contract between 4 June 2020 and 31 December 2020 for one of the following? <ul style="list-style-type: none"> <li>A comprehensive home building contract to build a new home as your principal place of residence where the value of the house and land does not exceed \$750,000 (including GST)</li> <li>A contract with a registered builder to substantially renovate your principal place of residence where the renovation contract is between \$150,000 and \$750,000 (including GST), and where the value of your existing house and land does not exceed \$1.5 million</li> <li>A contract to purchase an off-the-plan home or a new home as your principal place of residence where the contract price does not exceed \$750,000 (including GST) and construction did not commence before 4 June 2020</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Will you live in the home as your principal place of residence for a continuous period of at least 6 months from the date of completion of construction, renovation or settlement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Is this the first time you or your spouse will receive the HomeBuilder grant in relation to any property owned individually or jointly with another person in any Australian state or territory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Did you enter into the contract on an arm's-length basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Part B – Applicant details

All persons who are or will be registered owners on the title must be applicants for the grant.

	Applicant 1 (if applying as an individual)	Applicant 2 (if applying as a couple)
Title (Mr, Ms, etc)		
First name		
Middle name		
Family name		
Date of birth	D D M M Y Y Y Y	D D M M Y Y Y Y
Have you ever used any name other than the name declared above?	<input type="checkbox"/> Yes (list names below) <input type="checkbox"/> No	<input type="checkbox"/> Yes (list names below) <input type="checkbox"/> No
<b>Current residential address</b>		
Unit no.		
Street no.		
Street name		
Suburb		
State		
Postcode		
Email		
Phone		

## Part C – Property details

Provide all details of the property that is the subject of this grant application. The lot and plan information are usually available from your council rates notice.

Land details	
Lot no.	
Plan no.	
Unit/Street no.	
Street name	
Suburb	
State	Postcode

Contract details
What type of contract do you have?
<input type="checkbox"/> A comprehensive home building contract to build a new home—complete section C1.
<input type="checkbox"/> A substantial renovation contract—complete section C2.
<input type="checkbox"/> An off-the-plan home or a new home contract—complete section C3.

## C1—Building a new home

On what date was the comprehensive home building contract signed?	D	D	M	M	Y	Y	Y	Y
What is the total value of the contract?	\$							
What is the value of the vacant land the home will be built on?	\$							
On what date did, or will, construction commence? If this date is more than 3 months after the contract was signed, explain the delay as part of your supporting information in Part F.	D	D	M	M	Y	Y	Y	Y
Has the first progress payment under the contract been made to the builder?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Builder's name								
Builder's registration or licence number								

## C2—Substantial renovation

On what date was the renovation contract signed?	D	D	M	M	Y	Y	Y	Y
What is the total value of the contract?	\$							
What was the total value of your existing property (house and land) before you commenced the renovation?	\$							
On what date did, or will, construction commence? If this date is more than 3 months after the contract was signed, explain the delay as part of your supporting information in Part F.	D	D	M	M	Y	Y	Y	Y
Has at least \$150,000 of the contract price been paid to the builder?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Builder's name								
Builder's registration or licence number								

## C3—Off-the-plan or new home

On what date was the sales contract signed?	D	D	M	M	Y	Y	Y	Y
What is the total value of the property under the sales contract?	\$							
On what date did, or will, construction commence? If this date is more than 3 months after the contract was signed, explain the delay as part of your supporting information in Part F.	D	D	M	M	Y	Y	Y	Y
Are you or will you be registered on the title as the owner of the property by 31 October 2022?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Builder's name								
Builder's registration or licence number								

## Part D—Payment details

The grant will be paid into your nominated bank account. This must be an Australian account.

Name of financial institution and branch															
Account name															
BSB				—				Account number							

## Part E—Declaration

- I have read and understood the administrative direction and will comply with its requirements.
- 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.
- I declare I have not previously received and retained the HomeBuilder grant, either alone or together with any other person.
- I have included (where applicable) a copy of any contract entered before 4 June 2020 that was replaced by the contract that supports this application.
- I declare that I am an Australian citizen at the time of making this application.
- I declare that all information disclosed in this application is true, complete and correct.
- I will be residing in the home that is the subject of this claim as my principal place of residence for a continuous period of 6 months commencing after the completion or settlement of the transaction.
- I understand that providing false or misleading information to the Commissioner of State Revenue is a criminal offence. If it is determined that I have provided false and misleading information to obtain, or attempt to obtain the grant, prosecution action may be undertaken, and penalties may apply.
- I understand that the Commissioner of State Revenue conducts various compliance activities to ensure that applicants are meeting their obligations. If non-compliance is identified, applicants may be required to repay money they were not entitled to.
- I understand that if it is found that I received the HomeBuilder grant but did not satisfy the eligibility criteria (including complying with any conditions under such criteria), I may be required to repay the grant.
- I consent for the HomeBuilder grant to be paid to the nominated account.
- I understand the Commissioner of State Revenue will access and exchange information about me to verify my eligibility for the HomeBuilder grant with other state, territory and Australian Government agencies, document-issuing authorities and commercial organisations as permitted by law.
- I authorise the Commissioner of State Revenue to use property information from the supplied supporting documentation to record further details to complete my claim.
- I give consent to the Commissioner of State Revenue to provide information in relation to my application to the Australian Government on request.
- I authorise the Commissioner of State Revenue to address all correspondence relating to this claim to the first applicant.

<b>Applicant 1</b> (if applying as an individual)								<b>Applicant 2</b> (if applying as a couple)							
Signature								Signature							
Full name								Full name							
Date								Date							
D	D	M	M	Y	Y	Y	Y	D	D	M	M	Y	Y	Y	Y

## Part F—Supporting documentation

Attached the following documents to this application form.

<b>Building a new home</b>	
Copy of the title for the property. (You must be on the title as owner before the completion of the contract.)	
Copy of the comprehensive home building contract signed between 4 June 2020 and 31 December 2020	
Copy of the contract of sale for land if less than 12 months from date of this application	
If more than 12 months—a copy of a valuation by a bank or licensed independent valuer, or the most recent rates notice	
Copy of birth certificate, Australian citizenship certificate or current Australian passport	
Copy of identification with photo (e.g. driver licence, proof of age card, current passport)	
Evidence of a change of name (e.g. change of name certificate, statutory declaration) if the name on any of the documents presented is different to the name of the applicant	
Copy of either the 2018–19 or 2019–20 Australian Taxation Office notice of assessment for each applicant, or evidence of nil tax return or non-lodgement advice if not required to lodge a tax return, with your tax file number concealed	
Copy of invoices and receipts showing that first progress payment has been made to the builder under the contract	
Evidence of construction commencement	
Evidence that the foundations have been laid (i.e. inspection certificate)	
A statement confirming reasons for the delay in construction commencement (if applicable)	

<b>Renovating your existing home</b>	
Copy of the title for the property	
Copy of the building contract for substantial renovations signed between 4 June 2020 and 31 December 2020	
Copy of birth certificate, Australian citizenship certificate or current Australian passport	
Copy of identification with photo (e.g. driver licence, proof of age card, current passport)	
Evidence of a change of name (e.g. change of name certificate, statutory declaration) if the name on any of the documents presented is different to the name of the applicant	
Copy of either the 2018–19 or 2019–20 Australian Taxation Office notice of assessment for each applicant, or evidence of nil tax return or non-lodgement advice if not required to lodge a tax return, with your tax file number concealed	
Copy of valuation from bank or licensed independent valuer to show the value of the property (house and land) within 3 months before commencement of renovation	
Evidence of construction commencement, including first invoice issued for work carried out under the renovation contract and receipts to show that \$150,000 has been paid to the builder	
A statement confirming reasons for the delay in construction commencement (if applicable)	



## Buying an off the plan home or a new home

Copy of the title for the property	
Copy of the sales contract for an off-the-plan home or a new home signed between 4 June 2020 and 31 December 2020	
Copy of birth certificate, Australian citizenship certificate or current Australian passport	
Copy of identification with photo (e.g. driver licence, proof of age card, current passport)	
Evidence of a change of name (e.g. change of name certificate, statutory declaration) if the name on any of the documents presented is different to the name of the applicant	
Copy of either the 2018–19 or 2019–20 Australian Taxation Office notice of assessment for each applicant, or evidence of nil tax return or non-lodgement advice if not required to lodge a tax return, with your tax file number concealed	
Evidence of construction commencement (i.e. first inspection certificate for a new home or vendor statement for off-the-plan)	
A statement confirming reasons for the delay in construction commencement (if applicable)	

The Office of State Revenue is collecting information on this form for the purposes of administering the HomeBuilder grant. Your personal information will not be disclosed without your consent except for circumstances authorised by law. It is the Office of State Revenue's usual practice to disclose personal information collected on this form to the Australian Government in accordance with the National Partnership Agreement.

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

Visit [www.qld.gov.au/osr](http://www.qld.gov.au/osr) for information relating to state taxes.