

# First Home Owners Grant (FHOG) documents checklist

*You'll need the following documents when applying with your state's revenue office.*

## Contract of Sale

- In NSW and ACT, the vendor should sign a certified (a true copy of an original document that has been sighted and certified by a solicitor) contract of sale.
- If you're buying in Victoria, ensure the contract of sale is signed by both, the buyer and seller. Yes/No
- The Contract of Sale does not need to be certified in other states.

## Certified ID

If you're an Australian citizen, you must provide a copy of your:

- An Australian birth certificate issued by the Registry of Births, Deaths and Marriages, (Yes/No) or
- An Australian citizenship certificate, (Yes/No) or
- An Australian passport (not accepted in NSW if you were born in Australia) (Yes/No)

If you're an NZ citizen, you must be living in Australia at the time of the contract exchange and provide:

- a copy of your current passport.

If you're a citizen of another country, you must provide:

- A current passport (photo page), and
- Evidence of your [Australian permanent residency \(PR\) visa](#) such as the page of your passport showing your PR status. (Yes/No)
- If you're applying with your spouse or de facto partner, at least one applicant must have a permanent residency visa or citizenship of Australia. (Yes/No)

Additional documents may be required in the following situations:

- Married:** a certified copy of your marriage certificate (Yes/No)
- Divorced:** a certified copy of your divorce certificate (Yes/No)
- Widowed:** a certified copy of the death certificate of your spouse/partner (Yes/No)
- Note:** If you have changed your name, a certified copy of the Change of Name certificate. Yes/No

If you're separated, present a statutory declaration of:

- The name of your former spouse/partner. (Yes/No)
- Former partner's date of birth. (Yes/No)
- The date you were married or commenced your domestic relationship. (Yes/No)
- The date you were separated. (Yes/No)
- Your former spouse/partner's current address (if known). (Yes/No)
- A statement to the effect that you do not live together and have no intention of resuming cohabitation. (Yes/No)

*Notes:*

## Checklist for correctly certifying documents

Your office of state revenue typically requires certified documents. A certified document must have the following:

- Certifier's full name including any middle names. (Yes/No)
- Title (position held) or qualification eg. Justice of the Peace (JP) or solicitor. (Yes/No)
- Registration number (where applicable). (Yes/No)
- Check for date and signature. (Yes/No)
- Ensure the certifier's clause note is clear and readable, especially in the case where the certifier is using a stamp. (Yes/No)

*Note:*



Link to website: [First Home Owners Grant Guide](#)