



HOME BUYERS ASSISTANCE ACCOUNT

GUIDELINES

A grant from the Home Buyers Assistance Account reimburses some of the incidental expenses incurred in connection with the purchase of a first home in Western Australia. Eligible applicants receive a grant of up to \$2,000.

ELIGIBILITY CRITERIA

To be eligible for a grant, home buyers must **meet all** of the following criteria:

- The price of the dwelling must be within the **maximum price limit** for dwellings purchased in Western Australia. The price limit relates to the total price of the dwelling and not the percentage of the applicant's purchase. The current prescribed limit is \$400,000.
- The applicant(s) **must not own or have previously owned** a dwelling in Western Australia. If one of the applicants owns or has owned a dwelling in Western Australia, then a partial grant may be made to the first home buyer applicant(s) equal to the percentage of their interest in the dwelling (provided all other criteria are satisfied).
- The dwelling must have been purchased through a **licensed real estate agency** carrying on business in Western Australia.
- The dwelling purchased must be financed by a **lending institution** which is also required to lodge the application on behalf of the applicant.
- The dwelling must be **established or partially built** at the time of acceptance of the contract to purchase, not a plan to build a dwelling.
- The dwelling purchased must be the applicant(s) **principal place of residence**.
- The applicant(s) intends to **live in the home** for at least the first 12 months (the home cannot be rented out during this time). If there is an existing fixed term tenancy agreement in place at the time of purchasing the dwelling, the tenancy agreement must finish within six months from the settlement date and the applicant(s) have to intend to live in the premises for at least 12 months after the expiry of the tenancy agreement. The existing tenancy agreement cannot be extended or a new lease agreement put in place. In the case of an existing periodic tenancy agreement, required written notice has to be given by the lessor. Please refer to <http://www.commerce.wa.gov.au/consumer-protection/lessor-ending-tenancy>
- The application should be lodged with the Department of Mines, Industry Regulation and Safety (the Department) **no more than 90 days** after the date on which the offer to purchase the dwelling was accepted. In exceptional circumstances a late lodgement may be allowed if reasonable grounds exist to justify it.

IMPORTANT NOTE

To process your application, one of the documents that the Department will require is a copy of your Final Settlement Statement. If the Final Settlement Statement is not available within the 90 day lodgement period, the **application should still be lodged within the 90 days from the contract acceptance date**. The Final Settlement Statement can be provided at a later date.

Please note: For further information please visit our website at www.commerce.wa.gov.au/HBAA

HOW TO APPLY

Applicant Instructions

- 1) Complete **Section A** of the application, sign it and have it witnessed. Retain a copy for your records and note the date the form was submitted to your lender.
- 2) Give the application to your lending institution with the following supporting evidence.
 - a) A copy of the signed and dated **Offer and Acceptance** contract including all annexures to the Offer and Acceptance.
 - b) A copy of the **Final Settlement Statement** detailing the costs and expenses incurred by you in the purchase of your dwelling. This will be prepared by your settlement agent or solicitor. If this is **not available within the 90 day period**, it can be sent direct to the Department at a later date.
 - c) Invoice and proof of payment for any inspection fees (if applicable and not already itemised on the Final Settlement Statement).

Lending Institution Instructions

- 1) Ensure Section A has been fully completed by the applicant, is signed and witnessed, and all supporting documents have been supplied as follows:
 - a) a copy of the signed and dated Offer and Acceptance (including all annexures to the Offer and Acceptance);
 - b) a copy of the statement of settlement agent/solicitor fees (Final Settlement Statement) together with tax invoice / breakdown of costs and disbursements (if this is available within the 90 day limit, otherwise it can be sent at a later date); and
 - c) invoice and proof of payment for any inspection fees (if applicable and not already itemised on the Final Settlement Statement).
- 2) Complete Section B of the application.
- 3) Send the completed application together with all attachments to:

**Home Buyers Assistance Account
Department of Mines, Industry Regulation and Safety
Consumer Protection
Locked Bag 14
Cloisters Square WA 6850**

CHECKLIST: Has the following information or documentation been provided?

The application form with:

- Section A completed and signed by the applicant(s) and witnessed by an “authorised witness”;
- Section B completed and signed by the lending institution;
- A copy of the signed and dated Offer and Acceptance (including all annexures to the Offer and Acceptance);
- A copy of the Final Settlement Statement together with tax invoice/breakdown of costs and disbursements (if this is available within the 90 day limit, otherwise it can be sent at a later date); and
- A copy of the invoice and proof of payment for any inspection fees – showing the separate inspection fee paid (if applicable).

ALL THE ABOVE INFORMATION IS REQUIRED TO PROCESS THE APPLICATION

WHAT HAPPENS NEXT

After receiving the application from the lending institution, the Department will assess the application against the eligibility criteria. Grants for eligible applicants will be paid to the lending institution to arrange disbursement.

If you do not answer all the questions and supply all the documents, we will not be able to process your application.

Home Buyers Assistance Account Assistance

For assistance please telephone **6552 9484**, or country callers 1300 304 054 for the cost of a local call.

LIST OF AUTHORISED WITNESSES

This application's Statutory Declaration(s) can be signed before any of the following witnesses:

Academic (post-secondary institution)	Local government councillor
Accountant	Loss adjuster
Architect	Marriage celebrant
Australian Consular Officer	Member of Parliament
Australian Diplomatic Officer	Minister of religion
Bailiff	Nurse
Bank manager	Optometrist
Chartered secretary	Patent attorney
Chemist	Physiotherapist
Chiropractor	Podiatrist
Company auditor or liquidator	Police officer
Court officer	Post office manager
Defence force officer	Psychologist
Dentist	Public notary
Doctor	Public servant (Commonwealth)
Electorate officer of a member of State Parliament	Public servant (State)
Engineer	Real estate agent
Industrial organisation secretary	Settlement agent
Insurance broker	Sheriff or deputy sheriff
Justice of the Peace	Surveyor
Landgate officer	Teacher
Lawyer	Tribunal officer
Local government CEO or deputy CEO	Veterinary surgeon

No person under 18 years of age may be an authorised witness

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HOME BUYERS ASSISTANCE ACCOUNT APPLICATION FORM

Form 1

**Application for grant for assistance with incidental expenses under the
*Real Estate and Business Agents Act 1978 Section 131L***

All persons who are purchasing the dwelling must be included in the Application

All sections in this Application form must be completed.

SECTION A - DETAILS OF THE APPLICANT(S) (TO BE COMPLETED BY THE APPLICANT(S))

APPLICANT 1

Please tick (✓): Mr Mrs Miss Ms Other _____

First Given Name: _____

Middle Name(s) _____

Family Name: _____

Previous Name(s): Surname(s) _____ First Name(s): _____

Date of Birth: ____/____/____

Current Residential Address: _____

Postal Address: _____

(if different from above)

Telephone No. (Home) _____ (Business) _____ (Mobile) _____

Email: _____

Have you previously received an HBAA grant under this scheme?

Please tick (✓): Yes No

Do you own or partially own, or have you ever owned or partially owned, and since sold, any dwelling in Western Australia? This does not include the dwelling that you are claiming this grant for.

Please tick (✓): Yes No

If "Yes", please give particulars of the dwelling(s) and ownership:

Do you own or partially own, or have you ever owned or partially owned, and since sold, vacant land in Western Australia?

Please tick (✓): Yes No

If "Yes", please give particulars of the vacant land:

APPLICANT 2 (If applicable)

Please tick (✓): Mr Mrs Miss Ms Other _____

First Given Name: _____

Middle Name(s) _____

Family Name: _____

Previous Name(s): Surname(s) _____ First Name(s): _____

Date of Birth: _____ / _____ / _____

Current Residential Address: _____

Postal Address: _____

(if different from above)

Telephone No. (Home) _____ (Business) _____ (Mobile) _____

Email: _____

Have you previously received an HBAA grant under this scheme?

Please tick (✓): Yes No

Do you own or partially own, or have you ever owned or partially owned, and since sold, any dwelling in Western Australia? This does not include the dwelling that you are claiming this grant for.

Please tick (✓): Yes No

If "Yes", please give particulars of the dwelling(s) and ownership:

Do you own or partially own, or have you ever owned or partially owned and since sold vacant land in Western Australia?

Please tick (✓): Yes No

If "Yes", please give particulars of the vacant land:

Note: If there are more than two purchasers, copy this page and the declaration page; complete the details for each additional applicant and submit them together with a signed and witnessed declaration for each additional applicant.

DETAILS OF THE PURCHASED DWELLING (TO BE COMPLETED BY THE APPLICANT(S))

1. **What is the address of the dwelling for which this application is for?**

Number and Street _____

Suburb/Town _____ Post Code _____

2. **What was the price of the dwelling?**

\$ _____

The price of the dwelling must be within the maximum price limit which is currently **\$400,000**. It should be noted that the price limit relates to the total price of the dwelling and not the percentage of the applicant's purchase.

3. **What is the name of the licensed real estate agency that the dwelling was purchased through?**

Name: _____

Address: _____

4. **What is the name and address of the lending institution that provided the loan to purchase the dwelling?**

Name: _____

Address: _____

5. **Was the dwelling completely built at the time of acceptance of the contract to purchase?**

Yes – then go to question 6.

No – Was the dwelling partially built? If yes, please provide a letter from the builder stating the commencement date of erecting the dwelling. (not the date the land was cleared).

6. **What is the anticipated settlement date, or if already settled, what was the settlement date?**

Settlement Date (if already settled):/...../..... or

Anticipated Settlement Date:/...../.....

7. **Do all applicants intend to live in the dwelling for at least 12 months after settlement on purchase of the established dwelling or completion of the partially built dwelling?**

Please tick (✓): Yes No

8. **Is or was there an existing tenancy agreement in place for the dwelling at the time of acceptance of the contract to purchase, or if already settled, at the time of settlement?**

Please tick (✓): Yes No

If "Yes":

(a) When does or when did the tenancy agreement expire?/...../.....

(b) Do all applicants intend to live in the dwelling for at least 12 months after expiry of the existing tenancy agreement?

Please tick (✓): Yes No

9. What were your incidental expenses?

Expense	Amount \$
Settlement / Conveyancing fees	
Stamp duty	
Strata company enquiry fee / section 43 certificate fee	
Landgate transfer registration fee	
*Inspection fees (prior to settlement)	
Total	\$

* Inspection fees can be claimed as an incidental expense, however to be eligible you must include a copy of the invoice and receipt from the inspection company with this application. Examples of inspections are a Building Inspection, a Pest Inspection, a Swimming Pool Inspection or an Electrical Inspection.

10. Will your application be lodged outside of the 90 day period from the contract acceptance date?

Please tick (✓): Yes No

If “Yes”, please provide reasons for late lodgement and provide any supporting evidence you may have. Late lodgements may be allowed if reasonable grounds exist for late lodgement.

AUTHORITY TO RELEASE PERSONAL INFORMATION

I _____ of _____
[name of **applicant 1**] [address of **applicant 1**]

I _____ of _____
[name of **applicant 2**] [address of **applicant 2**]

being the applicant(s) for assistance from the Home Buyers Assistance Account under the *Real Estate and Business Agents Act 1978* **AUTHORISE** the Chief Executive Officer of the Department, or persons that he or she may direct, to make such further enquiries as deemed necessary to assess this Application under the Act. My general consent includes specifically authorising the Chief Executive Officer, or persons that he or she may direct, to obtain on my behalf from any relevant agency any information that may be necessary to assist with the assessment. I acknowledge that the Chief Executive Officer, or persons that he or she may direct, can use any or all of the information or documentation received pursuant to this authority for the purpose of assessing this Application.

_____ on _____
Signature of **applicant 1** making the declaration Date

_____ on _____
Signature of **applicant 2** making the declaration Date

IT IS SUGGESTED YOU RETAIN A COPY OF THE COMPLETED APPLICATION FORM PRIOR TO SUBMITTING IT TO YOUR LENDER TO COMPLETE SECTION B AND LODGE THE APPLICATION ON YOUR BEHALF.

DATE APPLICATION FORM WAS SUBMITTED TO LENDER: / /

Please note:

Section 131L(1) of the *Real Estate and Business Agents Act 1978* requires a lending institution which made a loan to the applicant/s, to lodge the application on behalf of the applicant.

Please complete the statutory declaration on Page 6

STATUTORY DECLARATION

I/We,

_____ of _____

[name of **applicant 1** making the declaration]

[address of **applicant 1** making the declaration]

_____ of _____

[name of **applicant 2** making the declaration]

[address of **applicant 2** making the declaration]

sincerely declare as follows –

The information provided by me/us in this Home Buyers Assistance Account Application is true and correct.

This declaration is true and I/we know that it is an offence to make a declaration knowing that it is false in a material particular.

Applicant 1

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005* at

_____ on ____/____/____ by _____

Place

Date

Signature of **applicant 1** making the declaration

In the presence of:

Signature of authorised **witness**

Name and telephone number of
authorised witness (**Please Print**)

Qualifications as such a witness

Applicant 2 (If applicable)

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005* at

_____ on ____/____/____ by _____

Place

Date

Signature of **applicant 2** making the declaration

In the presence of:

Signature of authorised **witness**

Name and telephone number of
authorised witness (**Please Print**)

Qualifications as such a witness

TO BE COMPLETED BY THE LENDING INSTITUTION

SECTION B –PARTICULARS OF THE LOAN AND LENDING INSTITUTION

(The lender is the party that actually provides the loan, not the agent/broker who arranged the loan)

Applicant 1

Full name: _____

Applicant 2 (If applicable)

Full name: _____

Name of lending institution: _____

Loan BSB and account number: _____

Address of lending institution: _____

Suburb/Town: _____ Postcode: _____

Lender Telephone No: _____ Lender Email: _____

Further incidental expenses associated with the loan

Expense	Amount \$
Mortgage registration fees	
Caveat registration fees	
Bank's solicitor fees	
Valuation fees	
Lending institution fees for lodging this Application	
Mortgage guarantee fees or mortgage insurance premium (not house and contents insurance or mortgage protection insurance)	
Loan Establishment fees	
Total	\$

Having approved a loan to assist the applicant(s) to purchase a dwelling we:

- a) hereby lodge the application for a grant to cover the whole or part of the amount of incidental expenses in connection with the purchase; and
- b) advise that the details disclosed in the application in relation to our arrangements and the incidental expenses, to the best of our knowledge and involvement, are correct.

*Signature of authorised officer
of lending institution*

*Name of authorised officer of lending
institution (please print)*

Date

Title and telephone number of authorised officer of lending institution

Affix seal here

