



Home Buyers Assistance Fund

GUIDELINES

The Home Buyers Assistance Fund assists people to purchase their first home in Western Australia. Successful applicants receive a grant of up to \$2,000 to help pay some of the expenses associated with buying their first home. Grants cannot be used to buy vacant land or house and land packages.

ELIGIBILITY CRITERIA

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

- The applicant(s) must not own or previously have owned a dwelling in the State of Western Australia. If one of the applicants/purchasers owns or has previously owned a dwelling in the State of 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 the other criteria are satisfied).
- The dwelling must be established or partially built, not a plan to build a dwelling.
- The dwelling must have been purchased through a **licensed real estate agent**.
- The dwelling purchased must be financed by an authorised lending institution.
- The dwelling purchased must be the applicant(s) principal place of residence.
- You are going to live in the home for at least the first 12 months (you cannot rent out your home during this time).
- Where the purchased dwelling has an existing tenancy in place, the grant is payable in certain circumstances.
- The application form must be lodged with the Registrar of the Real Estate and Business Agents Supervisory Board no later than **90 days** after the date the offer to buy the dwelling is accepted; and
- The purchase price of the dwelling must be within the prescribed limit for dwellings purchased in Western Australia.

Note: For further and more detailed information please refer to the enclosed fact sheet or visit our website at www.reba.wa.gov.au

HOW TO APPLY

Please complete Form 1. **If you do not answer all the questions and supply all the documents, we will not be able to process your claim.**

- (1) Give your application to your lending institution with a copy of:
 - (a) the signed offer and acceptance document; and
 - (b) the **final settlement statement** prepared by your settlement agent or solicitor detailing costs and expenses incurred by you in the purchase of your dwelling. The settlement must show the amount of stamp duty paid. If 'nil payable' this should be reflected on the statement.

- (2) Your lender should then complete Form 2 and attach a copy of the schedule of fees, or a letter stating the amount of fees charged to you.
- (3) Particulars of Incidental Expenses should be recorded in Section 4 on page 4 of the application form. The following is an example of the incidental expenses covered by the scheme:

EXAMPLE (of a home with a purchase price of \$300,000 and loan of \$250,000)

EXPENSE	AMOUNT \$	CARRIED FORWARD	\$8,115
Stamp duty - transfer of land - mortgage	\$6,600 \$ 315	Lending institution fees for lodging this application	\$ 0
Registration fees - transfer - mortgage - caveat	\$ 130 \$ 80 \$ 80	Mortgage guarantee fees or mortgage insurance premium (not house and contents insurance or mortgage protection insurance)	\$ 1,157
Conveyancing fees	\$ 735	Inspection fees	\$ 0
Solicitor's fees	\$ 0	Establishment fees	\$ 600
Valuation fees	\$175		
SUB TOTAL	\$8,115	TOTAL	\$ 9,872

Note:- Incidental expenses such as rates and taxes on the dwelling, postage, bank cheque fees and search fees are not claimable.

WHAT HAPPENS NEXT

The lending institution will forward your application to the Registrar of the Real Estate and Business Agents Supervisory Board for assessment.

Grants approved by the Board will be paid to your lending institution to meet incidental expenses. If you have already paid such expenses the lending institution will reimburse you.

For further advice or assistance with your application please telephone the Home Buyers Assistance Scheme Hotline on 9282-0836, or if you are a country caller telephone 1300 30 40 64 for the cost of a local call.

Home Buyers Assistance Fund

FORM 1

APPLICATION FOR GRANT TO PAY INCIDENTAL EXPENSES IN CONNECTION WITH PURCHASE OF A DWELLING.

To be completed by applicant(s)/purchaser(s) and submitted to authorised lending institution.

You must complete ALL the sections.

1. PARTICULARS OF APPLICANT(S) / PURCHASERS

APPLICANT 1 / PURCHASER 1.

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

SURNAME _____

GIVEN NAMES _____

PREVIOUS NAME(S) _____

OCCUPATION _____

STREET ADDRESS _____

SUBURB/TOWN _____ POST CODE _____

TELEPHONE No. (HOME) _____ (BUSINESS) _____ (MOBILE) _____

EMAIL _____

DATE OF BIRTH _____/_____/_____

APPLICANT 2 / PURCHASER 2. (If applicable)

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

SURNAME _____

GIVEN NAMES _____

PREVIOUS NAME(S) _____

OCCUPATION _____

STREET ADDRESS _____

SUBURB/TOWN _____ POST CODE _____

TELEPHONE No. (HOME) _____ (BUSINESS) _____ (MOBILE) _____

EMAIL _____

DATE OF BIRTH _____/_____/_____

You must complete ALL the sections.

2. PARTICULARS OF ANY OTHER DWELLING PREVIOUSLY OWNED - SOLELY OR JOINTLY

Have you or your joint applicant ever owned or partially owned any dwelling in the State of Western Australia?

Please tick (✓): Yes No

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

3. PARTICULARS OF DWELLING TO BE PURCHASED

Please tick (✓):

Is dwelling established? Yes No

Street Address _____

Suburb/Town _____ Post Code _____

Purchase price _____

Amount of loan _____

Name of lending institution(s) _____

Name of real estate agent _____

4. Particulars of Incidental Expenses (complete as per example on page 2)

Expense	Amount \$	Carried Forward	\$
Stamp duty		Lending institution fees for lodging this application	
- mortgage			
Registration fees		Mortgage guarantee fees or mortgage insurance premium (not house and contents insurance or mortgage protection insurance)	
- transfer			
- mortgage			
- caveat			
Conveyancing fees		Inspection fees	
Solicitor's fees		Establishment fees	
Valuation fees			
Sub Total	\$	Total	\$

BEFORE MAKING THIS DECLARATION PLEASE ENSURE THAT ALL QUESTIONS HAVE BEEN ANSWERED.

Schedule 1 — Form of statutory declaration

I/We, _____

[name, address and occupation of **applicant 1** making the declaration]

[name, address and occupation of **applicant 2** making the declaration]

I/We do solemnly declare that: —

- 1. the information provided in this application is true and correct;**
- 2. the property is not leased/the property is currently leased until / /20 . I/We will use the dwelling as my/our home immediately after settlement or where there is an existing tenancy in place immediately after it's expiry. (delete as appropriate)**
- 3. I/We do not intend to lease the dwelling for the period of 12 months after the settlement or if the property is currently leased, the existing lease will not be extended after its expiry. The applicant(s) will use the dwelling as my/our home for at least 12 months once occupancy of the dwelling has commenced.**
- 4. If the dwelling is partially built, it will be used as the home of the applicant(s) for a period of at least 12 months immediately after the dwelling's completion.**

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

[place]

[place]

on _____ **by** _____
[date] [Signature of **applicant 1** making the declaration]

on _____ **by** _____
[date] [Signature of **applicant 2** making the declaration]

in the presence of — _____
[Signature of authorised witness]

in the presence of — _____
[Signature of authorised witness]

[Name of authorised witness and qualification as such a witness. **A list of competent witnesses can be found on pages 8-10 of this form**]

Note – A Commissioner for Declarations is no longer authorised to witness statutory declarations due to the introduction of the Oaths, Affirmations and Statutory Declarations Act 2005 which repealed the authority contained within the Evidence Act 1906. See www.justice.wa.gov.au/portal/server.pt for a list of authorised witnesses

AUTHORITY TO RELEASE PERSONAL INFORMATION

I..... of
(name of applicant 1) (current residential address)

I..... of
(name of applicant 2) (current residential address)

being an applicant for assistance from the Home Buyers Assistance Fund under the Real Estate and Business Agents Act 1978 **AUTHORISE** the Real Estate and Business Agents Supervisory Board (“the Board”), or persons that it may direct, to make such further inquiries as it deems necessary, to access my application under the Act. My general consent includes specifically authorising the Board, or persons they direct, to obtain on my behalf any information that may be necessary to assist the Board with its assessment from any relevant agency. I acknowledge that the Board can use any or all of the information or documentation it received pursuant to this authority for the purpose of assessing my application.

Applicant’s signature (1) Date

Applicant’s signature (2) Date

For further advice or assistance with your application please telephone the Home Buyers Assistance Scheme Hotline on 9282-0836, or if you are a country caller telephone 1300 30 40 64 for the cost of a local call.

FORM 2

To be completed by the lending institution.
**(The lender is the party that actually provides the loan,
and not the agent/broker who arranges the loan.)**

Attach to Form 1 and forward to:

Application for Home Buyers Assistance Fund
Attention: The Registrar
Real Estate and Business Agents Supervisory Board
Locked Bag 14
CLOISTERS SQUARE WA 6850
Phone: 9282 0836

Applicant 1.

Surname _____

Given Names _____

Applicant 2. (If applicable)

Surname _____

Given Names _____

Loan Account No _____

Date Loan Approved _____ / _____ / _____

Name of Lending Institution _____

Street Address _____

Suburb/Town _____ Postcode _____

Business Telephone No. _____ **Business Fax No.** _____

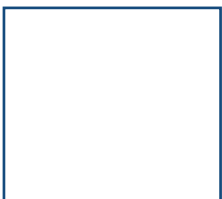
_____ having approved a loan to assist the abovenamed to purchase a dwelling:
(Print name of lending institution)

- 1 hereby lodge the application for a grant to cover the whole or part of the amount of the incidental expenses in connection with the purchase; and
- 2 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.

NAME OF LENDING INSTITUTION

SIGNATURE OF AUTHORISED OFFICER OF LENDING AUTHORITY

AFFIX SEAL HERE



NAME & TITLE OF OFFICER OF LENDING AUTHORITY (Please Print)

INSTRUCTIONS TO ASSIST LENDING INSTITUTION IN THE COMPLETION OF APPLICATION

The Lending Institute should:

- Obtain a completed Form 1 and supporting documentation from the applicant
- Complete Form 2
- Attach letter confirming costs and expenses such as:
 - Establishment Fees
 - Mortgage Insurance
 - Stamp Duty on mortgage
 - Registration fees on the mortgage

And forward:

- Completed Form 1 and 2
- All supporting documentation, including:
 - A copy of a signed Offer and Acceptance document
 - A copy of statement of Settlement Agent / Solicitors fees (Final Settlement Statement)
 - A copy of the Schedule of Fees charged by you in relation to the loan.

Please send the application to:

The Registrar
Real Estate & Business Agents Supervisory Board
Locked Bag 14
CLOISTERS SQUARE WA 6850

THE APPLICATION MUST BE RECEIVED NO LATER THAN 90 DAYS AFTER THE OFFER TO PURCHASE THE DWELLING IS ACCEPTED.

For further advice or assistance in completing this application on behalf of your borrower, please call the Home Buyers Assistance Fund on 9282-0836, or if you are a country caller telephone 1300 30 40 64 for the cost of a local call.

Checklist - have you provided the following information with your application:

- Signed & Dated O&A (Inc. all Annexures to the O&A)
- Final Settlement Statement - showing Stamp Duty paid
- Final Proof of Mortgage fees paid (Bank Charges)
- Form 1 Completed & Witnessed by an "Authorised person"
- Form 2 Signed by the Lending Institution

ALL ABOVE INFORMATION REQUIRED IN ORDER TO PROCESS YOUR APPLICATION.

AUTHORISED WITNESSES FOR STATUTORY DECLARATION:

Schedule 2 — Authorised witnesses for statutory declarations

Item	Formal Description	Informal Description
1.	<p>A member of the academic staff of an institution established under any of the following Acts —</p> <ul style="list-style-type: none"> • <i>Curtin University of Technology Act 1966</i>; • <i>Edith Cowan University Act 1984</i>; • <i>Murdoch University Act 1973</i>; • <i>University of Notre Dame Australia Act 1989</i>; • <i>University of Western Australia Act 1911</i>; • <i>Vocational Education and Training Act 1996</i>. 	Academic (post-secondary institution)
2.	<p>A member of any of the following bodies —</p> <ul style="list-style-type: none"> • <i>Association of Taxation and Management Accountants (ACN 002 876 208)</i>; • <i>CPA Australia (ACN 008 392 452)</i>; • <i>The Institute of Chartered Accountants in Australia (ARBN 084 642 571)</i>; • <i>National Institute of Accountants (ACN 004 130 643)</i>; • <i>National Tax & Accountants' Association Limited (ACN 057 551 854)</i>. 	Accountant
3.	A person who is registered under the <i>Architects Act 2004</i> .	Architect
4.	An Australian Consular Officer within the meaning of the <i>Consular Fees Act 1955</i> of the Commonwealth.	Australian Consular Officer
5.	An Australian Diplomatic Officer within the meaning of the <i>Consular Fees Act 1955</i> of the Commonwealth.	Australian Diplomatic Officer
6.	A bailiff appointed under the <i>Civil Judgments Enforcement Act 2004</i> .	Bailiff
7.	A person appointed to be in charge of the head office or any branch office of an authorised deposit-taking institution carrying on business in the State under the <i>Banking Act 1959</i> of the Commonwealth.	Bank manager
8.	A member of Chartered Secretaries Australia Limited (ACN 008 615 950).	Chartered secretary
9.	A pharmaceutical chemist within the meaning of the <i>Pharmacy Act 1964</i> .	Chemist
10.	A chiropractor within the meaning of the <i>Chiropractors Act 1964</i> .	Chiropractor

11.	A person registered as an auditor or a liquidator under the <i>Corporations Act 2001</i> of the Commonwealth.	Company auditor or liquidator
12.	A judge, master, magistrate, registrar or clerk, or the chief executive officer, of any court of the State or the Commonwealth.	Court officer
13.	A member of the Australian Defence Force who is — <ul style="list-style-type: none"> • <i>an officer within the meaning of the Defence Force Discipline Act 1982 of the Commonwealth;</i> • <i>a non-commissioned officer within the meaning of that Act with 5 or more years of continuous service; or</i> • <i>a warrant officer within the meaning of that Act.</i> 	Defence force officer
14.	A dentist within the meaning of the <i>Dental Act 1939</i> .	Dentist
15.	A medical practitioner within the meaning of the <i>Medical Act 1894</i> .	Doctor
16.	A member of the Institution of Engineers, Australia, other than at the grade of student.	Engineer
17.	The secretary of an organisation of employees or employers that is registered under one of the following Acts — <ul style="list-style-type: none"> • <i>Industrial Relations Act 1979;</i> • <i>Workplace Relations Act 1996 of the Commonwealth.</i> 	Industrial organisation secretary
18.	A member of the National Insurance Brokers Association of Australia (ACN 006 093 849).	Insurance broker
19.	A Justice of the Peace.	Justice of the Peace
20.	A legal practitioner within the meaning of the <i>Legal Practice Act 2003</i> .	Lawyer
21.	The chief executive officer or deputy chief executive officer of a local government.	Local government CEO or deputy CEO
22.	A member of the council of a local government within the meaning of the <i>Local Government Act 1995</i> .	Local government councillor
23.	A member of the Australasian Institute of Chartered Loss Adjusters (ACN 074 804 167).	Loss adjuster
24.	An authorised celebrant within the meaning of the <i>Marriage Act 1961</i> of the Commonwealth.	Marriage celebrant
25.	A member of either House of Parliament of the State or of the Commonwealth.	Member of Parliament
26.	A minister of religion registered under Part IV Division 1 of the <i>Marriage Act 1961</i> of the Commonwealth.	Minister of religion

27.	A nurse within the meaning of the <i>Nurses Act 1992</i> .	Nurse
28.	A registered optometrist within the meaning of the <i>Optometrists Act 1940</i> .	Optometrist
29.	A registered patent attorney under the <i>Patents Act 1990</i> of the Commonwealth.	Patent attorney
30.	A physiotherapist within the meaning of the <i>Physiotherapists Act 1950</i> .	<i>Physiotherapist</i>
31.	A podiatrist within the meaning of the <i>Podiatrists Registration Act 1984</i> .	Podiatrist
32.	A police officer.	Police officer
33.	The person in charge of an office established by, or conducted by an agent of, Australia Post within the meaning of the <i>Australian Postal Corporation Act 1989</i> of the Commonwealth.	Post office manager
34.	A registered psychologist within the meaning of the <i>Psychologists Registration Act 1976</i> .	Psychologist
35.	A public notary within the meaning of the <i>Public Notaries Act 1979</i> .	Public notary
36.	An officer of the Commonwealth public service.	Public servant (Commonwealth)
37.	A person who is employed under the <i>Public Sector Management Act 1994</i> Part 3.	Public servant (State)
38.	The holder of a licence under the <i>Real Estate and Business Agents Act 1978</i> .	Real estate agent
39.	The holder of a licence under the <i>Settlement Agents Act 1981</i> .	Settlement agent
40.	The Sheriff of Western Australia and any deputy sheriff appointed by the Sheriff of Western Australia.	Sheriff or deputy sheriff
41.	A licensed surveyor within the meaning of the <i>Licensed Surveyors Act 1909</i> .	Surveyor
42.	A person employed as a member of the teaching staff within the meaning of the <i>School Education Act 1999</i> or as a teacher of a non-government school within the meaning of that Act.	Teacher
43.	A member, registrar or clerk, or the chief executive officer, of any tribunal of the State or the Commonwealth.	Tribunal officer
44.	A registered veterinary surgeon within the meaning of the <i>Veterinary Surgeons Act 1960</i> .	Veterinary surgeon

***No person under eighteen years of age may be a witness.
No Person who is a relative may be a witness.***