



HOME BUYERS ASSISTANCE ACCOUNT

GUIDELINES

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

ELIGIBILITY CRITERIA

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

- The purchase price of the dwelling must be within the **purchase price limit** for dwellings purchased in Western Australia. Check the purchase price limit at www.commerce.wa.gov.au/HBAA.
- 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 agent** carrying on business in the State.
- The dwelling purchased must be financed by a **lending institution**.
- The dwelling must be **established or partially built**, not a plan to build a dwelling.
- The dwelling purchased must be the applicant(s) **principal place of residence**.
- The applicant(s) must intend to **live in the home** for at least the first 12 months (the home cannot be rented out during this time). Where the purchased dwelling has an existing tenancy in place, the grant is payable in certain circumstances.
- The application should be lodged with the Department of Commerce **no more than 90 days** after the date on which the offer to purchase the dwelling was accepted.

IMPORTANT NOTE

To process your application the Department of Commerce will require 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**. The Final Settlement Statement can be provided at a later date.

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.
- 2) Give the application to your lending institution with a copy of:
 - the signed and dated **Offer and Acceptance** document;
 - 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 of Commerce at a later date; and
 - proof of payment for any inspection fees (if applicable).

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:
 - a copy of the signed and dated Offer and Acceptance (including all annexures to the Offer and Acceptance);
 - 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);
 - proof of payment for any inspection fees (if not already itemised on the final settlement statement).
- 3) Complete Section B of the application;
- 4) Send the completed application together with all attachments to:
Home Buyers Assistance Account
Department of Commerce
Locked Bag 14
Cloisters Square WA 6850

Checklist – has the following information or documentation been provided:

The application 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);
- ☐ A copy of the 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 of Commerce 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.

The application should be received by the Department of Commerce no later than 90 days after the date on which the offer to purchase the dwelling was accepted.

Home Buyers Assistance Account Assistance

For assistance please telephone 9282 0836, or country callers 1300 30 40 64 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

HOME BUYERS ASSISTANCE ACCOUNT

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

Section A – to be completed by the applicant(s)

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

All details in this Application form must be supplied.

PARTICULARS OF THE APPLICANT(S)

APPLICANT 1

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

Family Name _____

First Given Name _____

Other Given Name(s) _____

Previous Family Name _____

Street Address _____

Suburb/Town _____ Post Code _____

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

Email _____

Date of Birth _____/_____/_____

Do you own or partially own, or have you ever owned or partially owned, any dwelling in Western Australia?

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, vacant land in Western Australia?

Please tick (✓): ☐ Yes ☐ No

If “Yes”, please give particulars of the vacant land previously owned:

APPLICANT 2 (If applicable)

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

Surname _____

First Given Name _____

Other Given Name(s) _____

Previous Family Name _____

Street Address _____

Suburb/Town _____ Post Code _____

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

Email _____

Date of Birth _____ / _____ / _____

Do you own or partially own, or have you ever owned or partially owned, any dwelling in Western Australia?

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, vacant land in Western Australia?

Please tick (✓): ☐ Yes ☐ No

If “Yes”, please give particulars of the vacant land previously owned:

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.

1. What is the address of the dwelling purchased?

Street Address _____

Suburb/Town _____ Post Code _____

2. What was the purchase price of the dwelling?

\$ _____

3. Was the dwelling purchased through a licensed real estate agent carrying on business in WA?

Please tick (✓): ☐ Yes ☐ No

If “Yes”, please provide the name and address of the selling real estate agent:

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 established or partially built at the time of purchase?

Please tick (✓): ☐ Yes ☐ No

6. 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

7. Is there an existing tenancy agreement in place for the established dwelling purchased?

Please tick (✓): ☐ Yes ☐ No

If “Yes”:

a) When does 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

8. 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	
Total	\$

Statutory Declaration

I/We,

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

*[name and 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 of authorised witness Qualification 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 of authorised witness Qualification as such a witness

AUTHORITY TO RELEASE PERSONAL INFORMATION

I _____ of _____
*[Name and address of **applicant 1**]*

I _____ of _____
[Name and 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 of Commerce, 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*

Section B – To be completed by the 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 _____

Suburb/Town _____ Postcode _____

Business Telephone No. _____

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:

- 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
- 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 and title of officer of lending institution (please print)

Affix seal here

