

Home Buyers Assistance Account Application form

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 \$500,000.
- 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 [Landlord ending a tenancy](#)
- The application should be lodged with the Department of Energy, Mines, Industry Regulation and Safety (the Department) **no more than 90 days** after the date of settlement of the contract to purchase the dwelling. 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 date of settlement of the contract**. The Final Settlement Statement can be provided at a later date.

Please note: For further information please visit our [website](#)

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 Energy, Mines,
Industry Regulation and Safety
Consumer Protection
Locked Bag 100 East Perth WA 6892

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”; and
 - 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).

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 30 40 54 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)

Accountant

Architect

Australian Consular Officer

Australian Diplomatic Officer

Bailiff

Bank manager

Chartered secretary

Chemist

Chiropractor

Company auditor or liquidator

Court officer

Defence force officer

Dentist

Doctor

Electorate officer of a member of State Parliament

Engineer

Industrial organisation secretary

Insurance broker

Justice of the Peace

Landgate officer

Lawyer

Local government CEO or deputy CEO

Local government councillor

Loss adjuster

Marriage celebrant

Member of Parliament

Minister of religion

Nurse

Optometrist

Patent attorney

Physiotherapist

Podiatrist

Police officer

Post office manager

Psychologist

Public notary

Public servant (Commonwealth)

Public servant (State)

Real estate agent

Settlement agent

Sheriff or deputy sheriff

Surveyor

Teacher

Tribunal officer

Veterinary surgeon

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

Application form

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		
Title (please tick) <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other – please specify:		
First given name		
Middle name(s)		
Surname		
Previous name(s)	Surname(s)	First name(s)
Date of birth		
Current residential address		
Postal address (if different from above)		
Contact phone number	Home	Business Mobile
Email address		
Have you previously received an HBAA grant under this scheme?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "Yes", please give particulars of the vacant land:		

Section A

Applicant 2		
Title (please tick) <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other – please specify:		
First given name		
Middle name(s)		
Surname		
Previous name(s)	Surname(s)	First name(s)
Date of birth		
Current residential address		
Postal address (if different from above)		
Contact phone number	Home	Business Mobile
Email address		
Have you previously received an HBAA grant under this scheme?		<input type="checkbox"/> Yes <input type="checkbox"/> 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.		<input type="checkbox"/> Yes <input type="checkbox"/> 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?		<input type="checkbox"/> Yes <input type="checkbox"/> 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 name
	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 \$500,000. 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?
	<input type="checkbox"/> Yes – then go to question 6.
	<input type="checkbox"/> 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?
	<input type="checkbox"/> Yes <input type="checkbox"/> No

Details of the purchased dwelling (to be completed by the applicant/s)

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?** 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? 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.

Will your application be lodged outside of the 90 day period from the date of settlement of the contract to purchase the dwelling? 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.

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10. **Will your application be lodged outside of the 90 day period from the date of settlement of the contract to purchase the dwelling?** 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.

Details of the purchased dwelling (to be completed by the applicant/s)	

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.

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

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 number		Lender email

Further incidental expenses associated with the loan	
Expense	Amount \$
Mortgage registration fees (excluding search fees)	
Caveat registration fees (excluding search 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:

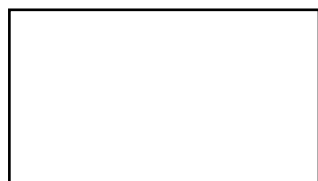
- a) hereby lodge the application for a grant to cover the whole or part of the amount of incidental expenses in connection with the purchase; and
- b) advise that the details disclosed in the application in relation to our arrangements and the incidental expenses, to the best of our knowledge and involvement,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

----- *End of application form* -----

Department of Energy, Mines, Industry Regulation and Safety
www.demirs.wa.gov.au

Consumer Protection Division
Gordon Stephenson House
Level 2/140 William Street Perth Western Australia 6000
Locked Bag 100, East Perth WA 6892
Call: 1300 30 40 54 **Email:** consumer@demirs.wa.gov.au
www.consumerprotection.wa.gov.au



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