

Building Boost Grant Application Form

Part A must be filled out by all *applicants*

How to complete this form

 Read and fully understand the Building Boost Grant (BBG) Application Guide Complete this BBG Application Form in full Words in <i>italics</i> are defined in the BBG Application Guide - Terms used Print in blue or black ink Print clearly in BLOCK LETTERS 	 Attach all supporting evidence Print √in appropriate boxes Lodge application or a notice of intention to claim the BBG before 1 September 2012 Note that significant penalties including prosecution may apply for making a false or misleading statement
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Section 1 Eligibility checklist

Eligibility is determined after the Commissioner receives a completed application together with all required supporting evidence.

All persons who are or will be *owner*/s of the *new home* on completion of the transaction must be *applicants*.

1	To your knowledge, is this the first BBG to be claimed in relation to this property?	Yes	No
	(see BBG Application Guide - Eligibility requirements, item 5)		
2	Are you an eligible applicant?	Yes	No
	(see definitions of <i>applicant</i> and <i>eligible applicant</i> in BBG Application Guide - Terms used)		
	Have you, on or after 1 August 2011 and before 1 May 2012:		
	 entered into a home purchase contract for the purchase of a new home in Queensland OR entered into a home building contract to have a new home built in Queensland OR 		
3	 entered into a <i>home building contract</i> to have a <i>new home</i> built in Queensland OR in the case of an <i>owner builder</i>, commenced construction of a <i>new home</i> in Queensland? (i.e. laying of 	Yes	No
	foundations)?		
	(see BBG Application Guide - Eligibility requirements, item 1)		
4	Is the <i>home</i> a <i>new home</i> ? (see definitions in BBG Application Guide - Terms used)	Yes	No
-	Is the <i>total value</i> of the <i>home</i> less than \$600,000?		
5	(see BBG Application Guide - Eligibility requirements, item 2)	Yes	No
	Will the <i>home</i> be occupied as a place of residence for a period of at least 3 months (whether or not continuous)		
6	during the year after the <i>eligible transaction</i> is <i>completed</i> ?	Yes	No
	(see definition in BBG Application Guide - Terms used and Eligibility requirements, item 4)		
	Does the contract entered into result from a legally binding arrangement made on or after 14 June 2011 and before 1 August 2011 for which the sole or main purpose was to defer the making of a home purchase contract or home		
	building contract to 1 August 2011 or a later day so that the BBG will apply, including the following:		
7	• replacing a previous contract entered into before 1 August 2011 for the same or a substantially similar home,	Yes	No
	that was cancelled in the <i>pre-eligibility period</i> ; or		
	• the exercise of an option in the <i>post-eligibility period</i> which was granted in the <i>pre-eligibility period</i> ?		
	(see BBG Application Guide - Eligibility requirements, item 6)		
	Was the <i>contract of sale</i> exempt from transfer duty under the <i>Duties Act 2001</i> , other than where the <i>first home transfer duty concession</i> (section 92), the <i>manufactured homes exemption</i> (section 138) or the <i>charitable</i>		
8	institution exemption (section 414) was applied?	Yes	No
	(see BBG Application Guide - Eligibility requirements, item 6)		
9	Was the <i>home</i> constructed for sale in the course of a business of building or developing <i>homes</i> , carried on by you?	Yes	No
Ĺ	(see BBG Application Guide - Eligibility requirements, item 6)	les	
	If the land on which the <i>home</i> is constructed is newly subdivided, was a BBG paid for the <i>home</i> on the land before		
10	the subdivision? (see BBG Application Guide - Eligibility requirements, item 5)	Yes	No
11	Are the parties to the contract <i>related parties</i> ? (see definition in BBG Application Guide - Terms used)	Yes	No
1	(see demittion in Dog Application duide - lethis used)		

Determination of eligibility

If you have answered "YES" to questions 1 to 6 and "NO" to questions 7 to 11 above, you may be entitled to receive the BBG subject to the written decision being made by the *Commissioner*.

If you answered "NO" to any of the questions 1 to 6 and "YES" to any of the questions 7 to 11 you do not qualify for the BBG. If you believe you could still be entitled to the BBG please attach a statement providing a complete explanation of the circumstances and all relevant information to support your claim with the application for the *Commissioner* to consider.

If you are also an *applicant* for the *First Home Owner Grant (FHOG)* special rules apply for BBG so you should complete the application for BBG so your eligibility can be determined.

Part A continued Application for Queensland Building Boost Grant

Section 2—Applicant details

- It is essential that ALL applicants complete this section (see definitions in BBG Application Guide Terms used)
- Only one of the three **ownership** options should be completed (i.e. *natural person*, company or trust)
- If there are more *applicants* than provided for please complete and attach an additional Application Form
- Each *applicant* must sign the Declaration by *applicant/s* at Section 5.

How many *applicants* will have a *relevant interest* in the *home*? (see definitions in **BBG Application Guide - Terms used**)

Ownership option 1 - natural person

If a *natural person*, complete below

Applicant 1 (Contact	t applicant)
Title	Mr Mrs Miss Ms Dr
First name	
Middle name/s	
Family name	
Date of birth (dd/mm/yyyy)	
Mobile number	Daytime telephone number ()
Email address	
Residential address	Unit/flat/building Street number
	Street name
	Suburb/town State Postcode
Address for service of notices	Unit/flat/building Street number
(if different from above)	Street name
	Suburb/town State Postcode
Applicant 2	
Title	□ Mr □ Mrs □ Miss □ Ms □ Dr
First name	
Middle name/s	
Family name	
Date of birth (dd/mm/yyyy)	
Applicant 3	
Title	Mr Mrs Miss Ms Dr
First name	
Middle name/s	
Family name	
Date of birth (dd/mm/yyyy)	

Application for Queensland Building Boost Grant

Ownership option 2 - company

If a company, complete below

Company name																
ABN						ACN										
What is the principal business of the company?																
Contact name																
Daytime telephone	()															
Email address																
Street address	Unit/flat/build	ing											Stree	et nu	umber	
	Street name															
	Suburb/town										State	e			Postcode	
Address for service of notices	Unit/flat/build	ing											Stree	et nu	ımber	
(if different from above)	Street name															
	Suburb/town										State	e			Postcode	
	Ownership option 3 - trust If a trust, complete below															
Trust name																
Trustee/s name/s																
Date/s of birth (if natural person/s)																
ABN						ACN	(if co	rpora	ate tr	uste	e)					
What is the principal business of the trust?																
Contact name																
Daytime telephone	()															
Email address																
Street address	Unit/flat/build	ing											Stree	et nu	umber	
	Street name															
	Suburb/town															
	State		Posto	code												
Address for service of notices	Unit/flat/build	ing											Stree	et nu	umber	
(if different from above)	Street name															
	Suburb/town										State	e			Postcode	

Application for Queensland Building Boost Grant

Section 3 – Property and transaction details

Property address de	etails	
Unit/street no.	Lot no. (only use lot no. if street no. is not allocated)	
Street name		
Suburb/town		
State	Postcode	
Type of home	House Townhouse Unit Duplex Manufactured home	
[Other (please specify)	
Intended use of the property	First home owner <i>owner</i> /occupier investment	
What is the <i>total valu</i> and Eligibility requir	<i>lue</i> of the <i>home</i> ? (see definitions in BBG Application Guide - Terms used irements, item 2) \$	
	BBG Application Guide - Terms used)	
for this home? If yes	<i>financial assistance</i> (excluding bank finance) to pay the consideration es full details must be provided with your application BBG Application Guide - Terms used)	No
If there is a First Hom	me Owner Grant claim in relation to this property enter the FHOG - UIN	
	or a <i>related party</i> applied for or received the BBG in relation to another <i>home</i> ? Yes	No
	icants a real estate agent, builder or developer? Yes	No
Title reference		
Lot no.	Plan type* Plan number Title refer	ence ailable)
	* e.g. SP for Survey Plan, or RP for Registered Plan	
	BBG Application Guide - Terms used) Inction does this application refer to:	
Home purchase co	contract for the purchase of a home Complete and attach Part B on page 9	
☐ Home building co	contract Complete and attach Part C on page 10	
☐ Owner builder —	Complete and attach Part D on page 11	
└ Home purchase co	<i>contract</i> for a purchase <i>off the plan</i> Complete and attach Part E on page 12	

Section 4-Payment details

- Refer to the BBG Application Guide When will the BBG be paid?
- If applying to *OSR*, the BBG will be paid by electronic funds transfer into the account nominated below.
- If you are applying through an *approved lodger*, please **DO NOT** complete the account details below as the BBG will be paid via the *approved lodger*.

Name of financial institution and branch	
Account name (e.g. John & Jan Citizen)	
BSB number (must have 6 numbers)*	
Account number (maximum of 9 numbers)*	

* DO NOT include dashes or spaces

Application for Queensland Building Boost Grant

Section 5 – Declaration by *applicant/s*

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- Each applicant must personally sign this declaration in the presence of a qualified witness. Qualified witnesses include a Justice of the Peace, Commissioner for Declarations or solicitor.
- If the applicant is a company or trust, the duly authorised person/s or trustee/s must sign on behalf of the company or trust.
- 1 I have completed the Application Form (including the relevant Part B, C, D or E) and attached all relevant documents in support of this application.
- 2 I undertake to notify the *Commissioner* in writing of any contravention of:
 - (a) the consideration requirement and repay the BBG within 28 days after completion of the relevant transaction; and
 - (b) the occupancy requirement and repay the BBG within 14 days of the *relevant day*; and
 - (c) a repayment requirement under condition of grant and repay the BBG within the stated period in the condition.
- 3 I have read and understood the information prepared by the *Commissioner* relating to the criteria of eligibility. I accept that if the criteria are not met, I may not be entitled to receive or retain the BBG.
- 4 I authorise the *Commissioner* to access and exchange information about me to verify my eligibility for the BBG with other information held by the *Commissioner*, the *approved lodger* (where applicable), other state, territory and Australian Government agencies and other relevant organisations or persons.
- 5 I understand that the *approved lodger* is not authorised by the *Commissioner* to offer any advice or assistance on the criteria of eligibility for the BBG, or on the completion of this application.
- 6 I acknowledge the *approved lodger* will hold the BBG until the *eligible transaction* is completed and repay the BBG to the *Commissioner* if the transaction is not completed within 28 days of the date specified.
- 7 I authorise the *Commissioner* to address all correspondence relating to this application to *applicant 1* at the address nominated or to the *approved lodger* where lodged through the *approved lodger*.
- 8 I acknowledge that I will be liable for penalties and may also be prosecuted for making a false or misleading statement on or in connection with this application for the BBG or not notifying the *Commissioner* of a *con*travention of a requirement.
- 9 I authorise the *Commissioner* to deposit the BBG into the account nominated in Section 4 or into the *approved lodger*'s nominated account when lodged via the *approved lodger*.

I declare that I have read and understood the above information and that the information provided in this application (including the attached Part B, C, D or E) is true and correct.

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1867.

	Applicant 1	
Name		
Signature		Date 2 0 1
	Before me	1
Name of qualified witness		
Signature of qualified witness (JP, Commisioner for		Date 2 0 1 (dd/mm/yyyy) 2 0 1
Declarations or Solicitor)		
	Applicant 2	
Name		
Signature		Date 2 0 1 (dd/mm/yyyy) 2 0 1
	Before me	
Name of qualified witness		
Signature of qualified witness ()P, Commisioner for Declarations or Solicitor)		Date 2 0 1

Application for Queensland Building Boost Grant

	Applicant 3	
Name		
Signature		Date 2 0 1
	Before me	
Name of qualified witness		
Signature of qualified witness		Date 2 0 1

Your obligations

As an *applicant* for the BBG, you must ensure that the information contained in your application for the BBG is complete and correct. The provision of false or misleading information to the *Commissioner* is an offence. Therefore, if you are unsure about any of your obligations or any of the information required in the application, it is important that you contact the Office of State Revenue for clarification. If your application is approved and the BBG is paid, you will be notified in writing of the conditions you are required to satisfy. If you are unable to satisfy these conditions, you must notify the *Commissioner* within **14 days** of becoming aware that you are unable to comply with the requirement and repay the BBG.

If you do not meet these obligations, you may be subject to penalties.

Penalties

OSR, as part of its role in administering the BBG, conducts ongoing investigations to ensure that *applicants* comply with the qualifying conditions. If *applicants* receive the BBG when they are not entitled, or do not comply with the occupation requirement, penalties may be imposed. The amount of any penalty which may apply is dependent on the circumstances of each case and is in addition to having to repay the BBG. In some circumstances the penalty applied may be equal to the amount of the grant received.

Providing incorrect or misleading information in this application

Providing incorrect or misleading information to OSR is an offence. If it is determined that an *applicant* has provided incorrect or misleading information to obtain, or attempt to obtain the BBG, then prosecution action may be commenced.

All applications undergo a rigorous review. Other checks into council records, title details and finance particulars are undertaken on a routine basis.

Privacy statement

The Office of State Revenue is collecting the information on this form to determine your eligibility (if any) for a BBG for the transactions you have described in this form. Your confidential information can only be disclosed by the Office to another party in relation to your eligibility for the BBG or as authorised by law and the *Right to Information Act 2009*. For further information see our website at www.osr.qld.gov.au

Application for Queensland Building Boost Grant

Section 6 – Acknowledgement of Terms of Trust by approved lodger

This section must be completed by the *approved lodger* of the *applicant* (in relation to the purchase of a *new home*) in order for the BBG to be made available for settlement.

- <i>Approved lodger</i> Client Number	
Full name of approved lodger	
Settlement date/date of first progress payment (dd/mm/yyyy)	
1 The <i>approved lodger</i> is author	ised by the <i>applicant/s</i> to lodge this application for the BBG on his/her/their/its behalf.

- 2 Specified above is the scheduled settlement date for the *home purchase contract* for the purchase of a *home* or the scheduled first progress payment date for a *home building contract* to build a *new home*.
- 3 The approved lodger agrees for the BBG to be paid into the account advised to the Commissioner by the approved lodger
- 4 The *approved lodger* agrees to receive the BBG amount in respect of this application from the *Commissioner* and hold it on the following terms:
 - a. Pending settlement of the *home purchase contract* or first progress payment under the *home building contract*, the BBG amount is held on trust exclusively on behalf of the *Commissioner*
 - b. the BBG amount is to be applied by the *approved lodger* exclusively for the purpose of effecting the settlement of the *home purchase contract* for the purchase of the *home* or payment of the first progress payment for a *home building contract* to build the *home* for the benefit of the *applicant*
 - c. If settlement of the contract is not effected on or before the settlement date or within 28 days after the settlement date (settlement period), the *approved lodger* will repay the BBG amount to the *Commissioner* within 7 days from the last day of the settlement period
 - d. If the first progress payment for a *home building contract* to build the *home* is not effected on or before the date of first progress payment or within 28 days after that date (first progress payment period), the *approved lodger* will repay the BBG amount to the *Commissioner* within 7 days from the last day of the first progress payment period.

Name in Full							
Signature*		Date (dd/mm/yyyy)		2	0	1	
	* A person duly authorised by the registered approved lodger to provide this acknowledgement on the approved lodger's behalf)						

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Part A continued Application for Queensland Building Boost Grant

Section 7 – Supporting documentation checklist

- To ensure your application is processed in a timely manner, make sure the application is fully completed, signed and dated, and that all necessary documentation is attached in the order set out below.
- Do not send original documents. Only send *copies*.
- Additional documents may be requested after lodgement of your application in order to confirm your eligibility for the BBG. If you are unable to provide any of the documents below please contact OSR to discuss your circumstances. Refer to BBG Application Guide page 8 for contact details.
- Please complete the checklist to ensure you have attached the required supporting documentation defined in the BBG Application Guide.
- Items marked with an * are not required, if not available, when lodging through an approved lodger.

Proof of identity

- Proof of identity for *natural persons* must be *certified copies*. For persons who can certify copies—see definitions in BBG Application Guide Terms used).
- Each *applicant* must provide a document from each of the 2 categories below (**2 documents per person**). A single document cannot be used for more than one category.



If any applicant has changed their name provide evidence by way of a certificate or statement.

Category 1 —primary identity document —provide one document.		
Birth certificate/extract	Certificate of Australian Citizenship	
 Current passport, or if applicable, include proof of permanent visa or special category visa 	 Certificate of Residence issued by the Department of Immigration 	
Cotomers 2. Link between identity and memory inhots and simulations		
Category 2 —link between identity and person—photo and signat	ure—provide one document.	
Category 2—link between identity and person—photo and signat Current Australian Driver Licence	ure—provide one document. Current 18+ Card. 	_

Transaction type

H	ome purchase contract for a home:	
1	a full copy of your <i>home purchase contract</i> , dated and signed by the vendor/s and <i>applicant/s</i> (including any special conditions or annexures)	
1	a registration confirmation statement or current <i>title search</i> issued by the Department of Environment and Resource Management showing the <i>applicant/s</i> as the registered <i>owner/s</i> or a site agreement (manufactured homes)*	
	a copy of the final inspection certificate issued by your local council or building certifier	
	statement from the vendor that the <i>home</i> has not been previously occupied or transferred as a place of residence	
H	ome building contract to build a home:	
	a full copy of your <i>home building contract</i> , dated and signed by the builder and <i>applicant/s</i>	
1	a registration confirmation statement or current <i>title search</i> issued by the Department of Environment and Resource Management showing the <i>applicant/s</i> as the registered <i>owner/s</i> or a site agreement (manufactured homes)*	
	a copy of the final inspection certificate issued by your local council or building certifier*	
1	an independent third party valuation, market appraisal by a local real estate agent (including three comparative sales) or Valuer-General's site value of the land when the building contract is made	
0	wner builders:	
1	a registration confirmation statement or current <i>title search</i> issued by the Department of Environment and Resource Management showing the <i>applicant/s</i> as the registered <i>owner/s</i> of the land on which the <i>home</i> is built	
	a copy of the contour and detail survey (maps the site features and levels) lodged with your local council	
×.	a copy of the first inspection report for the laying of foundations issued by your local council or building certifier	
	a copy of the final inspection certificate issued by your local council or building certifier	
1	copies of all receipts for the building of the <i>home</i> excluding your own labour costs (must be equal to or more than \$10,000 or the BBG may be reduced, or \$17,000 if the <i>First Home Owner Grant</i> has been paid)	
1	an independent third party valuation, market appraisal by a local real estate agent (including three comparative sales) or Valuer-General's site value of the land when the laying of the foundations starts	
Н	ome purchase contract to purchase a home off the plan:	
1	a full copy of your <i>home purchase contract</i> , dated and signed by the vendor/s and <i>applicant/s</i> (including any special conditions or annexures)	
-	a registration confirmation statement or current <i>title search</i> issued by the Department of Environment and Resource Management showing the <i>applicant/s</i> as the registered <i>owner/s</i> or a site agreement (manufactured homes)	
1	a copy of the final inspection certificate issued by your local council or building certifier	



To be completed where *applicants* have entered into a *home purchase contract* to buy a *new home* and then submitted with Part A Application for the BBG

Licence/Registration

number

Applicant details

Applicant 1	
-------------	--

Title	□Mr □Mrs □Mi	ss 🗆 Ms	Dr	_					
First name				Family na	me				
Address of new hom	e			-					
Unit/lot/street no.	Street na	ne							
Suburb/town					State		Postcode		
Home purchase contract to buy a new home									
Contract date (dd/mm/yyyy)		2 0	1	Settleme (dd/m	ent date m/yyyy)		2 0	1	
Other requi	rements			_					
Real estate agent				Licence	Registration / number				



To be completed where *applicants* have entered into a home building contract to build a new home and then submitted with Part **A** Application for the BBG

Applicant details

Applicant 1	
-------------	--

Title	□Mr □M	Irs 🗆 Miss	□Ms	Dr	-			
First name					Family nar	ne		
Address of <i>new hom</i>	e				-			
Unit/lot/street no.		Street name						
Suburb/town						State	Postcode	
							-	

Contract to build a new home

Contract date (dd/mm/yyyy)		2	0	1	
Construction commencement date		2	0	1	
(i.e. laying of foundations)		Z	0	1	
Construction completion date If lodging through an <i>approved lodger</i> , please estimate		2	0	1	
5 5 5 ,, 5 .,	· · · · · · · · · · · · · · · · · · ·				

Other requirements

Include the name and license number of the builder below

Builder	
Licence/Registration number	

Land owner details

Do you own the
land or are you
buying the land?

Own the land

Buying the land



To be completed where *applicants* are *owner builders* and then submitted with Part A Application for the BBG

Applicant details

Applicant 1										
Title	□mr □m	rs 🗌 Miss	□ Ms □	Dr						
First name						Family	ı name	2		
Address of new hom	1e									
Unit/lot/street no.		Street name								
Suburb/town								State	Postcode	
Owner builder										
Construction cor	nmencement	date						1		
	(i.e. laying of founda	ations)		2	0	1				
	(dd/mm/y	/ууу)						1		
Constructio	<i>n completion</i> (dd/mm/y			2	0	1				



To be completed where *applicants* have entered into a *home purchase contract* to buy a *new home off the plan* and then submitted with Part A Application for the BBG

Applicant details

Applicant 1									
Title	Mr Mrs	□ Miss	□ Ms □	Dr					
First name					F	amily n	ame		
Address of new hon	ne								
Unit/lot/street no.		Street name							
Suburb/town							State	Postcode	
Home Purch			uy a <i>nev</i>	v hom	ne O	ff th	e Plan		
	Contract da (dd/mm/yyy			2	0	1			
	mmencement da tions - estimate if unknow (dd/mm/yyy	wn)		2	0	1			
	(dd/mm/yy)	(y)							

Other requirements

Real estate agent	Licence/Registration number	
Builder	Licence/Registration number	