

NSW FHOG CHECKLIST

Borrower's Surname & Initials:

- Original, fully completed FHOG Application Form.
- If applicable, original, fully completed CAG (Commonwealth Additional Grant) Application Form (refer below *Purchasing off the plan*).
- Original Loan Application Form.
- Certified copy of a Marriage Certificate or Change of Name Document, if an applicant and / or their spouse / de facto has changed their name.

Evidence of Australian citizenship or permanent residency status:
For an Australian citizen applicant / spouse / de facto born in Australia:

- Certified copy of a Birth Certificate or Extract of Birth.
For an Australian citizen applicant / spouse / de facto not born in Australia:

- Certified copy of a current Australian Passport; **or**

- Certified copy of an Australian Citizenship Certificate.

For a Non Australian citizen applicant / spouse / defacto:

- Certified copy of a current Overseas Passport inclusive of a Permanent Australian Residency Visa (the endorsement 'permitted to remain in Australia indefinitely').
- New Zealand citizen* – certified copy of a current NZ Passport, including the page containing the most recent stamped date of arrival in Australia.

Purchasing an established home:

- Original / certified copy of the exchanged Contract of Sale, dated and signed by the vendor, and witnessed.

Building a new home:

- Original / certified copy of the signed, witnessed and dated comprehensive Building Contract;
- If applicable, original / certified copy of the exchanged Contract of Sale for the land purchase, dated and signed by the vendor, and witnessed;
- Letter from the builder advising the anticipated construction commencement and completion dates, if not stated in the Contract.

Purchasing off the plan:

- Original / certified copy of the exchanged Contract of Sale, dated and signed by the vendor, and witnessed.

The \$3,000 Additional Grant is applicable if the contract to purchase was entered into between 1 January 2002 and 30 June 2002, and specifies a completion date on or before 30 June 2004.

Please note:

All copies of supporting documentation submitted must be certified by a JP or Solicitor. Certification must include, in a legible format, certifiers name and professional title / position.

Settlement Date:

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PLEASE ENSURE THAT ALL DOCUMENTS NOTED ABOVE
REMAIN IN THE GREEN FOLDER

DATE ENTERED ON FHOG DATABASE: / /2004 BY: