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| **Broker Name:** |  |
| **Broker Code:** |  |
| **Broker Group:** |  |
| **Application Name:** |  |

**Family Home Guarantee**

**Application Checklist**

The Family Home Guarantee (FHG) is an Australian Government initiative to assist eligible single parents with dependants in purchasing a family home. As places in the FHG are limited, it is recommended to reserve a FHG place as soon as possible by submitting an application on Apply Online and completing the online [FHG reservation form](https://www.gatewaybank.com.au/home-buying/home-loan-information/family-home-guarantee/) or by calling Gateway on **1800 752 575.** The following information is required to reserve a FHG place:

1. Full name and DOB of applicant
2. Medicare number (including position number on card)

Reservations expire after 14 days unless an application has been pre-approved in this time. Therefore, completed applications should be submitted within 48 hours after requesting a FHG place to ensure the place does not expire.



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| --- | --- | --- | --- | --- | --- |
| Reserve a FHG place | Submit application | Pre-approved | Property located | Formally approved | Settled |
| **2 days** | **12 days** | **90 days** | **100 days** |

The following additional requirements will need to be satisfied for processing of an application under the Family Home Guarantee.

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Verification** | **When to Provide** |
| **Income** |
| Taxable income <= $125,000 | * Notice of Assessment (check is based on prior financial year earnings)\*

\*Note: for applications submitted between 1 July to (and including) 31 August of each year, the Notice of Assessment may be provided after pre-approval however must be received prior to formal approval. | Application submission |  |
| **Relationship status & dependants** |
| Borrower must be a single parent with at least one dependant (cannot be separated or in de facto relationship) or single legal guardian | * If the applicant was married but is now divorced – a copy of a final divorce order from the Family Court of Australia (or relevant overseas body).
* If the applicant’s spouse died – a copy of the deceased spouse’s Death Certificate

If single legal guardian – a certified copy of a Court-Appointed Guardianship Order.* Tax return for the most recent full financial year showing a dependent in question IT8

And at least ONE of the following: * If the applicant is the natural parent – the child’s birth certificate. The certificate should state the applicant as the natural parent and the date of birth of the dependent child
* If the applicant is an adoptive parent – formal adoption order or other documentation showing the applicant to have adopted the child legally
* If the applicant is divorced – a Consent Order made by the Family Court (a Consent Order is a parenting order made by the Court with the consent of the parties, and can be interim or final)
* Centrelink documentation that is addressed to the applicant showing that the applicant is receiving a benefit for, or as a result of having, a dependent child (note this should be paired with evidence of the dependent child’s age should the documentation not have that detail)
* Centrelink documentation that details the care arrangement for the dependent child (note this should be paired with evidence of the dependent child’s age should the documentation not have that detail)

In the case of a dependant aged 22 years or above and is in receipt of a disability support pension, Centrelink documentation evidencing payment of that pension in respect of that dependant to an address which is the same as the borrower’s address (i.e. to establish that the dependant is both receiving the pension and lives with the borrower) | Application submission |  |
| **Current property ownership** |
| Applicant does not currently own a home | * Confirm with the applicant that they do not currently own any property
 | Application submission |  |
| **Australian citizen & minimum age** |
| Applicant is an Australian citizen or Australian permanent resident and at least 18 years of age | * *If born in Australia:* Certified copy of an Australian Birth Certificate OR a certified copy of a current Australian Passport
* *If born overseas:* Certified copy of an Australian citizenship certificate OR a certified copy of a current Australian passport
* If Australian permanent resident – a certified copy of current Australian Permanent Resident visa issued by the Department of Home Affairs.
 | Application submission |  |
| **Minimum deposit** |
| 2% genuine savings held | Evidence of 2% deposit in applicant‘s name including any of:* Last 3 months savings/investment account statements
* First Home Super Saver Scheme balance
* Other method of validation as per Gateway’s standard policy, such as proof of rental payments
 | Application submission |  |
| **Purpose** |
| Owner occupied established properties only | * Home Buyer Declaration Form (signed by witness)
 | Prior to Formal Approval |  |
| **Borrower Factsheets and Information Guide** |
| Family Home Guarantee Factsheet and Information Guide | * Borrower has been provided with a copy of the Family Home Guarantee Factsheet and Information Guide
 | Application submission |  |

**Notes about certifying and witnessing documents**

While initially you only need to provide us with certified copies of identification and earnings, the people required to certify identification are also capable of witnessing the Home Buyer Declaration Form. As such, it is best to combine these activities.

 The following positions can both certify identity documents and witness the declaration:

* Accountant (member of recognised bodies including CPA, CA, ATMA, IPA)
* Postal Manager
* Justice of the Peace
* Police officer
* Legal practitioner
* Medical practitioners (including dentists and pharmacists)
* Principal of a high school, secondary school or primary school
* Religious minister (registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961 (Cth))

 It is best to check with your desired witness to ensure that they have the capacity to both witness a declaration and certify your documents.

**If you have any questions, please contact your Broker Support Team on 1800 752 575**

**Email supporting documents to:** lendingservices@gatewaybank.com.au