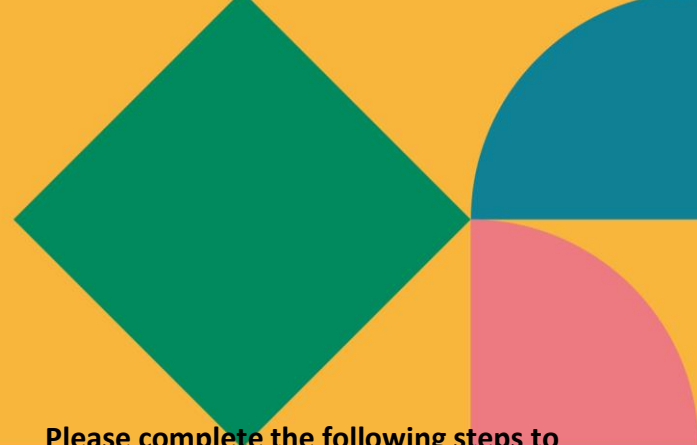


First Peoples

Home Ownership Program

Instructions for Conveyancer/Solicitor



Please complete the following steps to organise payment of the Homes Victoria First Peoples Home Ownership Program (Program) grant contributions:

Step	Document	Action required	When
1	Conveyancing Agents & Trust or PEXA Confirmation Form	Complete, Sign and return	On the day the Applicant/Applicant(s) retain your services
2	Confirmation of Deposit Contribution and Stamp Duty Helper amount	Copy text from <i>Confirmation of Deposit Contribution and Stamp Duty Helper amount</i> into your business letter head, complete and return	On the day the Applicant/Applicants(s) purchase a home and enter into a contract of sale.
3	Grant Funding Amount Confirmation Letter	Homes Victoria will confirm to Applicant / Conveyancer the grant funding amount	Following receipt of <i>Confirmation of Deposit Contribution and Stamp Duty Helper amount</i>
4	Confirmation of Payment Recording of Trust Account Monies	Copy text in <i>Confirmation of Payment Recording of Trust Account Monies</i> into your business letter head, complete and return	Following settlement

Please note: It is important that Homes Victoria Program team is notified of the settlement date and details of the date your client (Applicant) or other prospective co-owners (where applicable) legally commit to a contract of sale. This will ensure that there is sufficient time to process and release grant contributions ahead of settlement. Homes Victoria requires at least 15 business days to process payments.

If you have any questions, you may contact the Homes Victoria Program team by email at firstpeopleshomeownership@homes.vic.gov