

Insert your Company Letterhead

< (ADD DATE XX/XX/2024) >

< (ADD REFERENCE)>

First Peoples Home Ownership Program  
Homes Victoria  
50 Lonsdale Street,  
Melbourne Victoria 3000  
GPO Box 4057,  
Melbourne Victoria 3001

To: First Peoples Home Ownership Program Team  
By email: [firstpeopleshomeownership@homes.vic.gov.au](mailto:firstpeopleshomeownership@homes.vic.gov.au)

RE: Name of Applicant/s (Applicant/s)  
Property Address: [Property address] (Property)

### CONFIRMATION OF PAYMENT RECORDING OF TRUST ACCOUNT MONIES

We confirm foundation stage of construction of the above mentioned Property purchase on behalf of (Insert Applicant/s Name) was effected on (Add Date of Construction).

Home Buyer Booster	[\$Add sum]
Land Transfer (stamp) Duty Helper	[\$Add sum]
Deposit Contribution	[\$Add sum]
New Building Contribution	[\$Add sum]
<b>TOTAL:</b>	<b>[\$Add sum]</b>

We acknowledge receipt that the total sum of \$00000 has been received and held in our Trust Account. We further confirm that Trust monies have been released towards the purpose of commencing construction of the Home and for re-imburement for the costs incurred in constructing the Home under instruction from the Applicant/s.

Please do not hesitate to contact me by telephone [Phone Number] or by return email at [Email address] if you require further information.

Kind Regards,

<Insert Signature>

<Insert Name>

<Insert Title>

**OFFICIAL**