

# Steps to home ownership with First Home Partner

## Step 1.

### Submit your eligibility application

Apply as a first home buyer, previous homeowner, or a multi-generational household.

- Fill out the application form
- Gather and verify your application documents
- Sign the Statutory Declaration
- Submit your application to Kāinga Ora online

## Step 3.

### Arrange a home loan

You'll need to arrange pre-approval for a home loan from a participating bank that supports First Home Partner.

- Select a participating bank
- Provide them with your Eligibility Letter
- Complete the bank's home loan application process
- Update Kāinga Ora when you have a pre-approved loan

## Step 5.

### Make an offer to buy

If the home meets the First Home Partner property eligibility criteria, you can proceed with an offer to buy the home.

- Before you make an offer in writing, discuss your offer with the vendor
- Review the sale and purchase agreement provided by the vendor with your solicitor
- Send a copy of the sale and purchase agreement to Kāinga Ora for review
- Finalise the details of purchase with Kāinga Ora and your chosen bank
- Co-sign the conditional sale and purchase agreement with Kāinga Ora
- Once the vendor accepts your conditional offer, the property will be under contract
- Deposit is paid according to the terms and conditions in the sale and purchase agreement
- The offer is unconditional once all the conditions in the sales and purchase agreement are met

## Step 7.

### Get ready for settlement

Complete your pre-settlement tasks before you take final ownership.

- Conduct your pre-settlement inspection
- Finalise your home loan details with the bank
- Arrange insurance on your home
- Your solicitor will handle the settlement day process

## Step 2.

### Sign the Commitment Agreement

If your application is eligible for First Home Partner, you will receive three documents:

- An Eligibility Letter that verifies your pre-approved application of the scheme
- A Commitment Agreement that you will need to sign and return to Kāinga Ora
- An Existing Property Statutory Declaration (required for existing home purchases only)

## Step 4.

### Find a suitable home

You can purchase a home off the plans, a newly built home, or an existing home, provided your choice meets some eligibility criteria.

- Check the home meets the First Home Partner property eligibility criteria
- Check the home matches the criteria in your Eligibility Letter
- Gather and verify the documents required to support the purchase of the home and submit them to Kāinga Ora for review

## Step 6.

### Sign the Shared Ownership Agreement and the Existing Property Statutory Declaration

The Shared Ownership Agreement outlines how you and Kāinga Ora will share the home throughout the duration of shared ownership.

- Review the Shared Ownership Agreement and the Existing Property Statutory Declaration with your solicitor
- Ensure the deferred maintenance condition is met by completing and returning the Existing Property Statutory Declaration to Kāinga Ora
- Sign and return the Shared Ownership Agreement to Kāinga Ora before settlement day
- Once your application is finalised, you will receive an approval letter confirming support of your property purchase and the First Home Partner contribution amount



## Step 8.

### Become a full homeowner

Now you've moved in, you'll gradually buy back the share owned by Kāinga Ora over time until you are the sole homeowner.

- Kāinga Ora will complete annual visits to discuss goals to purchase the share held by Kāinga Ora
- View the online dashboard to check your property value, shares with Kāinga Ora, and how much those shares are worth
- Use the online portal to submit requests such as share purchases, renovation ideas, and further lending considerations
- Remain in the property until you are a full home owner

