



This form is to be completed by the Defence member and forwarded to your DHA Consultant or your local Housing Management Centre. If your request for a house hunting trip is approved, we will provide advice to Toll Transitions for the payment or reimbursement of your allowances.

**Note:** You must keep all receipts relating to your travel and accommodation costs during the house hunting trip. Send a signed copy of the form and all receipts to your regional Toll Transitions Regional Support Centre 1800 819 167 for listing.

## Member to complete

Note: Your ID number will be provided to you by Toll Transitions

**Toll Case ID**

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Service number  Employee ID  Rank

Family name  Given name

Contact phone number(s)  
 Work (  )  Home (  )  Mobile

Email

Note: A house hunting trip must be undertaken no more than three (3) weeks before arriving in the new locality

**What is the date you require housing?**

Note: A house hunting trip can only be taken Monday to Friday.

**What date(s) do you plan on making the house hunting trip?**

From	Date	To	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Day	

The maximum period of travel is three (3) days and three (3) nights in the locality

Note: A maximum of two (2) people can be approved for a house hunting trip.

Any additional people will not be covered for payment or reimbursement.

**Will you be accompanied on the trip?** No  Yes

**Name(s) of the person(s) who will accompany you**

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**What type of housing are you seeking?** Service Residence  Rent Allowance property

**Do you have specific properties to inspect?** No  Yes

**Address(es) of property(s) to inspect**

1	<input type="text"/>	2	<input type="text"/>
	<input type="text"/>		<input type="text"/>
3	<input type="text"/>	4	<input type="text"/>
	<input type="text"/>		<input type="text"/>

## Declaration by member

I understand I must retain all receipts relating to travel and accommodation in order to seek reimbursement or for the acquittal of any payments in advance.

I declare that:

- The details provided are true and correct
- I have leave approval from my Commanding Officer/Officer Commanding

**Signature**   **Date**

## DHA staff to complete

House hunting trip is: Approved  for  Person(s)

Declined  Reason

**Additional comments**

**DHA consultant name**  **Signature**   **Date**