



Case ID	<input type="text"/>	Family name	<input type="text"/>
Applicable ceiling	<input type="text"/>	Service number/Employee ID	<input type="text"/>
Applicable contribution	<input type="text"/>	Please supply the indicated documents by	<input type="text"/>

Documents required

NOTE: Rent Allowance (RA) will not commence without all indicated documents.

- Application for Rent Allowance**

- Application for advance** (part of the application for Rent Allowance)

- Application for ceiling increase**

- Direct credit authorisation**

- Notification for Relocation – Member expense** (Only if no removal or allowance being processed)

- Rent receipt** Initial Current Final OR payment history from Real Estate

- Signed lease** – Tenancy Agreement, to include both the front detail and signature pages
OR
- Letter from Real Estate which must outline the detail listed below*

- Private rent** – Use **Owner/Member statement**

- Cease rent allowance** form

- Bond receipt or a lodgement form

- Categorisation form (Defence form(s) as located on Defence Restricted Network)

- Contract for sale of own home

- Clarification of Living in Accommodation (LIA) availability

- Defence release clause – optional

- Eviction notice from Real Estate/Unit/Service Provider

- Furniture rental Contract Receipt

- Proof of search documentation (Real Estate web site information can be used)

- Share statement (ALL people, military, civilian and children with whom you have shared residence, date occupied and vacated)

- Special needs documents – Member with Dependants (as provided by the Defence Community Organisation)

- Statutory declaration Member Spouse

- Other – please specify

* **Tenancy approval letter/Statement from Owner/Member/Real Estate must contain the following information:**

- Name and contact details of Owner/Landlord/Real Estate
- Member's name
- Address of rental property
- Weekly rent – rent only, no other costs i.e. gardening, utilities
- Date member's rent commenced
- Name of **ALL** occupants – **civilian and ADF personnel** (during member's occupation)