



This form should be used if you are in receipt of Rent Allowance (RA) and you are applying to include furniture rental onto your rent amount, for the purposes of calculating your RA.

You must be aware of the limitations in relation to this entitlement. Please read the following information as outlined in the Department of Defence Pay and Conditions Manual (PACMAN) chapter 7.

A member must not be paid an amount for any of the following costs:

- a. Hire costs that assist the member to buy furniture
Example: A member who enters a 'rent-to-buy' scheme to get a refrigerator cannot count that cost as rent.
- b. The cost of an item that is already in the home and available for the member's use.
- c. The cost of an item that the member already owns and that it is reasonable for them to use in the rented home.
Example: The member owns two microwaves. It is reasonable for the member to take one of them to the rented home and leave one with their dependants.

Service number	<input type="text"/>	Employee ID	<input type="text"/>	Rank	<input type="text"/>
Family name	<input type="text"/>	Initials	<input type="text"/>		
Current unit/base	<input type="text"/>				
Contact phone number(s)	Work ()	Home ()	Mobile		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Email	<input type="text"/>				

Declaration by member

Please tick the boxes and sign below to confirm your understanding.

I confirm that I have read the above PACMAN extract, I understand that I cannot participate in any rent, try, buy scheme offered by the rental company and that I do not already own the furniture items I am renting (MWDU excluded).



I have attached the **furniture contract** indicating the items rented, type of contract and amount(s) due.



I have attached a **receipt** showing the payment of the furniture rental amount.

- The information I have provided in this form is true and accurate.
- I am aware that the giving of false or misleading information, documents or statements to Defence Housing Australia or the Department of Defence is a serious offence under the *Commonwealth Criminal Code 1995* and the *Defence Force Discipline Act 1982* and that this legislation imposes substantial penalties, including imprisonment, for committing these offences.
- I understand that any entitlements provided to me as a result of such conduct may be recovered.

Signature



Date