



This form should be used if you are in receipt of Rent Allowance (RA) and your entitlement could be changing due to policy outlined in the Department of Defence Pay and Conditions Manual (PACMAN) chapter 7. This includes, but is not limited to, a change in rank.

Do you currently receive Rent Allowance? No **Do not continue with this form. Please complete a Notification of Relocation form (NOR)**
Yes Please complete the following details

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

Dates of enlistment
List all dates you have previously served in the ADF. Lateral Recruits to include previous country's service.

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

1. What is your current categorisation MWD MWOD MWOD(U)

2. Reason for change of entitlement

Attaining five (5) years aggregate continuous full-time service (CFTS) *Note: This service can be in the ADF or service in another Defence service i.e. you are a Lateral Recruit. You must complete the date(s) of enlistment above.*

Was your service with another Defence service?

No Yes Country of origin

Attaining the rank of SGT (E) or WO (E) or MAJ (E) or higher rank

Please provide reason

Other

3. Address of your rental property

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

4. What is the total rent for the property? \$ per week per fortnight per month

Note: If you are sharing the property enter the total rent for the property, not the amount that you individually pay.

5. Are you the sole occupant of this property? Yes **Go to question 6**

No Provide details of the people with whom you share the property (Include ADF members and civilians, house sitters and children)

ADF Personnel		Name	Rent contribution (if applicable)
Employee ID	Rank/Title		
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

If you share the property with more than three (3) people please provide their details on a separate sheet.

6. Do you own your Own Home in your posting locality? Yes Please contact your regional DHA office to inform of the details.
No

7. Declaration by member

- 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.

- I undertake to advise DHA and my Commanding Officer in writing of any changes to the details provided in this form within 10 days of the change.

Signature

Date