# A-CRIM

http://crm-tms - http://crm-tms - View Case: 533308 > http://crm-tms - http://crm-tms - [Show all] Full Listing

)

Q	Melbourne HMC	Melbourne	Melbourne	HMC	Melbourne	HMC	Melbourne S, HMC	Sydney HMC	nto TAASA to find RA		Melbourne HMC
User Name Phone								97615800/97615828	nd to book mbr in	97615800/97615828	
	Create Date   Additional Information   22/09/2005   From status Open - Processing to status Completed   15:56 PM	Notes: 22/09/2005 Number = 533308-16 Status = Completed, Resolution Code = Subcase Completed 15:56 PM	Captured 0000 00:00, Actual 0000 00:00 Fime: Captured 0000 00:00, Actual 0000 00:00 e Expenses: Captured , Actual censes: Captured , Actual e Time: Captured 0000 00:00, Actual 0000 00:00 ne: Captured 0000 00:00, Actual 0000 00:00	22/09/2005  Number = 533308-15 Status = Completed, Resolution Code = Subcase Completed 12:52 PM Closed By: Summary:	Phone Log: Captured 0000 00:00, Actual 0000 00:00 Research Time: Captured 0000 00:00, Actual 0000 00:00 Non-billable Expenses: Captured , Actual Billable Expenses: Captured , Actual Non-billable Time: Captured 0000 00:00, Actual 0000 00:00 Billable Time: Captured 0000 00:00, Actual 0000 00:00	22/09/2005 Number = 533308-16 Created in WIP default with due date 2005-11-11 12:52:48 12:52 PM	100000000000000000000000000000000000000	Notes: SUBCASE Amend IM & Ent advised that mbrs ship has docked in sydney and mbr has nowhere to stay as LIA 16/09/2005 clerk and advised by Homa that no LIA avail and to book mbr into TAASA and provided him with the detai Phone	CASE t mbrs tave b	16/09/2005	15/09/2005 vessel will dock tomorrow in Sydney and he is wanting to re-sume his RA in Sydney that was originally granted 10:52 PM
	Activity Chg Status	Subcase Close	9	Subcase Close		Subcase Create	Chg Status	Notes		Subcase Create	Notes

3-SEP-2005	12:32

APPLICATION FO			wacks rent free			
SOURCE OF ENQUIR	ry: (please circle fice / friend / oth	) INTERNET / DOMA	IN/NEWSPAPER/REAL	ESTATE AGENT		
ADDRESS			_			
F/F OFUF	NO. OF BEDROOM	<u>2</u> ns	CAR SPACES/ GARAGE			
LANDLORD	MERITON	вл .	MANAGEMENT			
SURNAME CURRENT ADDRESS	HMAS MONEY		Wpallomola			
TELEPHONE	WKMOB		HM: 24	6 months		
M VG IN DATE 2-1 NO OF PERSONS TO RE L BOND	occupy Adults \$485,00 \$1740.0	PER WEEK =\$	STO 00 pcm/pl			
CURRENT EMPLOYIES OCCUPATION ADDRESS FICE! [ LENGTH OF EMPLOYIES	Base East, Wan	EMPLOYE Momento (c) PH  SALARY	R NAUY			
CURRENT TENANCY LANDLORD/AGENT RENT PAID PW \$	ADDRESS LIUIN	y onboord TENANCY	HMAS Mangar PH PERIOD	9		
REFERENCES PERSONAL FINANCIAL			PH PH			
CAR MAKE & MODEL U 'SE/ PASSPORTI	NUMBER		_REG			
PE ON TO BE NOTIF	IED IN AN EMERGENCY	Y				
RESERVATION FEE \$_	435	AID ON 26 SOC	SHELD FOR 7 DAY	<b>'</b> \$		
In consideration to the above reservation fee paid by the applicant's the landfords agent acknowledges that  1. The premises will not be let during the above period, pending the making of a Residential tenancy agreement  2. If the hadderd decides not to enter into a residential tenancy agreement, the whole fee will be refunded  3. If the entering into of the tenancy agreement is conditional on the landlord to carry out repairs/other work & the  kandlord does not carry out the work during the specified period, the whole fee will be refunded  4. If the applicant's decide not to enter into this agreement & the unit is not let or occupied during the period it  was reserved, the hadderd may retain to much of the fee equivalent to one days rent for each day the premises  were reserved. Remainder of the fee will be refunded  5. If a residential tenancy agreement is entered into, the fee is to be paid towards the rent  6. The initial payment (bond/advance rent/lease fee) is to be paid by CASH or BANK CHEQUE only  7. The applicants warrant that all the information is true and correct and authorizes the managing agent to call,  check & confirm all information given						
APPLICANTS SIGNATU	JRE	DA1	= 26 Sep 05			
LEASING REPRESENT	ATIVE	DAT	14-09-01	<u>ā.</u>		

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ar:103

## Loan application for Bond, Rent in Advance (RIA) and Utility Connection Deposit

Survice No.	Employee ID F	Rank	Surname		Initials			
Limas M	IANOORA							
6/10/3	g/1000/03							
I hereby	I hereby apply for an advance payment of:							
B	Bond Loan	\$ 17	40.00	)				
I	Rent In Advance	\$ 170	40.00_	(limited to the lesse celling to a maximu	r of your rent or m of 4 weeks)			
	Utilities	\$						
	Total Amount	\$ <u>34</u>	80°00					
I understand Commonwea	d that any of the items alth, and I agree to do	s specifie so by m	d above as y chosen d	s a loan must be option indicated !	repaid to the pelow:			
(Please tick pre	ferred method)							
By fortnightly instalments directly from my pay over <u>6</u> months (not longer than lease term).  NOTE: If you vacate prior to the lease end, the remaining amount of the loan be recouped through your pay in one payment.								
For Bond & Utilities Only - In full at the end of the tenancy.  NOTE: The loans will be recouped through your pay in one payment IN FULL after your rental assistance cease date								
For Bond, Rent & Utilities Only - In full or the balance due at any time before the lease expires directly to the Receiver of Public Monies or by Phonning (03) 9282 3509 and paying via Credit Card					of Public Monies or			
Signature o	f Applicant Signa	aturg of	Wifness	Date 26 Seg	p 05			

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**Application for Rent Allowance (RA)** 

Service No. E	nployee ID	Rank	Sur	пате	Initials
					-
Date of Birth			Enlistment (	date	
06 JAN 8	3	52	20 JA	V 01	
Unit			Service		
HMAS MANOE	OA		NAUY		
Work Phone Num	ber Hon	ne Phone	Number	Mobile Ph	ione Number
Email Address					
		,,		***************************************	
1. What is your co	irrent catego	risation?			
and  MWD(S) - This  sep	occupies the s is a Member barated from the s is a member s permission to existing postion override a CO's/O	home with who maint hose deper other than o live off b ing locality	at least one tains a home ndants for red a MWD or a ase and there	dependant. for dependa cognised ser MWD/S.	vice reasons. ce requirement
3. Reason for app	ying for Ren	t Allowan	ce		
Living In Accom	or MAJ (E) or l rvice complete or 3 Living In <i>I</i>	higher ran ed, Accommod	c OR five yea ation availab	rs aggregate le. (Partial R	e continuous RA ONLY)

af303

4. Are you currently in receipt of Rent Allowance?								
□ YES ☑ NO								
If you have answered YES to the question above, please fill in the details below:								
Address of that property	;	2 2 2	Postcode;					
			2					
5. Details of rental acc	:ommodaf	tion to be occupied						
Address:			Postcode:					
_								
Date Rental Commenced	: Date y	ou Occupied Premises	Number of Bedrooms:					
04 OCT 05	90	OCT 05	2					
Lease Term (Months):								
· 15 6								
12-								
6. Rent \$ <u>435.00</u> Per V	Veek / Fo	rtnight-/ Month (cros	ss out options not applicable)					
Note: If you are sharing the pr nor the amount that you actua	operty with so lly pay.	omeone else you must put t	the rental amount for the Property,					
7. Are you the sole occ sought?	cupant of	the premises for wh	ich the allowance is					
☐ YES □ NO — S	see note be	Jow						
			you share the residence:					
Service/Employee ID								
	nk or Title	Name	Rent Contribution \$					
NOTE: Other occupants of the premises, whether a civilian or ADF member, including house sitters, will normally be regarded as sharing the premises, unless they have a more permanent residence in another locality and are no more than visitors or they are translent and thus temporary co-residents (see PACMAN Chapter 7).								
8. Is there a claim for	furniture	rental? (MWOD & M	WD(S) only)					
□ YES ☑ NO								
If YES, Furniture Renta Note: If this is a separate claim calculated as part of your cellin	for furniture	, <b>per week</b> rental such as white goods,	a bed, a dining suite etc it will be					

af.103

9. Do	9. Do you own your Own Home in your posting locality?							
□ If YES	<b>YES</b> Splease give a							
10, T	there a star	ndard [	efenc	e Release Clause included in your lease?				
	YES		NO					
conne	Are you inte	cost vi	ia Fasi	A organising telephone, gas and electricity tconnect. (If Yes, please supply a fax number and				
	NO		YES	***************************************				
12. W	here applica	ble, is	an ex	tension of TAASA required?				
	NO		YES	Current Check out date:				
13. W Indica	13. Where applicable, do you require goods/furniture from ex-store? Please Indicate. (Minimum 5 days notice for Delivery).							
	NO		YES	Preferred delivery date				
Please	describe acce	ss to pr	operty	ie Narrow driveway; Steep road etc.				
		4011140110						

#### **Declaration by Member**

14. I understand that DHA will collect, store and use or disclose information contained in this form for the purpose of managing my housing requirements. I acknowledge that it is DHA's usual practice to give some or all of my personal information to the Department of Defence and to other organisations involved in the provision of housing and related services and accordingly consent to this use of my personal information.

I acknowledge that DHA may in certain circumstances also disclose personal information to my spouse or de facto or to other organisations on a need to know basis for reasons such as law enforcement or in connection with legal proceedings. These organisations include:

- Centrelink
- Australian Taxation Office
- Commonwealth or State Departments/Agencies where there is an obligation to Provide it
- Department of Family and Community Services
- · Law enforcement agencies including the police

at 103

- **15.** I agree that I will provide the Rent Allowance Section at Defence Housing Authority with the following supporting documentation in respect of this application:
- Copy of the Lease (Residence/Furniture)
- · The initial rent receipts, detailing:
  - Name of the owner / agent to whom rental payments are made
  - Amount of rental and the period of payment
  - Date of payment
  - Name of the person who is renting the premises / furniture and the address of the premises.
  - Categorisation Form

I understand that my Rent Allowance application will not be processed if I fail to provide the above documentation within 14 working days of the commencement of my lease.

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

Signature of Applicant	Signature of Witness	Date		
		26	Sep	05
	7000	1.00		



AUTHORITY

Tuesday, 27 September 2005



**Rental Allowance** 

Reference: PACMAN Chap 7, Part 1, Div 4

Dear

Your application for Rental Allowance/Rental Increase in respect of premises located at SYDNEY has been approved with effect from 4/10/2005.

You have received the following advance(s):

**Elected Repayment Mode** 

Bond Advance

\$1,740.00

FROM PAY

Fortnightly Repayment \$133.84

Rental Advance

\$1,740.00

FROM PAY

Fortnightly Repayment \$133.84

The rate of allowance payable weekly has been assessed as follows:

Lease Rent (Per Week)	\$435.00
Rent Per Individual	\$435.00
Rental Ceiling	\$437.00
Effective Contribution	\$146.05
Rental Allowance Payment	\$288.95

MPAC Pay Section will calculate your initial Rental Allowance Payment commencing from 4/10/2005 to the end of the current pay fortnight. Once your initial Rental Allowance Payment has been calculated it will then be entered into your pay account WEF payday 20/10/2005 (please refer to your SVA for payment details). Thereafter your normal fortnightly entitlement will be \$577.90

When your lease is due for renewal, please contact the Accommodation Consultant at Defence Housing Authority a minimum of 21 days prior to the lease expiring. Failing to do so may negate your continuing entitlement to Rental Allowance.

As soon as you are aware that your entitlement to Rental Allowance is to cease (i.e. receipt of a posting order/SR acceptance/separation/buying a home), you must notify this office of cessation details.

A 'Cease Rental Form' (available from this office) is to be forwarded to the Accommodation Consultant at Defence Housing Authority to ensure that your rental allowance is ceased in the required time frame.

If there are any other changes in the conditions under which your Rental Allowance was approved, you are to immediately contact the Accommodation Consultant at Defence Housing Authority on 02 or 02 (fax)

Please read the above conditions carefully, and if you have any queries do not hesitate to contact this office.



Sydney Housing Management Centre
Level 5, 79 George Street . Parramatta NSW 2150
Locked Bag 5033 . Parramatta NSW 2124
Telephone: 02 8836 5700 . Facsimile: 02 8836 5790
Email: info@dha.gov.au . Internet: www.dha.gov.au
ABN: 72 968 504 934

From: Sent:

Tuesday, 1 August 2006 9:22 AM

To:

Subject:

SEC: UNCLASSIFIED:-Ra



raaug16.xls (52 KB)

(See attached file: raaug16.xls)

Here is the list for people's ra to be put back to the normal rate as of 16/aug/06. Please let me know if there are any problems.

#### Regards

Wtr S MANOORA

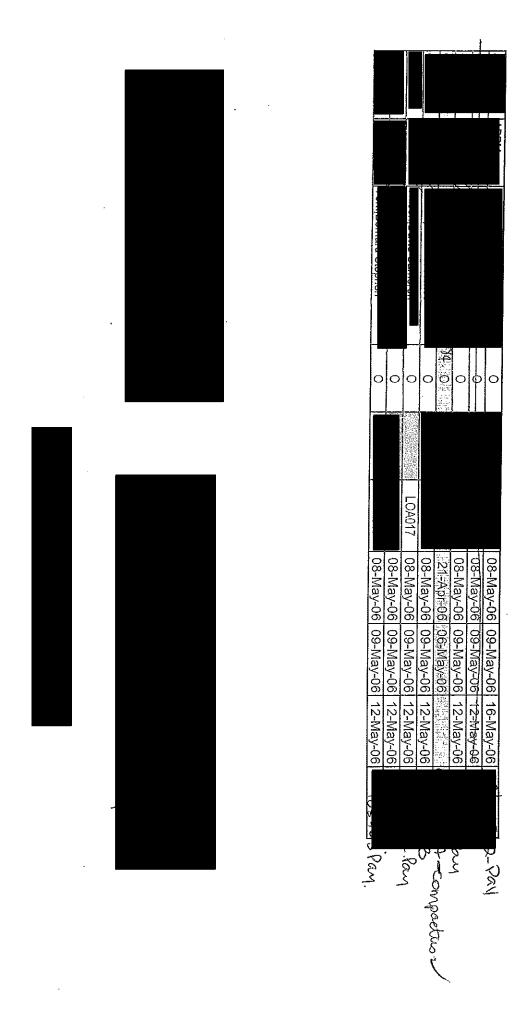
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NSW 2890

Ph: Email:

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#### Making Luxury Apartments Affordable

January 11, 2007



Dear Tenant,

#### RENTAL INCREASE

We wish to advise that in accordance with current market conditions, the rent on the above premises will be increased by \$15.00 per week.  $\tau$ 

In accordance with the terms and conditions of your Residential Tenancy Agreement, we hereby give you the minimum obligatory sixty (60) days notice and advise that the increased rent will take effect from March 20, 2007.

The new fortnightly rent shall therefore be \$900.00.

Yours faithfully Meriton Apartments Pty. Limited



Property/Leasing Manager

Tel:

Fax:

c.c. Leasing Office

8251851

SYDNEY HMC

0 1 MAY 2097

RA RECEIVED

WARFARE DIV

Level 11, 528 Kent Street, Sydney, NSW 2000 • DX 1177 Sydney 2000 Telephone: (02) 9287 2888 • Facsimile: (02) 9287 2777

Email: general@meriton.com.au • In \$\xi\$ \( \frac{6}{5} \xi\$ \( \frac{6}{5} \xi\$ \( \frac{6}{5} \xi\$ \) + I.com.au

## Application for Variation of Payment of Rent Allowance (RA) on Increase/Decrease of Rent

Service Number	Employee	ID Rani	k Su	rname	,	Initials
				manne		IIILIAIS
Unit Warfare Division FHQ		w	ork Phone	Number	Mobile Phone	Number
I currently occup	y an appro	ved RA prop	erty at:		Name of the last o	
					40)	
		•		SY	DNEY HMC	
Details of the (	Change t	o the Rent	Amount		2 0 APR 2007	RA
Previous Rent Am	ount	New Rent A	mount	Date	RECEIVED	ent
\$ 435 week	per	\$ W	450 po eek	46	0 / mar/07	
					(1.	3
I certify that the abcurrently approved	ove details rental prop	are correct an erty.	d hereby a	pply for a va	riation of RA for	my
I advise that there h from the details sup	nas been no	other change	affecting r	ny entitleme	nt to subsidised	housing
I have attached a st	tatement f	rom the owne	r, OR a <b>lea</b>	<b>se</b> indicating	the new rent a	mount.
I have attached a reamount.	ent receipt	showing the	payment of	the increase	ed/decreased rem	nt
Signature of Meml	ber			Dat	e 20 / April	07
					V	
Sascel	to (	(02)				

8



Friday, 11 May, 2007





Reference: PACMAN Chapter 7

Your Case Number: 533308

Dear

Your Rent Allowance in respect of the premises located at property address has been varied due to your Incr/Decr rent with effect from 20/03/2007.

The rate of allowance payable weekly has been reassessed as follows:

The <u>lesser of your [Lease Rent (divided by the number of occupants) and your Rent Ceiling (plus any approved ceiling increase)</u> <u>minus [Member contribution + any income from subletting] equals your RA Amount.</u>

Lease Rent (Per Week)	\$450.00
Rental Ceiling	\$463.00
Lesser of Rent and Ceiling	\$450.00
- Member Contribution	\$161.25
= Rent Allowance Amount	\$288.75

PLEASE NOTE: Any approved furniture rental or garaging is added to your lease rent total.

The ceilings applied to your RA subsidy calculation are those applicable to your posting locality.

Where a negative RA Amount occurs, you will not be deducted the negative amount, you still however have an active RA record so that if you go on deployment or are under field conditions for more than 21 days or you wish to apply for furniture rental assistance, please contact this office as your RA will be affected.

At our request the local Defence pay office will process your RA subsidy. Once processed it should appear WEF payday 31/05/2007 (please refer to your SVA for payment details). Your normal fortnightly entitlement will be \$577.50.

When your lease is due for renewal, you need to contact this office 4 weeks prior to the lease expiring. Failing to do so may negate your continuing entitlement to RA.

As soon as you are aware that your RA needs to cease (e.g. due to a posting, relocating into a service residence or buying a home), you are required to notify this office of the cessation details.

A 'Cease RA Form' (available from this office) and a **final rent receipt** are required to be forwarded to this office to ensure that your Rent Allowance is ceased in good time.

Defence Housing

AUTHORITY

Your RA will be affected if there are any changes in the conditions under which your original RA application was approved. This includes a change to the number of occupants, a change of your place of residence or leave without pay; you will need to contact this office immediately.

As per your RA Application form, please remember that your details can be released to any of the following organisations:

- Centre link
- Australian Taxation Office
- Commonwealth or State Departments/Agencies where there is an obligation to provide it
- Department of Family and Community Services
- · Law enforcement agencies including the police

Please read the above conditions carefully, and if you require any further assistance, please do not hesitate to contact me at this office. Office hours are 8.30am – 5.00pm Monday to Friday.

Yours sincerely,

Relocations Consultant

SYDNEY Phone: 02 Fax: 02

Email:

Web: http://www.dha.gov.au

## DEFENCE HOUSING AUTHORITY RENTAL ASSISTANCE RUNNING RECORD SHEET

AFR CASE ID:_	533308	Da	ite:	27/9/0	27.2	
NAME/RANK:			MWD	MWOD -5	MWOD +5	MWD(s)
Members Ph No. /	Email:					
WAITING ON P	PAPERWORK:				RECE	VED:
	AFR Assi	stance PAPERW	ORK			
	Application for Re	location for Ren	tal Assi	stance ONLY	,	
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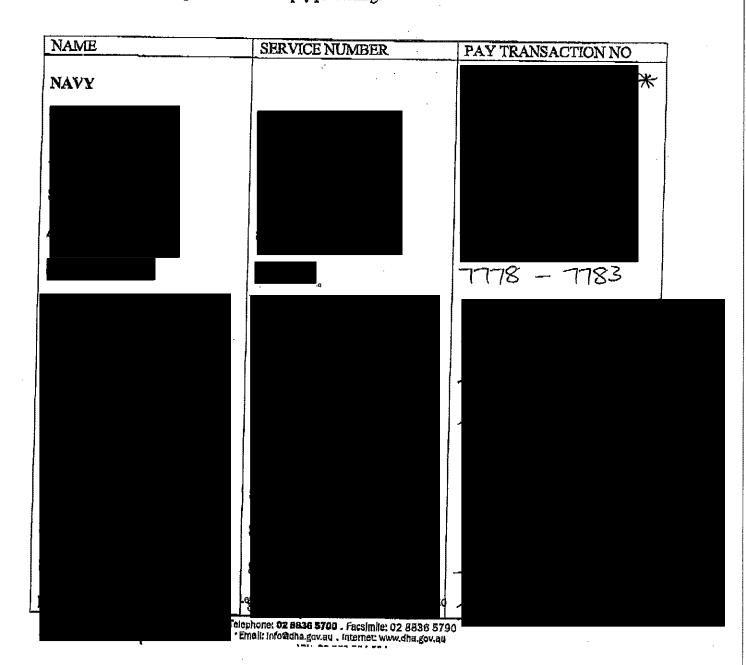
## URGENT RITY

Te:		From:			
	ADFPAY	•	Rental A	ssistance	
Fax:	02	Phone:	02	Fax 02	
Pages:	19 (Including Cover Sheet) +	Date:	27 Septer	mber 2005	, <del>'</del>
Subject:	ADF PAY PAPERWORK				

Message:

Hi Ju,

Please see attached paperwork for ADF pay processing.



#### RA PAYMENT DETAILS

NAME NAME		INIT	O/No P/No
The following transa	ctions are authorised to	be processed through the m	ember's pay account
Allowance Code	LOA017		
AAR Number	533308		
Action Type	COMMENCE		
Effective Date	04-Oct-05		
Amount	\$577.90		*****
Review Date	14-Jun-06	Transaction Number	
	RECOVERY O  LAH/PRA  TRA/LOA ADVANCE	F ADVANCES BY I	NSTALLMENTS Out Of Cycle
Allowance Code	FAD001/OAD001 TAD001 / LAD001	BDA001	OOC
Action Type	COMMENCE	COMMENCE	COMMENCE
Effective Date			
Amount	1,740.00	1,740.00	3,480.00
Fortnightly Amount	133.84	133.84	N/A
Transaction Number			
27 SFP 2005  DATE  Pay account action has	been taken in accordance w	ith the above authorisation for	pay day
DATE	SIGNAT	TURE (PAY)	PRINT NAME

Please see transactions for processing, Return to fax (02)



Fax: O2 Phone: O2

Pages: 22 pages (incl. cover page) Date: 3-May-06

Subject: ADF PAY PROCESSING

Message:

Hi Ju,

Many thanks,

NAME

PMKBYS NO.

PAY TRANSACTION NO.

2543-7 2544

Sydney Housing Wanagement Centre
Level 5, 79 George Street . Parametta NSW 2150
Locked Bag 5033 . Parrametta NSW 2124
Telephone; 02 6836 5700 , Facsimile; 02 6836 5780
Email: Info@dha:gov.au , Internet; www.dha:gov.au
. ABN: 72 968 504 984

#### 2

#### RA PAYMENT DETAILS

RANK NAME	<u> </u>	INIT	O/No	
			P/No	
The following transac	tions are authorised	to be processed through	the member's pa	y account
Allowance Code	LOA017			
AAR Number	533308			
Action Type	VARY			
Effective Date	31-Mar-06			
Amount	\$560.40			
Review Date	14-Jun-06	Transaction Number		
	RECOVERY	OF ADVANCES	BY INSTAL	LMENTS
_	TRA/LOA AÐVANCE	Bond Advance		Out Of Cycle
Allowance Code	FAD001/OAD001 TAD001 / LAD001	BDA001		оос
Action Type	COMMENCE	COMMENC	E CC	OMMENCE
Effective Date				
Amount				0.00
Fortnightly Amount				N/A
_				
Transaction Number				
- 3 MAY 2006	2			
DATE		RA (	OIC	
Pay account action has b	been taken in accordance	e with the above authorisat	ion for pay day	
any account accounting t				

SIGNATURE (PAY)

DATE

PRINT NAME

#### ( b

#### RA PAYMENT DETAILS

NAME		INIT	O/No
			P/No
The following transac	ctions are authorised to	be processed through the me	ember's pay account
Allowance Code	LOA017		
AAR Number	533308		
Action Type	VARY		
Effective Date	27-Mar-06		
Amount	\$870.00		
Review Date	14-Jun-06	Transaction Number	
_		OF ADVANCES BY I	NSTALLMENTS
_	LAH/PRA TRA/LOA ADVANCE	Bond Advance	Out Of Cycle
Allowance Code	FAD001/OAD001 TAD001 / LAD001	BDA001	оос
Action Type	COMMENCE	COMMENCE	COMMENCE
Effective Date			
Amount			0.00
Fortnightly Amount			N/A
•			
Transaction Number			
Manner [		4 .	
- 3 MAY 2006			
DATE		RA OIC	<u> </u>
Pay account action has b	een taken in accordance v	with the above authorisation for p	ay day
		•	•
DATE	SICNAT	TURE (PAY)	PRINT NAME





10 pages

Fax

AUTHORITY

1/10

To:	ADFPAY - Sydney Central	From:	Sydney HMC R	ental Assistance	_
Fax:	02	Phone:	02	FAX:02	
Pages:	29 (Including Cover Sheet)	Dafe:	13 June 2006	Batch# 73	
Subject;	ADF PAY PAPERWORK				· ,

Message:

Hi Ju,

Please see attached paperwork for ADF pay processing.

30110 \*50 \*06\*

#### NAVY-HMAS MANOORA

NAME	Pages	SERVICE#	ADF PAY Transaction Number
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	Sydne	y Housing Management Comr eorge Street . Parramatta NS	B

## RA PAYMENT DETAILS Dead 73

NAME NAME		INIT	O/No P/No
The following transac	ctions are authorised to b	e processed through the m	ember's pay account
Allowance Code	LOAON		
AAR Number	533308		
Action Type	Vary		
Effective Date	8.5.06		
Amount	870-00		
Review Date	14-Jun-06	Transaction Number	
	RECOVERY O	F ADVANCES BY I	
T	TRA/LOA ADVANCE	Bond Advance	Out Of Cycle
Allowance Code	FAD001/OAD001 TAD001/LAD001	BDA001	OOC
Action Type	COMMENCE	COMMENCE	COMMENCE
Effective Date			
Amount			0.00
Fortnightly Amount			N/A
Transaction Number		*	
1 3 JUN 2006			
DATE		RA OIC	<del></del>
Pay account action has	been taken in accordance wi	th the above authorisation for	pay day
			,
DATE	SIGNAT	URE (PAY)	PRINT NAME

Fax

6/7

		TO		
Tø:	ADFPAY - Sydney Central	From:	Sydney HMC Rea	ntal Assistance
	02	Phone:	02	
Pages:	23 (Including Cover Sheet)	Date:	18 August 2006	Batch# 534
Subject:	ADF PAY PAPERWORK			

Message:

Hi

Please see attached paperwork for ADF pay processing. Please fax ADF Pay Transaction Numbers to fax number 02

			30770X0XX06X
NAME	Ранея	SERVICE#	ADF PAY Transaction Number 3 4/9
	1	0,	34/9
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		1	





The following transac		se processed through the me	mber's pay account
Allowance Code	LOA017		
AAR Number	3014507		
. Action Type	VARY		
Effective Date	16-Aug-06		
Amount	\$560.40	<u></u>	<b></b>
Review Date	14-Jun-07	Transaction Number	
F	LAH/PRA TRA/LOA ADVANCE	F ADVANCES BY IN  Bond Advance	NSTALLMENT  Out Of Cycle
Allowance Code	FAD001/OAD001 TAD001 / LAD001	BDA001	оос
Action Type	COMMENCE	COMMENCE	COMMENC
į			
Effective Date			
i.			0.00
Effective Date			0.00 N/A
Effective Date Amount			
Effective Date Amount			
Effective Date  Amount  Fortnightly Amount  Transaction			
Effective Date  Amount  Fortnightly Amount  Transaction			

SIGNATURE (PAY)

DATE

PRINT NAME



#### **Rental Allowance Calculator**

#### **Summary**

Employee ID	oyee ID Salutation			
First name		Surname		
Category	MWOD	AFR		
Locality	Sydney	GRE B2		
Bedroom entitlement		Subletting income		
RA type	Full	Number of occupants 1		
RA effective from	20/03/2007	RA first paydate 31/05/2007		
Street		Suburb		
Postcode	2017	State	NSW	
GRE contribution	\$161.25	Contribution override		
GRE/loc ceiling	\$463.00 /			
Lease rent	\$450.00	Rent frequency	week	
Rent per week	\$450.00	Garaging		
Furniture rental		Utilities and other advances		
Bond advance		Rental advance		
Less of ceiling + increase or rent + allowances	\$450.00	Contribution + sublet	\$161.25	
Weekly RA	\$288.75	Fortnightly RA	\$577.50	
Vary reason	Incr/Dear rent			
Rent Allowance Approved by: Name & signature (CDF level 4 or above)		Date:	1 0 MAY 2007	
Back Make letter Start over				



#### RENTAL ALLOWANCE

#### RENT & BOND ADVANCES

There are currently FOUR options to repay Rent Advance and or Bond Advances.

- 1. Per fortnight over the term of the active lease. This equates to 26 pays for a 12 month lease and 13 pays for a six month lease. If the Rental Allowance is ceased prior to this period the remainder of the advances outstanding will be recovered as per option 4.
- 2. To the Receiver of Public Monies at anytime during the Rental Allowance. **Please note:** You must forward a copy of your receipt back to the DHA RA Dept. so that payment can be confirmed with ADF PAY
- 3. Credit Card by calling Melbourne Pay Office on 03
- 4. On cessation of the Rental Allowance.

Where members elect to repay the advances on cessation the following occurs to the members pay account:

- The money is an advance and is recovered in full, and as such is **not** a debt and paid back at 10% of members NPD. (Net Pay Deposit)
- Their entire NPD is used until the advances have been recovered. For example, if a member has an outstanding Rent Advance of \$1,100 and a Bond advance of \$1,100 and their NPD is \$550 a fortnight they would not receive any NPD for 4 paydays.
- The reference for Rent and Bond Advances is the Pay and Conditions Manual (PACMAN) Vol 2. Chapter 7, and the reference for Advances and Debt Recovery is the Chief Executive Instructions (CEI)



#### \*\*\* REMINDER \*\*\*

#### RE: PACMAN VOL 2 CHAPTER 7 - Rental Assistance

In accordance with PACMAN VOL 2. Chapter 7, it is the member's responsibility to provide the following supporting documentation within 14 days of the RA commencement date:

- 1. PRA or Non-availability of Service Accommodation Chit
- 2. Tenancy Application from (from the Real Estate Agent)
- 3. RA/PRA application for member to complete
- 4. X Copy of the Lease (front & signature pages only)
- 5. X Copy of the rent receipt
- 6. X Copy of the bond receipt
- 7. X Copy of the lease fee receipt (This is Reimbursable)
- 8. Copy of the furniture rental agreement (if applicable)
- 9. Permission to live outside the posting locality.

Please note that the above documents should be submitted to DHA Rental Assistance either by fax 02 cor posted to the address below.



FILE NOTE	Date / /	Time am/pm
Subject: File No:		
☐ I called other person ☐ Meeting ☐ Other person called ☐ Reviewing ☐ I returned call ☐ I returned call	Other person/in at	endance:
-27/4/07 - Mor of increase from	1s to former.	ax letter
	]	Time Spent Hours: Minutes:



#### Fleet Headquarters

Warfare Division

#### Facsimile Message Cover

Message number	COMMCEN OPS initials	Precedence	Date, time and group
Relocations Consu	oltan t	From Warfare Di	u, FHQ
Facsimile number  O2  Telephone number		Facsimile number  02 Telephone number	
Email address		Email address	
Subject or title Relocation Ap	place to me		
Reference			Number of pages (Including cover)
Releasing officer's signature	Printed name		Rank and/or appointment
the jurisdiction of you are requested	is facsimile remains the proposed for the crimes And to immediately contact the surn of the document to the se	ct 1914. If you have received sender by telephone so	ved the facsimile in error.
Instructions or comments  As discussed  RA to RA	L, this is to	he Relocation	n Application for
your assis	ton ce.		O 2 JUL 2007 A RECEIVED
Slock No 7530-66-143-6377	Clas	ssification	

P, 01

FAX NO.

03-1NF-5007 TUE 11:26



Office Use Only	DHA Relocation No.
Relocation Approved by	
Date	(HMC delegates signature and printed name) / /

### Application for Relocation

Part A	Personal details	Home
Service numbe		8. Preferred method of communication (how DHA will cont
Employee ID nu	imber Services	you)
Title/Rank		Telephone Work Home Mobile [
Full name		Email Work Home
Surname		Correspondence Work Home Postal
Given names		address
Service:	Navy ☐ Army ☐ Air Force ☐	Part B New Unit/Base and relocation details
	Reserve Other	9 Rank at new Unit/Base
Fore	gn Defence 🔲	osition/Job title
Exchang	e Personnel ▼	La atlon of new Unit
	Country	Location of new Base
Date of Birth		New Unit for duty
Gender	NA -1 - 1 - 1	New Bas for duty
	Male	Administration Unit/Base
rour cerrent co	rract defails → Home addless	
-		10 Reason for reacation SYDNEY HI
		Posting Course 0 2 JUL 2007
Ostal address (if )	he same as home address write 'AS ABOV	
·		E') Posting effective date Posting authority ECEIVE
As Above	2	
State	Dooloo do	Date posting issued Posting tenure:
Work address	Postcode	/ / Less than 6 months [
Position/Job title		6-12 months [
	Dir FHR Base HMAS Kuthabal	More than 12 months [
		— ☐ Discharge
	leet Headquartes	Discharge effective date
Phone numbers	1-18 Wylde SI, Potts Point, Nis	bisonal ge encouve date
Work (STD 02)		Displaces outleville
		Discharge authority
Home (STD )	NA	
Mobile		Change in circumstance (Fill in drop down box
Fax numbers	The state of the s	A cuando in one anii statice   Lein in drob down box)
Work (STD02)		
	MA	Required date for relocation
Emall address		

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11	Pay group 2	7 4	Dependant/Child 2	
12	Annual salary or current increment \$		Surname	
13	Date of Entry/Enlistment 20 /01/2001	4	Given names	
14	Your status for relocation - (choose one)	<b>┦</b> ▮		
	A Member without dependants		Date of Birth /	<i>i</i>
_	(MWOD) i.e. Single ☐ Go to Q16		Gender M	ale Female
`	B Member with dependents	-	Relationship to you	
•	(separated) – MWD(S) Please give the i.e. Separated due to service following details		(eg. Son, daughter)	
1	reasons		hat type of school wasthle dependent	Will not attend school ☐
1	Where will your spouse and/or dependants stay?		att at your new	Infants/Primary 🗌
1	Current location At address below		location?	Secondary 🔲
				Tertiary ☐
	State Postcode		Dependent/Child 3	
	tate Postcode  The provide a copy of approval	_	Surname	
	from the Commanding Officer of your		Given names	
	gaile og Unit ► Go to Q15			
-	C Memb with dependents (MWD)    ▶ Please give	-	Date of Birth /	
	i.e. Maried/De facto/dependants the following details		Gender (ale	Female 🗌
	(ADF re ognised)		Relationship to ou (eg. Son, daughar)	
	Date and , ace MWD status recognised by ADF		<b>T</b>	***************************************
			What type of school will this dependant	Will not attend school
	Give the following details of your spouse/partner	4	attend at your new	Infants/Primery 🔲
	(If accompanying you on this posting)		location?	Secondary 🔲
	Spouse's surnant	EY HIV	10	Tertiary 🔲
	Given names	1 1118	Dependent/Child 4	
	Is your spouse an Au F or APS member?	JL 2007	Surname	
	No. 🗌	CENTE	Given names	
	Yes T	CEIVE		
	Spouse's service employe		Date of Birth /	
	ID/AGS number		Gender Male	Fema e 🗌
	Service: Navy Army Air Force		Relationship to you (eg. Son, daughter)	
	Reserve Ps Ps C	ĺ	What type of school	
	Current Rank/Grade		will this dependant	. Wi not attend school
	Rank/Grade at new location		attend at your new	· Infants/Primary 🔲
	Nativolate at flew location		location?	Secondary
-				Tertlary 🗍
	Defence recognised dependants/children accompanying you on this posting		Dependant/Child 5	
	Dependent/Child 1		Surname	
	Surname		Given names	
	Given names		Date of Birth /	/
	Date of Birth / /		Gender Male	Female _
				i emaio
	Gender Male Female Relationship to you	,	Relationship to you (eg. Son, daughter)	
	(eg. Son, daughter)	•	What type of school	Will not attend school
	What type of school Will not attend school		will this dependant	<b>L</b>
	will this dependant Infants/Primary attend at your new		attend at your new	Infants/Primary
	location? Secondary		location?	Secondary 1
	Tertiary [		•	Tertiary 🛄
	<b>—</b>			

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A	Dependant/Child 6		Own home
	Surnarie		Other □► Go to Q20
	Given names	- 1	Transit LIA required?
•	Dat of Birth / /	-∥ '	No 🗀
			Yes   DHA staff aim to provide you with an account of the
	Gender Male Female		PHA staff aim to provide you with an accommodation solution at takes into account your Defence entitlement and family
	Relationship to you (eg. Son, daug ter)		composition and, where possible, your preferences. However,
	AAR A A A A A A A A A A A A A A A A A A	_	the solution is dependant on the available outcomes.
	What type of school Will not attend school will this dependant	- 1	31 I was a sea a sum of a company (mon of to comp)
	attend at your new Intants/Primary L	•	Stand rd house Unit/Townhouse U
	location? Secondary	1	I would make the trial trial trial
	Tertiary	]	location
	If more than 6 dependants will accompany you to this posting, please provide details on a separate she		No  Voc  Voc  Voc  Voc  Voc  Voc  Voc  Vo
15.		-	Yes ☐► Lt suburbs in order of preference
	the uplift? Note: DHA is responsible for booking travel if		
	you are approved to return		
		_ 20.	Details of your page (if applicable)
	Yes ☐► Expected date of return / /	4	Type of pet Sax Age Breed and size Desexed
	Please ensure travel requirements are completed in Part E, Question 26		(e.g. cat, dog) (small, medium, No Yes large)
	Part C Housing Considerations		
16.	What is your current residential arrangement?		
	Living in		
	Service residence	21.	
	☐ Own home SYDNE	Y HIV	/I Clesidential property in the law location? No □► Go to Q22
	Rent Allowance 0 2 JU	7007	Yes
	Partial Pent Allowance	1	
	☐ Other RAIDWallCe RA REC	EIVE	ED Cive details of the resider has property
	▼		
	Please specify		State Postcode
	De very need Defense Herreland & the Manager	_	Number of bedrooms
A	Do you need Defence Housing Authority to provide your permanent housing requirement in your new location?		Do you Intend to live at this re idential property
	Go to Q20		during this listing?
	Yes Please fill in your requirement for permanent accommodation below:		No ☐► Please provide reason
	Permanent, ecommodation Solution		
	MWD arvice residence □► Go to Q18		Yes ☐ Date of intended / / / occupancy
	Own home ☐► Go to Q20		is this residential property currently ten inted?
	Other ☐► Go to Q20		No [
	MWOD A ☐ Go to Q21		· Yes   ▶ Date the lease / /
	Partial RA Go to Q20	1	expires
	Own home Go to Q20		ls there a No □
	Other □► to Q20		Release Clause? Yes
	MWODAS and MWD(S)		If more than one property, please provide details of a
	MWOD+5 and MWD(S)  LIA □ ► Go to Q20  RA □ ► Go to Q20		separate sheet.
	Service residence So to Q18		
	A to die	I	

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accordance with DI(G) is there a special new ti		Travel 🔲	Temporary accommodation
	<u> </u>	,	rith Special Needs Letter, as approved by Defence Community
If you need more space,	please attach a sepa	arate sheet.	
Please state any other	circumstances or pr count regarding yo	ersonal preference our relocation. This	es (not already haduded in this application) that you believe a could include specific job requirements, which will assist in fence Approval.
Please state any other should be taken into ac	circumstances or pr count regarding yo	ersonal preference our relocation. This	COULD Include specific lob requirements, which will assist in
Please state any other should be taken into ac	circumstances or pr count regarding yo	ersonal preference our relocation. This	COULD Include specific lob requirements, which will assist in

SYDNEY HMC

0 2 JUL 2007

RA RECEIVED

#### Part E Declaration

#### Declaration by MEMBER

I am aware of the purposes for the completion of this Form as set out in the front covering page. I understand that the Defence Housing Authority will collect, use and disclose information contained in this form to assist in those purposes.

- 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 the Defence Housing Authority or the Department of Defence is a serious offence under the Crimes Act 1914 and the Defence Force Discipline Act 1982, and that these Acts impose substantial penalties, including imprisonment, for committing these offences. Any entitlement provided to as a result of such conduct may be recovered.
- Commonwealth indemnity does not apply to vehicles/towable items being transported or while they are parked or stored awaiting uplift or collection. Information obtained during the course of the assessment of my relocation or housing requirements may be provided to the Department of Defence and external service providers for the purpose of managing my housing requirements

Signature of Member Date 02/51/07

> SYDNEY HMC 0 2 JUL 2007 RA RECEIVED

Part F	Discharge	Declaration
Fait E	Discharge	Declaration

Declaration by MEMBER on discharge from the ADF My address prior to enlistment was Postcode by bona fide intention, on termination of my service, to residence at the following address and I apply for at Departmental expense to that destination. State Postcode

- I understand that, in the event of my furniture and effects being move into storage, I will be responsible from the date of delivery into storage for both storage charges and insurance.
- I undertake to a fund the cost of removal in the event of my failure to con plete my engagement, or circumstances arising in which I till not qualify for a removal or discharge. In the event of my falm for discharge being cancelled or withdrawn after the removal has taken place, I understand that I will be removal for any additional costs incurred
- that I will be responsible for any additional costs incurred on removal to my new costing locality, less the cost Defence would ordinary be responsible for.
- The information I have provided in this Form is true and accurate.
- accurate.
  I am aware that the giving of false or misleading information, documents or six ements to the Defence Housing Authority or the Department of Defence is a serious offence under the Crimes Act 1914 and the Defence Force Discipline Act 1912, and that these Acts impose substantial penalties, including imprisonment, for committing these offences. Any enditing imprisonment to the conduct may be recovered. me as a result of such conduct may e recovered.

Signature of Member Date

#### Returning the Application for Relocation

Return the completed Application for Reloc tion in the reply paid envelope provided, or return the completed form by fax or email to your local Housing Management centre.

Keep a photocopy of the completed form for your records.

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#### **Cease Rent Allowance**

Employee No (PMKeys)



## To be completed by member in receipt of Rent Allowance

Service No

Surname	Initials Current Unit
	FHQ
Contact Phone Number(s)	
02	
(	
	occupy / occupied an allowance residence at:
:	
-	
I am in receipt of	f:
Member With Out	Dependant Rent Allowance
Member With Dep	endant Rent Allowance
Member With Dep	endant (S)eparated Rent Allow.
MWD(S) Food All	•
Furniture Rental	
* am sharing this	rental property?
YES	NO
Forwarding addr	ess
(unit address / location if	home address unknown)
Final date rent w	ras naid to
08 Jul 07	
Pre-pack date for	r removal
NA	

## Reason for Ceasing Rent Allowance (select one of the following)

	Unit Post	<u>ed To</u>
Posted Out of Locality		
	Effective	Date
Discharging	1	/
	Settlemer	it date
Moving to Own Home	_/	/
Moving to Another Rent Alla	owance Prope	erty
	Occupatio	n Date
Occupying a service residence (SR)	/	/
	Occupatio	n Date
Occupying Living in Accommodation (LIA)	/	/
	Effective	Date
Change to Categorisation	/	/
Other		

Final Rent Receipt: I have attached, or undertake to supply to DHA, a copy of my final rent receipt or alternatively a Tenant History from my Real Estate Agent.

**Bond or RIA:** I am aware that total outstanding monies owed from **Bond or RIA loan** will be recovered by Defence upon the cease of this Rent Allowance.

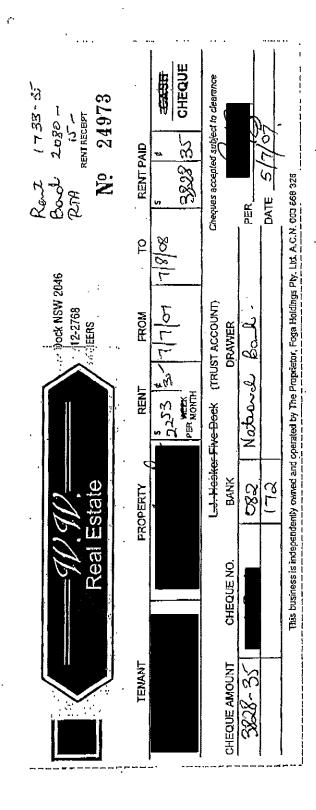
I certify	that the	above	information	is
correct:				

correct:	
Signature	44
Printed Name	Lava va
Date	
11 Jul 07	· "

SYDMEY HWG

0 2 AUG 2007

RA RECEIVED



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15 PRE 2097

865486 03~JUL.~07	jament.	00"006	
Receipt Mc. Date O3	医鱼属 医角头	B/8.	
MERITON AFARTMENTS FTY LID Level 11, 528 Kent Street, Sydney 2000, ABN 75 000 644 888   Tel 92647177	RECEIPT BA	RENT 14 DAYS 25-JUN-07 TO 08-JUL-07 +.06 DAY B/S	

Payment/maintenance 92647177 PHONE 

00"006

on the reverse of your cheque ·Your address must be written



#### RA / PARTIAL MWD /MWOD / MWD-S MILLIA

**UPRN** CASE ID INITS **PMKEYS** NAME SERVICE RANK NAVY 20-January-2001 ENLIST: DOB: 06-January-1983 WORK ADDRESS: RA ADDRESS: **HMAS MANOORA** FAX: WORK PH: HOME PH: EMAIL: MOBILE: Amount Recovery Rent Adv Amount Recovery **Bond Adv** \$133.84 FROM PAY \$1,740.00 FROM PAY \$133.84 \$1,740.00

GRS Group:

**B2** 

RA Region:

**SYDNEY** 

1

Bedroom Ent: N/A

**WEEKLY RENT: \$435.00** 

OCCUPANTS:

LEASE MONTHS: RELEASE CLAUSE: YES

6

Certified Date Name Start Date RA per Sub Total Member RA per Rent/wk Ceiling Furn BvF/n Contr wk Rental 27 SFP 2005 \$288.95 | \$577.90 | 04-Oct-05 FG\$435.00 | \$146.05 | \$435.00 \$437.00 \$0.00 UPLOBD 15.12.05. CKS 435- 154.80 280.20 560.40 13.12.05 NC. 435- 454-Contri 27-3-06 Mancora Cease 870- 27.306 NC 435 435- 454-435-Contri 31.3.06 Commena Mancora 435 15480 28020 56040 31.3.06 YC 435-454-Manogra 8.5.06. HMAS Company COCER 1 T JUN 2006 8506 AC. 435 870 435 454 435 (out COMM. 435 154.80 280.20 560.40 16 8 06 AFA GRS 2006 435 161.25 273.75 547,502.11.06 435 Kent INCREASE 450 16125 28875 5775020.8.07 YC 450 1963 MPAC 10 7/7/07 sont WEF caae

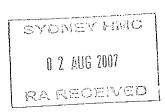


# APPLICATION FOR RENT ALLOWANCE (RA)

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Work Phone Number Home Phone Number Mobile Phone Number    Mobile Phone Number   Mobile Phone Number	Work Phone Number Home Phone Number Mobile Phone Number    Mobile Phone Number   Mobile Phone Number						
## Mobile Phone Number    Mobile Phone Number   Mobile Phone Number	Mobile Phone Number    Mobile Phone Number	DOB	Unit			Service	
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— Outer circumstances (supply details)							

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4, Are you currently in receipt of Kent Allowancer							
YES NO  If you have answered YES to the question above, please fill in the details below:							
		stion above, pieas	e ili ili ur		ostcode:		
Address of that prope	irty:			PC	istcode.		
5. Details of rental	accommodatio	n to be occupied	I				
Address:				Po	stcode:		
Typralong	HUE, FIVE	Voch Just	~ <u> </u>				
Lease start date:	Lease end dat	e:	Date you	ı occupie	d property:		
07 501 07		TUI 08	07	Jul	07		
<del></del>							
6. Rent \$ 520 pc	er Week / Fort	night / Month (c	ross out op	tions not	applicable)		
Note: If you are sharing th							
not the amount that you a		leone Else you most pt	it the rent of	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,na rroparty		
7. Are you the sole sought? (MWD - do no			vhich the	allowai	nce is		
YES NO	See note belo	W					
If NO, please specify	the details of th	e people with who	m you sh	are the r	esidence		
(Include ADF members &	olvillans as well as h	ouse sitters & children)	1				
Service/Employee ID <u>(if applicable)</u>	Rank or Title	Nama		Pent Cor	stribution \$		
(a approunc)	(if applicable) Rank or Title Name Rent Contribution \$						
	, , , ,						
2. To those a claim for furniture rentals (191405 0 191455 and 2							
8. Is there a claim for furniture rental? (MWOD & MWDS only)							
☐ YES ☑ NO							
If YES, Furniture Rental \$ per week							
Note: It will be calculated as part of your rent limited to the applicable ceiling							



<ol><li>MWD ONLY - Do you wish to elect the 2 bedroom ceiling appropriate tyour rank and pay the appropriate contribution?</li></ol>					
Note: Members choosing the 2 bedroom ceiling will not be eligible for excess celling increases, and the election applies for the term of the lease.					
□ YES □ NO					
10. Do you own your Own Home in your posting locality?					
☐ <b>YES</b> – If yes please complete details in Application for Relocation ☐ <b>NO</b>					
11. Is there a standard Defence Release Clause included in your lease?					

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#### **Declaration by Member**

I understand that DHA will collect, store and use or disclose information contained in this form for the purpose of managing my housing requirements.

I acknowledge that it is DHA's usual practice to give some or all of my personal information to the Department of Defence and to other organisations involved in the provision of housing and related services and accordingly consent to this use of my personal information.

I acknowledge that DHA may in certain circumstances also disclose personal information to my spouse or de facto or to other organisations on a need to know basis for reasons such as law enforcement or in connection with legal proceedings. These organisations include:

- Centre link
- Australian Taxation Office
- Commonwealth or State Departments/Agencies where there is an obligation to provide it
- Department of Family and Community Services
- Law enforcement agencies including the police

I agree that I will provide the Rent Allowance Section at Defence Housing Authority with the following supporting documentation in respect of this application:

- Copy of the Lease (Residence/Furniture)
- The initial rent receipt, detailing:
  - Name of the owner / agent to whom rental payments are made
  - Amount of rental and the period of payment
  - Date of payment
  - Name of the person who is renting the premises / furniture and the address of the premises.
- Defence form 'AA157 Categorisation Form'
- If bond applied for a bond receipt will be required

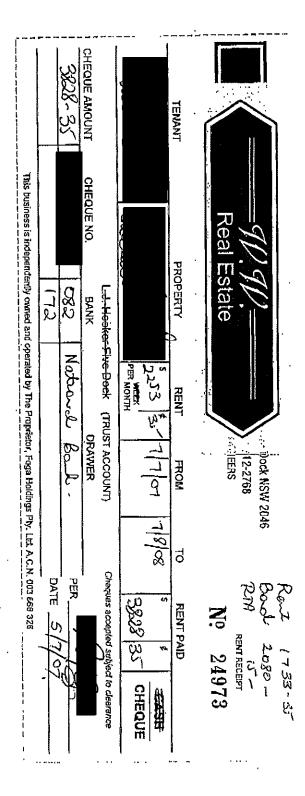
I understand that my Rent Allowance application will not be processed if I fail to provide the above documentation within 14 days of the commencement of my lease.

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

Signature of Applicant	Signature of Witness	Date
		11 501 07





RENT 14 DAYS 25-JUN-07 TO 08-JUL-07

\*.06 DAY

10/30 30

900,00

200 00

Amount

Mark Mark

(X) (A) (A) Receipt No.

03-311.-07

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Sydney 2000.

MERITON AFARTHENTS FTY LTD Level 11, 528 Kent Street,

.\*\*\*EMOJIRIES\*\*\*
Payment/maintenance

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on the reverse of your cheque

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#### RESIDENTIAL TENANCY AGREEMENT

(Where tenancy is for a term of three years or less)

PART I PAGE 1

This	agreement	i is	în	2	par	ts:
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Part 1 - Sets out the terms of the agreement.

Part 2 - Contains the condition report in respect of the residential premises.

<i>IMPORTAN</i> :	NOTES ABO	OUT THIS A	GREEMENT
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- The tenant is entitled to have time to read the agreement (and the completed condition report referred to in this agreement) and to obtain appropriate advice if necessary.
- The landlord or the landlord's agent must give the tenant a copy of the "The Renting Guide: A guide for landlords and tenants". That book explains both parties' rights and obligation under this agreement.
- The landlord is required to give the tenant a copy of this agreement for the tenant to keep.

TERMS OF AGREEMENT
THIS AGREEMENT is made on 06 / 07 / 2007 at BETWEEN LANDLORDS:  Name/s) Address)  ACN
Name of landlord's agent Owner Managed ACN (Address) Trading zs TENANT (Name/s)
Other people who will ordinarily live at the premises may be listed:
PREMISES The landlord gives the tenant the right to occupy the premises at and the following:- The premises are unfurnished
No more than 2 Persons may ordinarily live in the premises at any one time.
The rent is \$2253.35 Payable Monthly Starting on 07 / 07 / 2007  The tenant must pay in advance on the 7th Day of every Month  The rent must be paid:  1) To the landlord or the landlord's agent at 2) At any other reasonable place the landlord names in writing OR 3) Into the following account;  Conunonwealth Bank BSB Account No Ref:  'ayment must be made by the following method (e.g. in cash, by cheque, by netbank transfer)
TERM The term of this agreement is 52 weeks Beginning on 07 / 07 / 2007 ending 06 / 07 / 2008
CONTINUATION  At the end of the term the tenant can stay in the residential promises at the same rent (or at an increased rent if the rent is increased in accordance with the Residential Tenancies Act 1987) but otherwise under the same terms unless or until the agreement is ended in accordance with the Residential Tenancies Act 1987.
RENTAL BOND  A rental bond of \$2080.00 Must be paid by the tenant to the landlord's agent on or before signing this agreement.
Tradesperson /s (see URGENT REPAIRS clauses 16 & 17)

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#### ENT INCREASES

- The landlord cannot increase the rent during the fixed term unless the agreement sets out the amount of the increase or the method of calculating the amount of the rent increase.
  - The tenant must get 60 days' notice in writing if the landlord wants to increase the rent. This applies even when the agreement provides for, or permits, a rent increase. Where a notice of an increase has been given and the landlord and tenant subsequently agree to a lesser increase than in the notice, the landlord does not need to give a further 60 days' notice.
- 3 The tenant can apply to the Residential Tenencies Tribunal within 30 days of getting the notice of the rent increase for an order that the rent increase is excessive, having regard to the general market level of rents for similar premises in similar locations.
- 4 If the landlord has reduced or withdrawn any goods, services or facilities, the tenant can at any time apply to the Tribunal for an order that the rent is excessive.

THE LANDLORD AND TENANT ENTER INTO THIS AGREE AND AGREE TO A	iment (which includes the condition report) LL its terms.
igned by the La <u>ndlord</u>	
the presence of:	
(Name of witness)	
	(Signature of landlord)
(Signature of witness)	
BIGNED BY THE TE <u>NANT</u>	
n the presence of:	
(Name of witness)	
	(Signature of tenent)
(Signature of witness)	
The tenant acknowledges that, at or before the time of signing this	residential tenancy agreement, the tenant was given a copy of
The Ranting Guide: A guide for landfords and tenants".	SADVEA HOW
	0 2 AUG 2007
(Signature of tenant)	RARECEWED



### Application for Increased Rent Ceiling / Rent Ceiling for Other Locality

MEMBER'S DETAILS			
Employee ID number	Ti	tle/Rank	
Family name	, j, t	•	
Given names		The state of the s	
		50	
Unit $\underline{F}_{I}$	40, HMAS KUHADAL W	ork Phone O2	
	TS (I.e. spouse, age and sex o		
Full Name	Relationship	Approximate Age	Defence Recognised
			Yes/No Yes/No
			Yes/No
			Yes/No
			Yes/No
DETAILS OF RENTAL SE  Number of Residences Insp  Number of Residences "Dri  Number of Residences Cor  Areas Searched (please cir	Deected         > 30           ven By"         > 50           nsidered         > 100	- Mensing	Je 20.00 . Whoo's .
Eastern suburbs Inner W		Shore Northern Beaches	Central Coast
Hills District Richmond a	rea Liverpool area		
Le se I town house	that is not dusty	reasons for confining your sea sungton in Aug. 07 of moviely, with explosived in last	
Address			
Date Property Available	07 July 200-	7	
Weekly Rental of Residence	• \$520°		
Travel Distance to work	11 hm		
Number of bedrooms	3 (2 plus	study)	· · · · · · · · · · · · · · · · · · ·
Type of Accommodation (pl		IE HOUSE OF TOWNHOUSE	
DETAILS OF PROPERTY			
	applicable to the rental prope	erty)	
□ Furnished	☐ Family room	ma <sup>™</sup> Ata ada	Swimming Pool
□ Built-in robes	□ Air-conditioning	☐ Double carport ☐	Separate lounge room
□ Ensuite □ Study	☐ Heating		Separate dining room
□ Rumpus room	☐ Single garage ☐ Double garage	© Fenced □ Spa	Combined lounge/dining Outdoor entertaining area
•			
	n provided on this form is true a		0 2 4116 2007
Signed		Date ///	Jul-070

Rent Amount:
Date Available to Occupy:
Number of Bedrooms:

i.e furnished/amenities

Comments:

af316.

#### Important note: It is at DHA discretion to determine the number of searches required.

Rank	Initials	<u> Surлame</u>	Employee ID/Service Number
Date	11/501/0	DHA Case Manage	аг
	De	etails of Rental Prope	erty Search
	lumber One		
Address of F	Rental Property:		
Rent Amour	nt:	500 pu	A AND AND AND AND AND AND AND AND AND AN
	ble to Occupy:	21 Jun 0	7
Number of I	Bedrooms:	. 2	
Comments:		unsucure po	shing
ire furnished	d/amenities	NI	<i>G</i>
Property N	lumber Two		
Address of F	Rental Property:		
Rent Amour		500 pw	<i>V</i>
ate Avallai	ble to Occupy:	23 June 07	7
lumber of E	Bedrooms:	2	
Comments:		mouldy carp	et ald interior
i.e furnished	d/amenities	large backs	tarol
Droporty N	lumber Three		
	Rental Property:	,	
Rent Amour		530 pul	, ,
	ble to Occupy;	· 23 Jun 07	
Number of I		3	
Comments:			to noisy playamound
Le furnished			The state of the s
Property N	lumber Four		
	Rental Property:		
Rent Amour	nt:	600	,
Date Availal	bie to Occupy:	27 Jun 07	
Number of E	Bedrooms:	3	
Comments:		very nice.	top expensive
e furnished	d/amenities		
	lumber Five		
	Rental Property:		
Rent Amour		550 AW	, ,,,
Date Availal	ble to Occupy:	30,500 07	
Number of E	Bedrooms:	3	
Comments:		Applied Soc	Agest precased price to 570
i.e fyrnished	d/amenities	Large law	sold. Very sur.
		The state of the s	
	lumber Six Rental Property:		
AMMICOS UI F	verter intoperty.		

0 2 AUG 2007

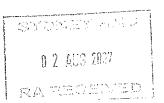
door to large construction

i.e furnished/amenities

af316

#### ... Important note: It is at DHA discretion to determine the number of searches required.

Rank	Initials	Surname	Employee ID/Service Number
Date	11/501/07	DHA Case Manager	
	11 1301107		
		ils of Rental Property	Search
	imber One Seven		
	ental Property:		
Rent Amount		470	
	le to Occupy:	08 70/ 07	
Number of Be	<u>earooms:</u>	<del>-   2 </del>	F 1
Comments:		officer for; us	successful
he furnished	/amenities		
	imber Two Eight	,	
	ental Property: 🗸		The state of the s
Pent Amount		480	
	le to Occupy;	30 Jan 07	
umber of B	edrooms:		
Comments:	4	Unsecure area	and purhing
i.e furnished	/amenities		
Property Nu	umber-Three Mne		
Address of Re	ental Property:	. 1	
Rent Amount		500	
	le to Occupy:	· 30 Jun 07	
Number of B		2	
Comments:		Very dogate a	today neighbourhood
i.e furnished,	/amenities ·	0 0	00 0
Dronarty No	ımber-Four Ten		
	ental Property:		
Rent Amount		520	$\nu$
	le to Occupy:	02 JUL 07	
	edrooms:	3	A Company of the Comp
omments:		· Application Union	vacasful, outlid on prie
e furnished,	/amenities	: 17997000	
Property Ni	umber Five- Fleve	~	
Address of R	ental Property:		
Rent Amount		475	
	le to Occupy:	30 000 07	A CONTRACTOR OF THE CONTRACTOR
Number of B		3	
Comments:	,	Over 30 applicants	of man house.
i.e furnished	/amenities	- cygnicols	
Droparty M.	imbox Six + /		
Address of D	ental Property:	.	
Rent Amount		1.1-	
	le to Occupy:	17 Tun 07	
Number of B			
Comments:	enionius.	. 3	~ 1 1
i o furniched		Usy Old interior	( Chusty)



#### Important note: It is at DHA discretion to determine the number of searches required.

Rank	Initials	<u>Surname</u>	Employee ID/Service Number
Date	11/501	DHA Case Man	nager
Brongely	Number One Hy-	Details of Rental Pro	perty Searcn
	f Rental Property:	rees	
Rent Amo		500	, , , , , , , , , , , , , , , , , , , ,
	lable to Occupy:	07 Jm	N7
	f Bedrooms:	3	
Comments			nes down property.
	ed/amenities		need carried -
ent Amo late Avail lumber of Comments	lable to Occupy: f Bedrooms; s:	550 19 Jun 07 3 Outbid or	
i.e furnish	ed/amenities		70
Property	Number Three &	fleer_	
Address o	f Rental Property:	* 1	
Rent Amo		\$30	
	lable to Occupy:	02 701 0	7
AT . I	f Bedrooms:	3	
			1 0 00 1 1 1 1
Comment	s: led/amenities	Nice Proper	by over 20 oppleents at of

Hoperty Manager Foot	
Address of Rental Property:	
Rent Amount:	450
Date Available to Occupy:	10 Jul 07
Number of Bedrooms:	2 + Study
omments:	Over 20 applient of open horse.
e furnished/amenities	

Property Number Five South	
"Address of Rental Property:	
Rent Amount:	440
: Date Available to Occupy:	18 Tur 07
Number of Bedrooms:	· 3
Comments:	Did not like reighborhood
i.e furnished/amenities	

Property Number Six eighteen	
Address of Rental Property;	
Rent Amount:	485
Date Available to Occupy:	15 Tim 07
Number of Bedrooms:	3
Comments:	Unsuccessal application. Nice property.
i.e furnished/amenities	

12 AUS 7007 RARECEIVED

#### APPLICATION FOR RENT CEILING INCREASE

NAME:	
RANK:	
SERVICE NO:	
CATEGORISATION:	MWOD
UNIT POSTED TO:	HMAS Kuttabul
BEDROOM ENTITLEMENT	NA
GRS ENTITLEMENT	RB2
ADDRESS OF PROPERTY:	
CURRENT RENT CEILING	\$463.00
RENT FOR RA PROPERTY:	\$520.00
AMOUNT OF INCREASE:	\$57.00
INCREASED CEILING AMT:	\$520.00
DATE OF RENT INCREASE	07/07/2007

#### REASON FOR REQUESTING RENT CEILING INCREASE:

- NIL LIA
- Not unreasonable rent for this area

FULL CEILING INCREASE APPROVED

PARTIAL CEILING INCREASE

NO RENT CEILING INCREASE

SIGNATURE...

DATE: 10/07/2007

Rent Allowance Team Leader
DHA SYDNEY

#### UNCLASSIFIED STAFF-IN-CONFIDENCE







To:	DHA Rental Assistance Parramatta Office  (02) (02)	From: Address: Fax: Tel:	Warfare Division, Fleet Headquarters  14-18 Wylde St, Potts Point NSW  (02)  (02)
Subject:	CHANGE OF SHARE ARRANGEMENTS	Email:	
.Reference:	"1		
Date:	16 January 2008	Pages (inc	luding cover): <sup>2</sup>
Crimes Act 1	: This facsimile remains the property of the Defence Org 914. If you received the facsimile in error, you are reque s can be made for the return of the document to the sen	sted to immed	is subject to the jurisdiction of section 70 of the lately contact the sender by telephone so that

Instructions or comments



STAFF-IN-CONFIDENCE UNCLASSIFIED





#### **CHANGE TO MEMBER SHARE ARRANGEMENTS**

umber	Employee ID Number	Surname	Date Occupied	Date Vacate
			15 Dec 07	
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un stat	with our us in 9	entention to O days.	obtain defac	<del>70</del>
***************************************		· · · · · · · · · · · · · · · · · · ·		
	ion I have provide	d in this form is true a	and accurate. I am aware tements to DHA or the De	that the giving

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10-14M-2008 MED 00:38



## RA Housing Solution Checklist af325

Emp ID		SVC#	R	ank		Unit	HI	MAS KU	Habul	<i>!</i> 
Name	Surname		<u> </u>		first name					
				w)		· · · · · · · · · · · · · · · · · · ·	(h)			
Contact	(m)					MWD	s) FRA	<del></del>	VD(S) F	PRA
Гуре		□ MWOD		йМОD				Eviction		
Reason	□ MWOD+5 yrs □ SR unavailabl		IA unavailabl AR/DEF Reco	g. [	LIA 1,2,:   Other					<del>_</del>
Removal	□Yes □ No	Disturba	nce Allowan	ce [	Yes∶ □ N	0	WEF R		/	
rotal Lease	rent ent. \$	Mν	VD bdr ent.		Share#		Lease	end date	a   .	
Address					;			UPRN:		
Bond \$	□ RIA \$	7	□ Utilities \$		☐ Repay	P/F	j	∃ Repay a	at Vacat	tion
					<del></del>	<del></del> ;				
F CESS TRA	CKING									
	id Case/HS sub-case/o	created ime	mber expense	11.	l Úpdate TMS l Update tena	member	er admin Addist scr	scrèen eén		
case in	: CRM : member – <i>5 days fro</i> i	m case rec	Н	13. [	Set reminde	er on CP	A sub-ca	se to comm	ence sub	sidy
<ul> <li>Discuss</li> </ul>	entitlement & options	s (RA/Bond	/RIA/utilities)	1 .	(within 10	days su	p. Doc. R	ec'd)		
.   Copy of	RA Guide, applicable rwork to member (cor	approval le	tter (al105-7)	14. □	Complete da trigger	ata entr	y of tena	ncy in checl	klist, I.e.	crans
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#### **Cease Rent Allowance**

Employee No (PMKeys)



## To be completed by member in receipt of Rent Allowance

	7
Surname	Initials Current Unit
,	
Contact Phone Number(s)	
I declare that I (o approved Rent All	occupy occupied an owance residence at:
_	(t)
	.,-
I am in receipt of:	
Member With Out D	Dependant Rent Allowance
Member With Deper	ndant Rent Allowance
Member With Deper	ndant (S)eparated Rent Allow.
MWD(S) Food Allo	wance
Furniture Rental A	ssistance
I am sharing this	rental property?
YES	NO
Forwarding addre	<b>5</b> 5
(unit address / location if h	ome address unknown)
<u>Final date rent wa</u>	s paid to
14 Mar 08	,
Pre-pack date f <u>or</u>	removal
NA	
	.,

## Reason for Ceasing Rent Allowance (select one of the following)

		Unit Posted	To
	Posted Out of Locality		
		Effective D	ate
	Discharging	1	1
		Settlement	date
	Moving to Own Home		1
	Moving to Another Rent Allo		
		Occupation	Date
	Occupying a service residence (SR)	/	1
	-	Occupation	Date
	Occupying Living in Accommodation (LIA)	/	/
,		Effective D	ate
/	Change to Categorisation	15 Mar	108
	1,,		
	Other		•

Final Rent Receipt: I have attached, or undertake to supply to DHA, a copy of my final rent receipt or alternatively a Tenant History from my Real Estate Agent.

**Bond or RIA:** I am aware that total outstanding monies owed from **Bond or RIA loan** will be recovered by Defence upon the cease of this Rent Allowance.

## I certify that the above information is correct:

Signature		
Printed Name	 B	
Date		40
09	Apr 08	
-31	SYDNEY HMC	

14 APR 2008 RELOCATIONS RECEIVED logged in

System guide

DHA Workflow

Staff Portal

**Widdle Name** First Name Surname ■Long Term Storage Furniture & Effects Freighted Vehicles Current Storage

Temp Accommodation Temp Accommodation Allowances

**Employee Id** 

Case ID

Service No

View Removal Calc. Payment Summary ■Reimbursements Add Payments DoD Invoicing **≣**RemCalc

Gaining Locality Losing Locality

Dependant Status

Final Housing Solution Workflow Summary Tenancy Checklist **Correspondence** 

Posting Effective Date

Gaining Locality

Number of Moves

Employee ID:

Case ID: 713197

Log Notes

Movement Plan Letter

**Movement Plan History** 

**Confirmation Letter** 

User ID:

08/12/2008

Itinerary Details

16/12/2008 16/12/2008 16/12/2008 Confirmed Sydney - Sydney Departure Date **Travel Status** Passengers **Arrival Date** Trip Legs Trips 713197

Rental Allowance MWD Sydney HMC Sydney HMC 21/12/2008 MWD Other CIPC Accommodation Requirement in the **Current Residential Arrangement** 

Reason for Relocation

Losing

Temporary Accommodation

Age

Type

Own Means Confirmed

Novotel Sydney Olympic Park 15/12/2008 Confirmed Losing 14:00 Location Type Check In Time Check in Date Hotel Name Status

		Type Age					\$539.00	00	00	Normal Payment Transferred	\$94.33
 16/12/2008	10:00	Ţ					eol	\$480.00	\$59.00	Normal Pa	
 Check Out Date	Check Out Time	Guests				Allowance Details	Disturbance Allowance	Disturbance Allowance	Telephone re-connection	Status	TAA Allowance
	15/12/2008	15/12/2008		<b>①</b>	N/A	N/A	15/12/2008	16/12/2008	16/12/2008		
Removals Details	Entitlement Date	Future Vacancy Date (Rent)	Inventories	1. F&E Sydney - Sydney	Contractor	Contact Phone	Prepack Date	Uplift Date	Delivery Date		Neilloval Status
 Data Entry		Search for Case ID									

Normal Payment Transferred

\$94.33

TAA Losing Locality

Status Total

\$633,33

Kelocations: Personal Details

Search for Case ID

Data Entry

	The state of the s	and a second sec	Adfa, Australian Defence Force A	Barracks	Potts Point, NSW	Australia	MSN MSN	2011	00 AND THE PROPERTY OF THE PR	200			Preferred Method of Communication *	☐ Work ☐ Home ☑ Mobile	☐ Work	☑ Work ☐ Home	☐ Work ☐ Home ☐ Postal		
Building Name	Unit Number	Street Number	Street Name *	Street Type *	Base *	Country	State *	Postcode *	Work Phone *	Work Fax	Work Email		Preferred Method	Phone	Fax	Email	Correspondence		
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Unit Number	Street Number *	Street Name *	Street Type *	Suburb	City	Country	State *	Postcode *	Home Phone	Mobile Phone	Home Fax	Home Email	Postal Address	<b>Building Name</b>	Unit Number	Street Number	Street Name	Street Type	Suburb

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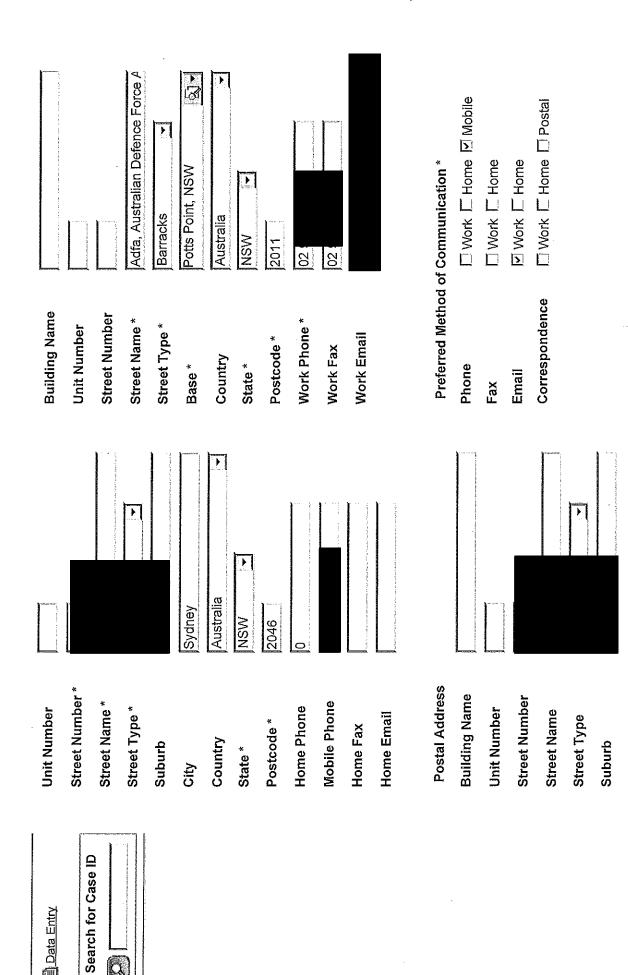
9/12/2008

Kelocations: Personal Details

Case ID: 713197 ogged in Log Contact Notes (dd/MM/yyyy) (dd/MM/yyyy) 26/01/2001 72038 System guide Date of Entry / Enlistment \* Number of Moves Service Number Annual Salary \* Work Address DHA Workflow Date of Birth \* Employee ID Pay Group \* Unit \* Staff Portal Employee ID: Male Navy Personal Details Position / Job Title \* New Position / Job Title \* Personal Details **Contact Details** Case Manager \* Home Address New Title/Rank **Building Name Current Rank** Middle Name First Name Surname Current Gender Service Search Housing Consideration Temp Accommodation Final Housing Solution View Removal Calc. **Femp Accommodation** PLong Term Storage Payment Summary Workflow Summary Furniture & Effects Freighted Vehicles Tenancy Checklist Correspondence **≣**Reimbursements Personal Details Current Storage Vehicle Details ■Add Payments DoD Invoicing Personal Details ≣Trip Details Manage Status **Unit/Base ≣**RemCalc nventories Allowances Summary

Kelocations: Personal Details

Data Entry



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9/12/2008

Country Sydney

Country Australia

State NSW ←

Kelocations: Personal Details

DHA Workflow System guide Staff Portal

ogged in

Case ID: 713197

Search

Manage Status Summary

Personal Details

Housing Consideration Personal Details Unit/Base

Vehicle Details Trip Details

Other Considerations

Long Term Storage Furniture & Effects Freighted Vehicles Current Storage nventories

emp Accommodation

Wiew Removal Calc. Payment Summary Reimbursements Add Payments DoD Invoicing RemCalc Allowances

Administration Unit/Base

Final Housing Solution Workflow Summary Tenancy Checklist Correspondence

New Unit/Base and Relocation Details

New Unit/Base and Relocation Details

Employee ID

Reason for Relocation CIPC Sydney HMC Losing HMC \*

Sydney HMC Gaining HMC \* Current Base \* **Current Unit**\*

Eviction from RA

CIPC \*

**•** i<sub>d</sub> <u>•</u> S S <u>₽</u> Potts Point, NSW otts Point, NSW New Base for Duty New Unit for Duty

New Base \*

New Unit \*

RA Eviction Notice

01/12/2008

Date Posting Issued

Authority

dd/MM/yyyy) 21/12/2008

Defence

Relocation Expense

Required Date for

Relocation \*

T Gð

Marital Status

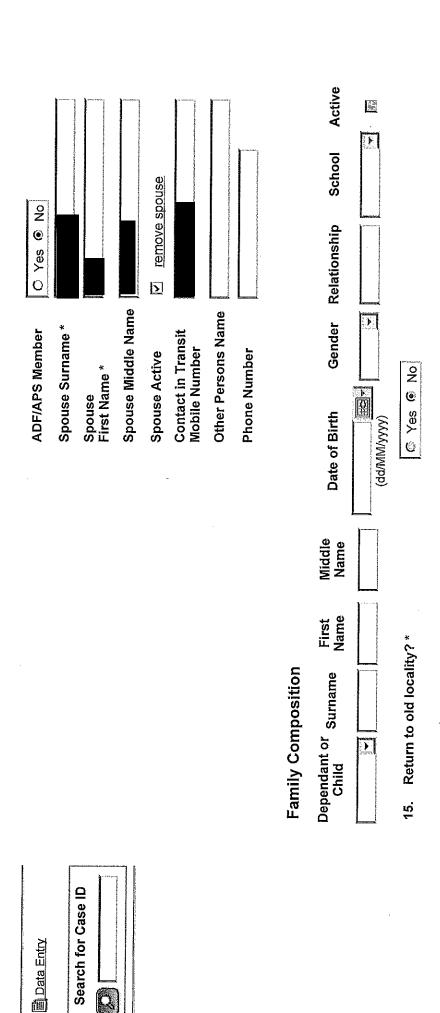
MWD Marital Status \*

Date Recognised

(dd/MM/yyyy) 15/03/2008

HMAS Kuttabul

Place Recognised



9/12/2008

Save

#### CHECK LIST FOR MWD RA CHITT LETTERS.

NAME OF MEMBER-----PM KEYS # ------MAILING ADDRESS-----EMAIL ADDRESS ------

RA START DATE ----

15/3/08

#### REASON FOR CHITT

Defacto / MWD approved

RA on enlistment

RA on Re-enlistment / Discharging / Posting / CFTS

Elected Destination (Sea going Deployments)

Compassionate - Supported by DCO

Health & Safety Issue

Special Needs

DE Approval - please provide number of DE correspondence

Recall List

Disposal / Handback of SR

Reclassification of SR

No SR - Remote Locality

No Suitable SR's - 4 Bedroom Entitlement

No Suitable SR's - Greater than 4 Bedroom Entitlement

No Suitable SR's - Due to Pets

Permission to live out of Locality

Rejection of SR - Approved RA

OTHER

#### POSTING-LOCALITY ----

Sydney Central

Richmond

Liverpool

Other

BEDROOM ENTITLEMENT -- 3

## LOCALITY OF INTENDED RESIDENCE IF OTHER THAN POSTING LOCALITY

#### APPROVAL CONDITIONS ----

Nil Conditions
RA at Ceiling Only

Other

#### REMOVAL ENTITLEMENT ----

Commonwealth Expense Own Expense

ALLOCATOR -----

COMMENTS:



28 April 2008



Dear

#### Member With Dependants (MWD) RENTAL ALLOWANCE (RA)

You have been approved MWD Rent Allowance from 15/03/08.

Your Rent Allowance has been approved due to a suitable service residence not being available due to your Defacto/MWD approved

Posting Locality:

Sydney Central

Bedroom entitlement:

Locality of intended residence if other than posting locality:

Approval conditions:

RA at ceiling only

Removal entitlement:

Defence policy stipulates you are required to supply supporting documentation with your RA application. Please find enclosed a 'Guide to Rent Allowance' booklet which outlines the details of this subsidised housing option. There is an entitlement to Bond, Rent In Advance (RIA) and Utility loans if required, please contact me should you require any additional information related to your RA entitlements.

By accessing our website http://www.dha.gov.au you will find a Ready Reckoner which acts as a calculator and will provide an indication of what Rent Allowance could be paid to you by Defence.

PLEASE NOTE: If you elect to live 30 kilometres outside your posting locality you will need to seek your CO/OC's approval prior to the commencement of your RA. A copy of the approval must be supplied with your application for RA.

Your furniture and effects will remain in temporary storage until you are able to secure a suitable rental property. Please contact me as soon as you have a confirmed address to arrange for delivery of your goods.

PLEASE NOTE: On the day your furniture and effects are delivered to your new home, you are required to vacate your temporary accommodation. Please confirm a check out time with your hotel reception.





RA MWD 3 Bedroom Entitlement (+10% every Bedroom after)

	RB1A	RB1	RB2	RB3	RB4	RB5	
Sydney	\$456.00	\$492.00	\$591.00	\$694.00	\$805.00	\$1,609.00	
Holsworthy	\$378.00	\$414.00	\$439.00	\$504.00	\$603.00		
Glenbrook	\$336.00	\$366.00	\$431.00	\$499.00	\$547.00		
Richmond	\$335.00	\$365.00	\$431.00	\$526.00	\$599.00		
Wollongong	\$351.00	\$378.00	\$405.00	\$427.00	\$568.00		
Contribution	\$137.27	\$164.46	\$186.66	\$206.82	\$253.18	\$393.58	

NOTE – Member receives the ceiling applicable to either the ceiling where the member is posted, or the ceiling for the locality where the member actually resides, whichever is the lesser.

The member is advised to have a release clause inserted into their tenancy agreement in accordance with PACMAN 2 CHAP 7. 1.31.

Note: Members are to contact DHA Housing Allocations section four weeks prior to the expiration of their negotiated leases to ascertain whether a suitable Service Residence is available.

#### **Fast Connect**

As part of the relocation service to you, arrangements for your electricity, gas, telephone, internet and Pay TV to be disconnected at your current location and reconnected at your gaining locality. This can be made by a company known as Fast Connect.

 This fantastic Fast Connect service is <u>free</u>, which is offered through DHA to improve the quality of your move. If you wish to use this service, please complete the enclosed form\* and <u>return to Fast Connect</u> by post, fax or internet as instructed on the Fast Connect Form.

<u>Please note</u> that if you have any Fast Connect questions, <u>you should contact Fast</u> Connect directly, phone (local call cost around Australia)

I trust that your relocation will be successful.

If you require any further assistance, please do not hesitate the Sydney HMC on Office hours are 8.30am – 5.00pm Monday to Friday.

Yours sincerely

per

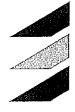
**Allocations Team Leader** 

Sydney HMC

\* Enclosed – Guide to Rental Assistance Information, RA Application Form and Fast Connect Form







Defence Housing
AUSTRALIA

# Notification of Relocation

# Member Expense

1.	. Are you relocating at your own expense?	'.	form. You will need to complete an Application for Relocation form.
•		/es / Please complet	e all relevant details below.
# É	ARTA - Personal details		
2	Employee ID number		
3	3. Service Number	, 1.4 (6.1) 7.4 (6.10-1)	**************************************
· 4	i. Title/Rank	e or a second se	State of the state
5	5. Full name	Family riame	Given name(s)
	403075 (10.00 M to 10.00 17.00 M 1   10.00 18.00 M to 10.00 M	A-C	1000
,n (	* Service	Navy Res	erve
4		Army Othe	
		Air Force . Fore Excl	eign Defence Country Country
	7. Date of birth		
	8. Gender	Male Female	
-		Current residential	p
	9. Address details	address	
,			
	•	Postal address	, <b>S</b>
		As above	1
		713 000 00	
.(		Work address	State Postcode
· .		Position/Job title Unit	
	and the street of the street		* ***
٠.		Base	HMAS KUTTABUL
	•	Unit location	14-18 Wylde St, Potts Point, NSW 2011 S) ONE Home ( ) N/A Work ( 02) Home ( ) N/A
		Street address	14-18 Wylde St, Potts Point, NSW 2011
		Telephone number	Home ( ) N/A
:			Home ( N/A
:		Fax number	Home ( ) N/A
,			Werk ( 02)
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							13	Received Time 14. Apr. 10:
		T.B.: Rélocation details	-transfer				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
HILL PARK	10.	Change in personal circumstance (CIPC)		De facto/Interd		t recognition		
	_	Please attach supporting documentation as advised by your local DHA Housing	Recognition	of special ne	eds			·
	. '			of service resid		£*)		verter,
		Management Centre.	Own means	s to service re	sidence/l	ive in Accor	nmodal	tion
	:.		Change in	dependant sta	tus		eresent di litterare e	<u> </u>
			Rent Allowa	ence approval			-01,-	
	:		Other				and broading	
	11.	Required date for housing	<b>207</b> /3	ruL/08	Le	ue ex	res	s in current Idence.
	12.	Date of entry/enlistment		אתי 01	`! 			
	13.	Have you previously served in the ADF?	No V	Dates of previ	ous servi	ro		
(			res	Dates of Niew	/	to	/	/
	14.	Your categorisation for housing. Select ONE only	MWD	Member wit i.e. a Defenc who maintain dependents	e Membe is a home and who d	r : for occupies	14	Date MWD categorisation recognised by ADF
				the home wit dependant	h at least	000		HMAS KUTTABUL
:.	•		MWD(U)	Member wi (unaccomp a Defence M maintains a dependants separated fr service reco	anied) i.d lember w home for and who om them	e. ho is for	State	Address where your spouse and/or dependants five/reside  Postcode
		••	,				) Go	ta Question 17
(	. :		MWOD	Member wi i.e. a Defend not MWD or	e Membe	er who is		Go to Question 17
	15	MWD only  Details of your spouse/ partner	Family na	me				Given name(s)
	;		ADF or A	PS member	No Yes	Employee	ID/AGS	S number
•		s	YDNEY	/ HMC		Navy Reserve	 !	Army Air Force
	•		16 APR	2008		Current ra	ank/gra	ue
	•		RELOCA RECEI	TIONS		Note: The	e senior	ranking member must complete this form.

NOR\_page 4

dependants who will accompany you on this relocation?	Yes Please provide their details below (If more than six dependants please	provide details on separate si	neet.)
Dependant 1	Family name	Date of birth	What type of school does
- coponesia »	to de to a a section and the s	- / / / · · · · · · · · · · · · · · · ·	this dependant attend?
,		· · · · · ·	Does not attend school !
	Given name(s)	Male Female	Infants/primary :
	and more to the manufacture of t	IAIDIE   LAIDING	Secondary
	Relationship to you (e.g. son, daughter)	İ	Tertlary
Dependant 2	Family name	Date of birth	What type of school does this dependant attend?
		1 / /	Does not attend school
	Given name(s)	4	Infants/primary !
•		Male Female	Secondary
	Relationship to you (e.g. son, daughter)		Tertiary
Dependant 3	Family name	Date of birth	What type of school does
Dependant 3	THE THE PROPERTY OF THE PROPER	/ /	this dependant attend?
		· · · · · · · · · · · · · · · · · · ·	Does not attend school
	Given name(s)	Male """ Female " ;	Infants/primary
	non na amon pangong on ) .	malo , ramaia ,	Secondary :
	Relationship to you (e.g. son, daughter)		Tertiary [
Dependant 4	Family name	Date of birth	What type of school does this dependant attend?
	•		Does not attend school
	Given name(s)		Infants/primary
		Male Female	Secondary
e e e e e e e e e e e e e e e e e e e	Relationship to you : (e.g. son, daughter)	, 143)	'(ertiary
Dependant 5	Family name	Date of birth	What type of school does
Dependant o	1 distriby (1001182	/ /	this dependant attend?
	, I I I I I I I I I I I I I I I I I I I		Does not attend school
	Given name(s)	190 Ball Frank 10 1-	Infants/primary
	***	Male Female	Secondary .
	Relationship to you (a.g. son, daughter)	10	Tertiary
Dependant 6	Family name	Date of birth	What type of school does
Partition of T	Latination manual		this dependant attend?
	Given name(s)		Does not attend school !
	लारदा ।।वा।।व/>)	Male Female	Infants/primary
	Separation of the second secon	ing ingre ingre '	Secondary
	Relationship to you (e.g. son, daughter)	SYDNEY HM	Tertiary O
		1	1
· · .		1 4 APR 2008	NOR_page

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FAX NO.

14-APR-2008 MON 09:12

PART C-Housing Considerations						
17. What is your current residential arrangement?	Live in Accommodation (LIA)					
100	Service Residence (SR)					
	Own Home Contract of sale required					
	Rent Allowance (RA) Cease Rent Allowance form required					
	Other (Own Means)					
18. Date you will be vacating	Unknown					
19. What type of permanent housing do you require?	MWD Service Residence (SR) Go to Question 20  Rent Allowance (RA) Go to Question 23					
DHA:staff aim to provide you with an accommodation solution that takes into account your Defence entitlement and	MWOD Live in Accommodation (LIA) Go to Question 23  MWD(U)  Rent Allowance (RA)					
family composition and, where possible your preferences, however, the solution is	I will be occupying					
dependent on available options.	Own Home Go to Question 26					
Ωμασιισ.	Other Go to Question 26					
20. Preferred type of permanent accommodation	Standard house : Unit/Townhouse :					
21. Do you have a preferred area to live in the new location?	No   Yes   List suburbs in order of preference					
	3					
	.2					
22. Do you have any pets?	No					
	Yes   Type of pet Desexed (e.g. cat, dog) Sex Yes No Age Breed and size (small, medium, large)					
23. Do you, or any member of your dependent family, own or part own, a residential	Vee Address of the residential property					
property in this posting locality?	Number of bedrooms  Number of bedrooms					
Note: You may not have an entitlement to subsidised	State State No. 14 Mos Scott					
housing assistance if you own a residential property in	Do you intend to live at this residential address in this postal ball DATIONS					
your posting locality. Contact your local DHA Housing	No Reason					
Management Centre for more information.	Yes Date of intended occupancy / /					
If more than one property please provide details on	Is this residential property currently tenanted?					
separate sheet.	No Yes Date lease expires / / /					
	Is there a Release Clause? No. Yes					
NOR name 6	. :					

14-APR-2008 MON 09:13

24. MWD only	Not applicable V	Yes Please	e state your specia	1 HOOGO TOGGILENTANIA	(IO) HOUSING
Are you recognised as a family with special needs in	•				ı
accordance with PACMAN Chapter 8?	han de treatment and	arrinis des . L'exceptionies innon-indicat frac de . Propeir destacte	, was and the constitution of the constitution	and spinishing and an analysis and an analysis of	inganomina (t. 4. dynau biosophas Fellis) Pelli
Give a brief summary			. , 1 0318		e j
Recognition, Family with Special Needs Letter, as approved by Defence Community Organisation			3 1 100prn 10 25 13 (44)(60m)	arije samsanimanim i r	C D 2022 Regard Sources has 4.
(DCO).			•		
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25. Do you have any other circumstances or personal		Please describe			
preferences (not already included in this application) that you believe should	Wish t	p get Mu ce as of to receve pate suite	ID RA OF	proved for	wrest.
be taken into account	residen	ce as of	15 Max	-08.0	nce clone
regarding your housing?  This could include specific job	. Wish	to recieus	e Home	. Find lo	gin to
requirements, which will assist	Investig	into cont	able sen	nice resid	lence.
in determining your housing requirements, and may require	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	30,,0		, 50,-	•
Defence approval.					
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Pari Storage		,			Mar-
PANE Storage  26. Do you have any Items	No V		ac III ADPAT V	SY	DNEY HID S
currently in storage at		on of the items (e.g. cit	y and state)	SY	DNEY HMG
currently in storage at Commonwealth expense?		on of the items (e.g. cit	y and state)	14	APR 200a
currently in storage at Commonwealth expense? Note: If you are relocating to a house or townhouse you		on of the items (e.g. cit	y and state)		4 APR 2000
currently in storage at Commonwealth expense?  Note: If you are relocating to a house or townhouse you may no longer be entitled to continued storage at		on of the items (e.g. cit	y and state)		DNEY HIMO APR 2008 OCATIONS ECEIVED
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currently in storage at Commonwealth expense?  Note: If you are relocating to a house or townhouse you may no longer be entitled to continued storage at Commonwealth expense.  This entitlement will be	Yes Locati	u require continued	storage of these	REL RI	APR 2008

		A Martin A Profession
.7:	Are you applying for Rent Allowance?	No Go to PART G - Declaration  Yes
	may the state to make minute, at \$17.000 homeone waying a \$1.000 homeone.	
8.	Do you have your CO/OC's permission to live off base?	No Do not proceed until approval is confirmed  Yes Was/is any Live in Accommodation held in your name? No Yes
	Note: LIA policy now directs that certain members may be	Yes Was/is any Live in Accommodation held in your name? No Yes
	required to live in. (refer to PACMAN Chapter 7)	Date Live in Accommodation handed back / /
	(LEIGH TO LACIMENT CHICKET 1)	Comments
· 29.	Reason you are applying	Live in Accommodation not available
	for Rent Allowance	Suitable Service Residence not available
		SGT (E) to WO or MAJ (E) or higher rank
		Five years aggregate continuous full-time ADF service completed
		(Note: Your date(s) of enlistment must be completed at Questions 12/13)
		Only levels 1, 2 or 3 Live in Accommodation are available
		Other circumstances – please give details
::		
<u></u>	31/2-1	
30.	Do you currently receive Rent Allowance?	No .
	,	Yes Address of the property where you currently receive Rent Allowance
•	• •	
,		
 द्र1	Will you be occupying	No   🗸
- J.L. 2	a commercial boarding	Yes
	house? Note: Boarding in a private	100 (
	home does not constitute boarding for the purpose of	
	calculating Rent Allowance.	
2.	Address of the rental	
	property/commercial boarding house you will	
	occupy	
•,;		St.
		Number of bedrooms 3
 22	What is the term of the	From A7, 41, A7
,	lease?	17 07 /JUL/ 07
	• • •	From 07/JUL/07 to 06/JUL/08  Date you occupied, or will 07/JUL/07 occupy the property  RECGATION
	• "	Date you occupied, or will 07/JUC/07 RELOCAL PROPERTY
		occupy the property  RECENTIONS
'. ::::::	1000 a 100 a	Date you occupied, or will O7/JUC/07  RELOCATIONS  No. 1 State regress what I
	is there a standard	No State reason why
34.	Defence Release Clause	

· NOR\_paga 8

	If occupying	ount that you indivi	oarding house please	e put the amount <b>you</b> will	pay.
	( meanures in 1 ment	20.00)	er week Pe	er fortnight Pe	r month
	\$ 29	(0.00)	e de la	*Moreover, where we have really as a minimum control of a	
5. Are you the sole occupant of the property for which you are applying for Rent	No	Yes Yes	with whom you shar	e the property	
Allowance?	(If yo	u are occupying a	commercial boarding l	house go to Question 39)	
Note: MWD — do not include dependents.					Rent
dependants	Serv	rice/Employee ID (if applicable)	Rank or title (if applicable)	Name	contribution
Note: All other occupants	; "-"	coppionstor	The state of the s	· Palling Street and State 5 ( Comp) Constitution (12.5) in . Cartical Street	i \$
of the premises, whether a	, 				Y
civilian (including children)		рен ти — на невозет т <sub>.</sub> (	hardinarda a   Alberta anna 1 pa a a a a	111 111///	\$
or ADF Member, including house sitters, will normally	B+40 F91		'I	OM 1545 - FM 1888 - S - 444	*** ** ** *** ************************
he regarded as sharing the	:				,\$
premises unless they have a	:				• • • • • • • • • • • • • • • • • • •
more permanent residence in another locality and are no		!	!		lis
more than visitors or they are			Andrews South Sand Statement and the every de-		4
transient and thus temporary	!	!	i i		, , , , , , , , , , , , , , , , , , ,
co-residents (see PACMAN Chapter?).		'		•	
(See PACIVAL) Chapter 7.		-0	)		
37. MWD only	,	•			
the state of the s	No V				
Do you wish to elect	Yes I	Note: Members (	hoosing the 2 bedroor	m ceiling will not be eligib	le for
the 2 bedroom ceiling		CPROFINCIPASES	2010 000 00000000 0556	CO IOI free course as min in	50
the 2 bedroom ceiling appropriate to your rank			Line about the opino	CODISCELLING	
the 2 bedroom ceiling	!/	for more informa	ition about this option,	CONCECT OF BUT-	
the 2 bedroom ceiling appropriate to your rank and pay the applicable		(for more informa	Mott sport this obtion	COMBEC O. BAY.	A P
the 2 bedroom ceiling appropriate to your rank and pay the applicable contribution?		for more informa		COMBOL OF BY	i p
the 2 bedroom ceiling appropriate to your rank and pay the applicable contribution?  38. MWOD and MWD(U) only Will you be claiming	. No	(for more informa	mon about this option,	COMECCONNIC	) II
the 2 bedroom ceiling appropriate to your rank and pay the applicable contribution?  38. MWOD and MWD(U) only	. No ! !		-	COMECCONNIC	***************************************
the 2 bedroom ceiling appropriate to your rank and pay the applicable contribution?  38. MWOD and MWD(U) only Will you be claiming	. No ! !	Furniture rental po	erweek ;\$	The state of the s	ods heds dining suite
the 2 bedroom ceiling appropriate to your rank and pay the applicable contribution?  38. MWOD and MWD(U) only Will you be claiming	. No ! !	Furniture rental po	er week : \$ eparate claim. Furniture ated as part of your rer	e rental such as white go it, limited to your ceiling, on about this option, conf	A courract and a
the 2 bedroom ceiling appropriate to your rank and pay the applicable contribution?  38. MWOD and MWD(U) only Will you be claiming	. No ! !	Furniture rental po	er week : \$ eparate claim. Furniture ated as part of your rer	e rental such as white go	act DHA).
the 2 bedroom ceiling appropriate to your rank and pay the applicable contribution?  38. MWOD and MWD(U) only Will you be claiming	. No ! !	Furniture rental po	er week : \$ eparate claim. Furniture ated as part of your rer	e rental such as white go	A courract and a
the 2 bedroom ceiling appropriate to your rank and pay the applicable contribution?  38. MWOD and MWD(U) only Will you be claiming	. No ! !	Furniture rental po	er week : \$ eparate claim. Furniture ated as part of your rer	e rental such as white go	act DHA).



NOR, page 9

### Application for bond, rent and utility connection deposit in advance

	-
- T	1
1 10111707	
Optiona	ŀL

39. Do you wish to apply for an advance payment for bond, rent and utility allowance?

) E	Bond	.\$	<u>i</u>
F	Rent	\$	Limited to the lesser of lour weeks rent or ceiling
 (	Utility connection deposit	\$	

I understand that any advances specified above must be repaid to the

Commonwealth, and I agree to do so: (Please tick preferred method)

by fortnightly instalments directly from my pay over the term of the lease

in full at the end of the tenancy

(Note: If you choose this option, the total amount of the advance will be recouped from your pay in one payment. Please contact DHA if you intend to take up this option.)

I understand that any monies still owed to the Department of Defence from an advance as outlined above, will be recovered in full upon cessation of my Rent Allowance.

Signature of Member



Date

#### 40. Statement

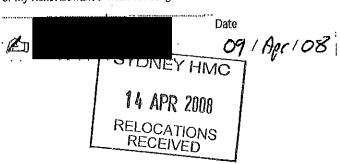
Please confirm your understanding of Rent Allowance requirements by reading and ticking each box.

If unsure please ask your DHA consultant.

I understand that I must provide DHA with the following supporting documentation in respect to this application:

- Copy of the signed lease (residence/furniture)
- The initial receipt, detailing:
  - Name of the owner/agent to whom the rental payments are made
  - Amount of the rental and the period of payment (must include period of any rent in advance)
  - Date of payment
  - The address of the premises
- Bond and Utility receipt (if applied for Bond or Utilities advance)
- I understand that my Rent Allowance will not be processed if I fail to provide the documentation within 14 working days of the submission of my application.
- 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.
- I understand that my Rent Allowance may be audited one or more times in a posting cycle, and that I must respond within 14 days or my Rent Allowance will be suspended.
- I have received/sighted a copy of the Guide to Rent Allowance.
- I undertake to provide DHA with a **Cease Rent Allowance** form and **final rent receipt** to enable the cessation of my Rent Allowance when vacating.

Signature of Member



NOR\_page 10

### PART Gr. Declaration

41. Declaration by Member Please confirm your understanding by reading and ticking each box.

If unsure please ask your DHA consultant.

I understand that DHA will collect, store and use or disclose information contained in this form for the purposes set out on the first page.

I acknowledge that it is DHA's usual practice to give some or all of my personal information (including relocation details) to the agencies and organisations identified on the first page.

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 the DHA is a serious offence under the Commonwealth's Criminal Code 1995 and the Defence Force Discipline Act 1982 and that this legislation imposes substantial penalties, including imprisonment, for committing these offences. Any entitlement provided to me as a result of such conduct may be recovered.

I acknowledge that I need approval to live outside the posting locality – this approval from the CO/OC needs to be provided to DHA.

Signature of Member

**L**o

Date

09/Ar/08

SYDNEY HMC

14 APR 2008

RELOCATIONS RECEIVED

NOR\_page 13

### KESIDENTIAL TENANCY AGREEMENT

(Where tenancy is for a term of three years or less)

PART 1 PAGE 1

This	agreement	İS	ĺΠ	2	parts	•

Part 1 - Sets out the terms of the agreement.

Part 2 - Contains the condition report in respect of the residential premises.

#### IMPORTANT NOTES ABOUT THIS AGREEMENT

- The tenant is entitled to have time to read the agreement (and the completed condition report referred to in this agreement) and to obtain
  appropriate advice if necessary.
- The landlord or the landlord's agent must give the tenant a copy of the "The Renting Guide: A guide for landlords and tenants". That book explains both parties' rights and obligation under this agreement.
- 3. The landlord is required to give the renant a copy of this agreement for the tenant to keep.

TERMS OF AGREEMENT THIS AGREEMENT is made on 06 / 07 / 2007 at
BETWEEN LANDLORDS: (Name/s) ACN
(Address) (Name of landlord's agent Owner Managed ACN (A >ss) Trading as TY \NT (Name/s)
Other people who will ordinarily live at the premises may be listed:
PREMISES  The landlord gives the tenant the right to occupy the premises at and the following:-  The premises are unfurnished
No more than 2 Persons may ordinarily live in the premises at any one time.
RENT The rent is \$2253.35 Payable Monthly Starting on 07 / 07 / 2007 The tenant must pay in advance on the 7th Day of every Month The rent must be paid:  1) To the landlord or the landlord's agent at 2) At any other reasonable place the landlord names in writing OR 3) Into the following account;  Commonwealth Bank BSB Account No Ref: Pay at must be made by the following method (e.g. in cash, by cheque, by netbank transfer)
TERM The term of this agreement is 52 weeks Beginning on 07 / 07 / 2007, ending 06 / 07 / 2008
CONTINUATION  At the end of the term the tenant can stay in the residential premises at the same rent (or at an increased rent if the rent is increased in accordance with the Residential Tenancies Act 1987) but otherwise under the same terms unless or until the agreement is ended in accordance with the Residential Tenancies Act 1987.
RENTAL BOND A rental bond of \$2080.00 Must be paid by the tenant to the landlord or the landlord's agent on or before signing this agreement.
Tradesperson /s (see URGENT REPAIRS clauses 16 & 17)
SYDNEY HMC  14 APR 2008  RELOCATIONS  RECEIVED

14-APR-2008 MON 09:11

Page 1



### MEMBER STATEMENT

### IN LIEU OF LEASE AND INITIAL/FINAL RENT RECEIPT

I, (Member's name)		
declare that I reside at (address) $\_$		and the second s
and MY RENT is \$520.00 per we		
IMPORTANT: Please Indicate REN l.e. Lawn mowing, electricity, other utilities, fo		
l.e. Lawn mowing, electricity, other utilities, to I have commenced payment of rent t	with effect from (date)	MWD approved 15 MAROS
Please list ALL OCCUPANTS (militar	v and/or civilian) also	reside at the above
residence:	y and, or or many and	
		15 Dec 07 Date of Occupation
Full Name		Pare of Occupation
Full Name		Date of Occupation
		4
Comments (if applicable); DCC defac	upant is my	recognised
defac	to spouse	1
The information I have provided in t	his form is true and ac	ccurate. I am aware that the
giving of false or misleading information Department of Defence is a serious	offence under the COM	MOUMESTELL Chiming code
- 1005 and the Defende Force Discipli	na Art 1982 and that t	THE INCIDIOUS HUDOSES
substantial penalties, including imprunderstand that any entitlements pr	ovided to me as a rest	ult of such conduct may be
recovered.		
		- a 400 08
		09 Apr 08
Member Signature		09 Apr 08
Member Signature	SYDNEY HMC	
Member Signature  Witness Signature	SYDNEY HMC	

Received Time 21. Apr. 11:42

### UNCLASSIFIED "STAFF-IN-CONFIDENCE







To:		F <u>rom:</u>	
Address:	DHA Rental Assistance	Address:	Warfare Division, Fleet Headquarters
			14-18 Wylde St, Potts Point NSW
Fax:	(02)	Fax:	(02)
Tel:		Tel:	(02)
Email:		Email:	
Subject:	STAT DEC	ر المراجع المر	
Reference			
Date:	21 April 2008	Pages_(inc	cluding cover): 2
IMPORTANT	: This facsimile remains the property of the	Defence Organisation and	l is subject to the jurisdiction of section 70 of the

Crimes Act 1914. If you received the facsimile in error, you are requested to immediately contact the sender by telephone so that

Instructions or comments

arrangements can be made for the return of the document to the sender.



STAFF-IN-CONFIDENCE UNCLASSIFIED

P, 01

#### COMMONWEALTH OF AUSTRALIA

### STATUTORY DECLARATION

Statutory Declarations Act 1959

- (1) Insert the name, address and occupation of person making the declaration
- (2) Set out metter declared to in numbered paragraphs

make the following declaration under the Statutory Declarations Act 1959:

(2)

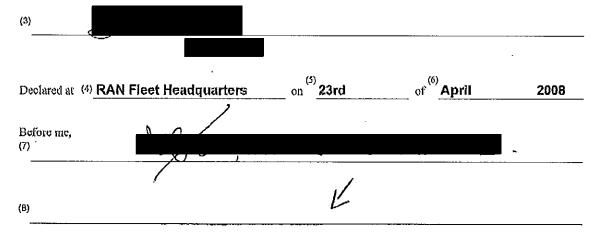
I am unable to obtain a Owner's Declaration to assist in processing my Rental Assistance Change of Catagorisation due to very limited contact with my Landlord and the non-existance of an estate agent.

I have leased the property from 07 Jul 07 until 06 Jul 08 (copy of lease sent to DHA) at a rate of \$520 per week. I pay my rent via internet transfer monthly (\$2253.35 p/month) and as such have only electronic bank statements for reciepts. My rent has not changed to date.



I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under Section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

- (3) Signature of person making the declaration
- (4) Place (5) Day
- (6) Month and year
- (7) Signature of person before whom the declaration is made (see over)
- (8) Full name, qualification and address of person before whom the declaration is made (in printed letters)



Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of four years - see Section 11 of the Statutory Declarations Act 1959.

4

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 - see Section 5A of the Statutory Declarations Act 1959.



Friday, 10 August, 2007



#### **RENT ALLOWANCE (RA)**

Reference: PACMAN Chapter 7

Your Case Number: 637474

Dear

Your application for Rent Allowance in respect of the premises located at property address has been approved with effect from 07/07/2007.

The rate of allowance payable weekly has been assessed as follows:

The <u>lesser of your [Lease Rent (divided by the number of occupants) and your Rent Ceiling (plus any approved ceiling increase)</u> minus [Member contribution + any income from subletting] equals your RA Amount.

Lease Rent (Per Week)	\$520.00
Rental Ceiling	\$463.00
Approved Ceiling Increase	\$520.00
Lesser of Rent and Ceiling	\$520.00
- Member Contribution	\$161.25
= Rent Allowance Amount	\$358.75

**PLEASE NOTE:** Any approved furniture rental or garaging is added to your lease rent total.

The ceilings applied to your RA subsidy calculation are those applicable to your posting locality.

Where a negative RA Amount occurs, you will not be deducted the negative amount, you still however have an active RA record so that if you go on deployment or are under field conditions for more than 21 days or you wish to apply for furniture rental assistance, please contact this office as your RA will be affected.

At our request the local Defence pay office will process your RA subsidy. Once processed it should appear WEF payday 06/09/2007 (please refer to your SVA for payment details). Your normal fortnightly entitlement will be \$717.51.

You may be entitled to food allowance. If so, this entitlement would have been established and will have been advised to the Defence pay office it will commence at the same time as your RA subsidy.

PARRAMATTA HOUSING

When your lease is due for renewal, you need to contact this office 4 weeks prior to the

Telephone: 02 8836 5700 Fax: 02 8836 5790 Email: info@dha.gov.au Internet: www.dha.gov.au ABN 72 968 504 934 As soon as you are aware that your RA needs to cease (e.g. due to a residence or buying a home), you are required to notify this office of the cessation details.

A 'Cease RA Form' (available from this office) and a **final rent receipt** are required to be forwarded to this office to ensure that your Rent Allowance is ceased in good time.

Your RA will be affected if there are any changes in the conditions under which your original RA application was approved. This includes a change to the number of occupants, a change of your place of residence or leave without pay; you will need to contact this office immediately.

As per your RA Application form, please remember that your details can be released to any of the following organisations:

- Centre link
- Australian Taxation Office
- · Commonwealth or State Departments/Agencies where there is an obligation to provide it
- Department of Family and Community Services
- Law enforcement agencies including the police

ease read the above conditions carefully, and if you require any further assistance, please do not nesitate to contact me at this office. Office hours are 8.30am - 5.00pm Monday to Friday.

Yours sincerely,

Relocations Consultant

SYDNEY HMC

Phone: Fax: 02

Email: @dha.gov.au Web: http://www.dha.gov.au



From:

Sent:

Friday, 18 April 2008 4:25 PM

To:

Subject:

NEW Application

Attachments:

af308-ra-owner-statement-in-lieu-of-lease-and-receipt.doc

Good Afternoon,

In order to complete your application we require the below form.



af308-ra-owner-sta tement-in-li...

Please return all documents via fax to 02

Sydney Rental Assistance Team **Defence Housing Australia** 

Ph 02 Fax 02

From: Sent: To:

Friday 18 April 2008 4:23 PM @fastconnect.net.au'

Good Afternoon, In order for DHA to complete your MWD RA application we require an owners statement. Thank you,



02 May 2008



#### **RENT ALLOWANCE (RA)**

Reference: PACMAN Chapter 7

Your Case Number: 677237

Dear

Your application for Rent Allowance in respect of the premises located at property address has been approved with effect from **15/03/2008**.

The rate of allowance payable weekly has been assessed as follows:

The <u>lesser of your [Lease Rent (divided by the number of occupants) and your Rent Ceiling (plus any approved ceiling increase)</u>] <u>minus [Member contribution + any income from subletting] equals your RA Amount.</u>

Member's share of the lease rent (per week)	\$520.00
Rental Ceiling	\$591.00
Lesser of Rent and Ceiling	\$520.00
- Member Contribution	\$186.66
= Rent Allowance Amount	\$333.34

PLEASE NOTE: Any approved furniture rental or garaging is added to your lease rent total.

The ceilings applied to your RA calculation are those applicable to your posting locality.

At our request the local Defence pay office will process your RA. Once processed it should appear **WEF payday 29 May 2008** (please refer to your SVA for payment details). Your normal fortnightly entitlement will be **\$666.68**.

Where a negative RA Amount occurs, you will not be deducted the negative amount, you still however have an active RA record so that if you go on deployment or are under field conditions for more than 21 days or you wish to apply for furniture rental assistance, please contact this office as your RA will be affected.





If MWD(U) you may have an entitlement to food allowance. If so, this entitlement would have been established and will have been advised to the Defence pay office it will commence at the same time as your RA.

When your lease is due for renewal, you need to contact this office 4 weeks prior to the lease expiring. Failing to do so may negate your continuing entitlement to RA.

As soon as you are aware that your RA needs to cease (e.g. due to a posting, relocating into a service residence or buying a home), you are required to notify this office of the cessation details.

A 'Cease RA Form' (available from this office) and a **final rent receipt** are required to be forwarded to this office to ensure that your Rent Allowance is ceased in good time.

Your RA will be affected if there are any changes in the conditions under which your original RA application was approved. This includes a change to the number of occupants, a change of your place of residence or leave without pay; you will need to contact this office immediately.

As per your RA Application form, please remember that your details can be released to any of the following organisations:

- Centre link
- · Australian Taxation Office
- · Commonwealth or State Departments/Agencies where there is an obligation to provide it
- · Department of Family and Community Services
- · Law enforcement agencies including the police

Please read the above conditions carefully, and if you require any further assistance, please do not hesitate to contact me at this office. Office hours are 8.30am - 5.00pm Monday to Friday.

**Relocations Consultant** 

Sydney HMC

Phone: (02)

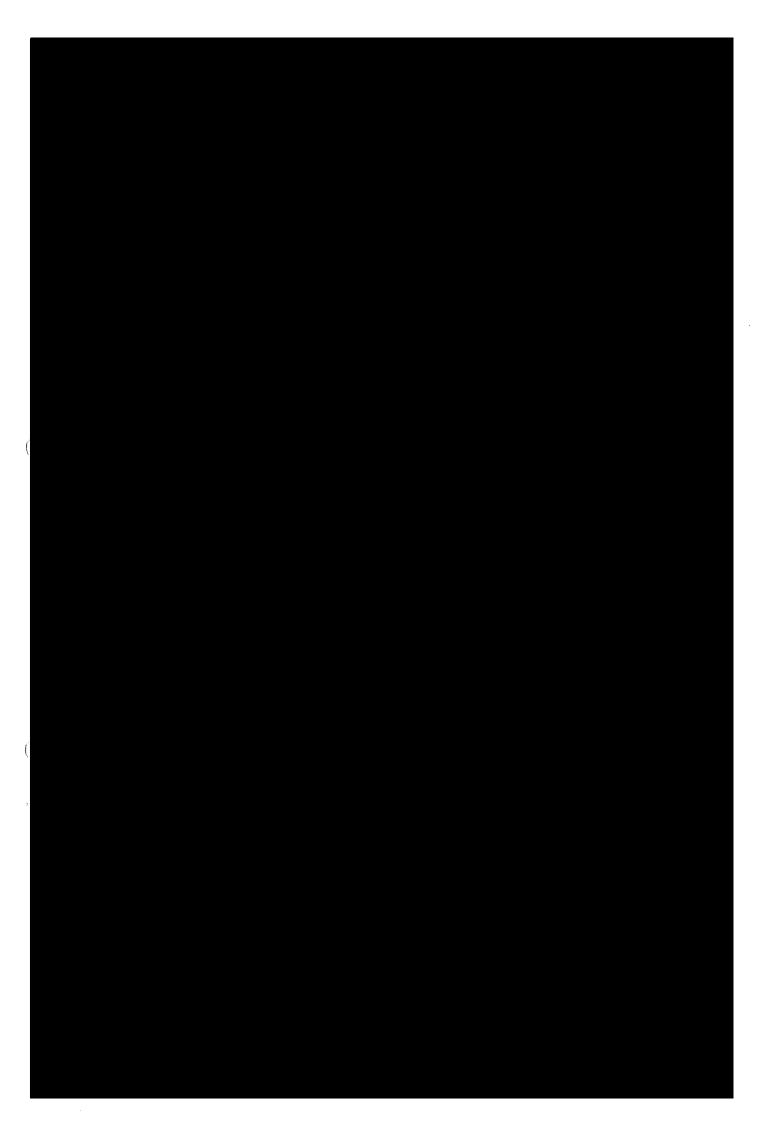
Fax: 02

Email:

@dha.gov.au

Web: http://www.dha.gov.au





### Personal Information Summary

Help

The information detailed on this page is sourced from data held on Personnel Management Key Solutions (PMKeyS) as recorded on 11/04/2008. All efforts are made to ensure that this information is up to date and correct at all times. It is incumbent on all staff to check and verify their own data and initiate corrective action in the event that data is incomplete or inaccurate,

EmplID:

### Unit Position and Location

Substantive Position

Details

Unit:

Department:

Position Number:

Position Entry Dato: Proposed Date Out:

Location:

16/04/2007

09/04/2009

POTT

Potts Point NSW

### **Actual Position**

Details

Department:

Position:

Position Entry Date:

End Date:

#### Personal Details

Preferred Namo:

Date of Birth:

Place of Birth:

Country of Birth:

Sox:

Phone (B):

Phone (H):

Marital Status:

Marital Status Date: Serving Spouse:

Serving Family Member:

Citizenship Status:

Religion:

lpswich,QLD

Australia

02 9359 3278. p414 906 035

Common-Law

15/03/2008

Not Indicated

24/01/2001

None

#### Rank and Contract

Substantive Rank:

Soniority Date:

Rank Type:

Worn Rank:

Service Type:

Family:

Function:

Sub Function: Skill Grade:

Original Hire Date:

01/01/2007 Substantive REG Permanent Navy Force



http://pmkportal.dcb.defence.gov.au:8888/PSS\_PRD1/user/ASP/HA\_ADO\_CM\_PER... 11/04/2008

PAX NO.

14-APR-2008 MON 09:10

### STAFF-IN-CONFIDENĆE AUSTRALIAN NAVY

### MINUTE



75/8251851 CO KUTTABUL 0269/08 DS-SC(Kutt)/OUT/2008/32

(HMAS KUTTABUL)

### RECOGNITION OF INTERDEPENDENT PARTNERSHIP

#### Reference:

- A. DI(G) PERS 53-1
- 1. Your application for recognition of an interdependent partnership with is approved in accordance with Reference A.
- 2. Consequently upon being recognised as having an interdependent partnership, you are to take the following actions (if you have not already done so):
  - a. Complete Form AD150 and Form AA157 (available on WEB Forms or from the KUTTABUL Shopfront), updating the relevant information including marital status, nominated family for leave travel, emergency contacts etc. You should be aware that your nominated family for leave travel automatically defaults to your spouse upon marriage or recognition of interdependent partnership.
  - b. Contact DHA on (02) You will need to provide a copy of this letter to DHA as proof of your new status.
- 3. If you intend to live outside the posting locality of KUTTABUL, you will need to seek approval.
- 4. Should there be any change to your circumstances in the future, you are required to advise me in writing, of those changes, at the earliest opportunity. I have enclosed the supporting documentation you provided as part of the Interdependent Relationship application for your retention.

SYDNEY HMC

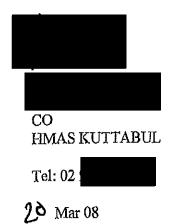
14 APR 2008

RELOCATIONS RECEIVED

### STAFF-IN-CONFIDENCE



5. I wish you and your partner every happiness for the future.



En	clos	ures:
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Bucio	
1.	- AC853 dated 17 Mar 08.
2.	- PMKeys emergency contact printout dated 26 Feb 08.
3.	Deferedit confirmation letter dated 8
	Feb 08.
4.	- Deferedit transaction listing dated 17 Mar 08.
5.	- Transfer receipt dated 19 Nov 08
6.	- DHA letter dated 16 Jan 08
7.	-SVA dated 17 Mar 08

SYDNEY HMC

14 APR 2008

RELOCATIONS

RECEIVED



### STAFF-IN-CONFIDENCE (After first entry)

Department of Defence

## Application for Recognition of an Interdependent Partnership

Date of birth  Permanent residential address  Thereby apply for recognition of an interdependent partnership between myself and my partner, whose details are tisted bove. The statement of the process o	Al'agete datai	le					
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MISS Date of birth  Permanent residential address  Increby apply for recognition of an interdependent partnership between myself and my partner, whose details are listed bove. In the policy of the provided four items of documentary evidence and the Statutory Declaration to this application. Hould this application be approved, I understand I must advise my Approving Authority (as nominated in subparagraph 4(a) of (ICC) PERS 53-1) in writing of any changes or impending changes that will or could affect the continued recognition of this terdependent partnership.  Printed name  Date 17 Mar 08  acknowledge that my partner has applied for recognition of our interdependent partnership, and that if approved, may affect my benefits for which I am currently in receipt of (eg Contrellink payments).  Printed name  Printed name  Printed name  Printed name  SYDNEY HMC  Is approved with effect from  Bate 15 Mar 2008  RECCIVED  RECEIVED	 Partner's detail:	s (Complete app	olicable fields)				
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pproving authority  Printed name  Printed name  Printed name  Printed name  SYDNEY HMC  Date  14 APR 2008  RELOCATIONS RECEIVED	acknowledge tha	t my partner has	applied for reco	gnition of our inte	erdependent pa	artnership, and that if app	oved, may affect
pproving authority  he interdependent partnership between  Printed name  SYDNEY HMC  The printed name  SYDNEY HMC  The printed name  SYDNEY HMC  The printed name  APR 2008  RELOCATIONS  RECEIVED	-						Date
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STAFF-IN-CONFIDENCE (After first entry)

PE 357 - Page 1 of 4



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# Application for Rent Allowance MWD/MWOD/MWD(U)

FROM-FFG PCS

04-15-5008 11:23

1. Personal details	Service number	Employee ID	Title/Rank		:
SYDNEY HMG 04 DEC 2000 RELOCATIONS RECEIVED	Family name  Unit/Branch  IHMAS SYDNEY  Work contact number  ( ) Mobile  Mobile contact number  Email address	Home contact n	Initials  umber	Date of birth Service	
	Date(s) of enlistment (include d	ates of previous service) / / endants i.e. a Defence Mer	mher who maintain	s a home	/
2. What is your current categorisation?	for dependents and	who occupies the home with endants (unaccompanie) or dependents and who is s	th at least one dep	lember who	
	MWOD Member without E	Dependents i.e. a Defence	Member who is no	ot MWD or a MV	/D (U) : :
3. Do you have your CO/OC's permission to live off base? Note: LIA policy now directs that certain members may be required to live in (refer to PACMAN Chapter 7).	Yes Was/is any Live in A	ntil approval is confirmed Accommodation held in your modation handed back		Yes:	
4. Reason you are applying for Rent Allowance	Live in Accommodation not ava Suitable Service Residence not SGT (E) to WO or MAJ (E) or his Five years aggregate continuou (Note: Your date(s) of enlistment Only levels 1, 2 or 3 Live in Accommodate of the circumstances — please	t available gher rank us full-time ADF service con nt must be completed at QC commodation are available	uestion 1)		·
5. Do you currently receive:	· No !		ALLES 4 - 17 - 17 - 17 - 17 - 17 - 17 - 17 -	AMES.	- 1
Rent Allowance?  DHA_AF303_01/06	Yes Address of the proj	perty where you currently re	eceive Rent Allowa	nce : :	Page 1

The state of the s			
	- SYDNE	Y HIVIC	Water Frence
6. Will you be occupying: No		( ( ( ) ) )	
a commercial boarding	1 04.05	2000	
house? Yes	0405	→ YANÒ	
Note: Boarding in a private	RELOC/	TIONIC	
home does not constitute	RECE		
boarding for the purpose of calculating Rent Allowance.	1 Sin SZ 1	V	
Calculating Rent Allowance	the state of the s	TO BE A STATE OF THE STATE OF T	
7. Address of the rental		Number of	3
property/commercial		pedrooms :	<b>∵</b>
boarding house you will occupy			
ф.с.upy			
Litter and the state of the sta			A GOLD WATER
.8. What is the term of the From 22/DEC/08 to lease?	21/0540	9!	
	1		
Date you occupied, or will occupy	the property [3 /	EC/OB	
- I was a second of the second		max /t	
9. Is there a standard No State reason why			
Defence Release clause			
included in your lease?			
1/10 1/4			
10. What is the total rent if you are sharing the property w	ith someone else olea	ise out the total amount for	the property.
10. What is the total rent If you are sharing the property we for the property?	y pay.	,	
If occupying a commercial board		ved iliw yay truoma at	
\$ 620 Per w	eek 📝 Per fort	night Per mont	h
	:		L MILLEY TO THE STATE OF THE ST
- Non-	EMELY II		
: 11. Are you the sole occupant No Yes V			
you are applying for Rent Details of the people with	uham van chara tha	nranartu	
Allowance? (If you are occupying a com			
Note: MWD — do not include	MELCIAI DOGISHIĞ NODSE	En co Agenton 7-11	
dependants. Service/Employee ID Ra	nk or title		Rent
: Note, All other occupants (if applicable) (if a	applicable)	Name	contributio
of the premises, whether a	ij		\$
	• !		
civilian (including children)			114
or ADF Member, including			
or ADF Member, including house sitters, will normally		#13.51.5	\$. \$.
or ADF Member, including house sitters, will normally be regarded as sharing the premises unless they have a			\$
or ADF Member, including house sitters, will normally be regarded as sharing the premises unless they have a more permanent residence			
or ADF Member, including house sitters, will normally be regarded as sharing the premises unless they have a more permanent residence in another locality and are no			\$
or ADF Member, including house sitters, will normally be regarded as sharing the premises unless they have a more permanent residence in another locality and are no more than visitors or they are			\$
or ADF Member, including house sitters, will normally be regarded as sharing the premises unless they have a more permanent residence in another locality and are no more than visitors or they are transient and thus temporary co-residents			\$
or ADF Member, including house sitters, will normally be regarded as sharing the premises unless they have a more permanent residence in another locality and are no more than visitors or they are transient and thus temporary			\$ \$ \$ \$
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or ADF Member, including house sitters, will normally be regarded as sharing the premises unless they have a more permanent residence in another locality and are no more than visitors or they are transient and thus temporary co-residents (see PAGMAN Chapter?).  12. MWD only  Do you wish to elect			\$
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or ADF Member, including house sitters, will normally be regarded as sharing the premises unless they have a more permanent residence in another locality and are no more than visitors or they are transient and thus temporary co-residents (see PAGMAN Chapter7).  12. MWD only  Do you wish to elect No the 2 bedroom ceiling appropriate to your rank. Yes Note: Members choosing the realing increases, and the second ceiling increases, and the second ceiling increases, and the second ceiling increases.	ris election applies for t	ie term of the lease	\$ \$ \$ \$
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UNU 847-9 800\800.9 TE8-T

### Application for bond, rent and utility connection deposit in advance

Optional  14. Do you wish to apply for an advance payment	No V	Go to Question 15		
for bond, rent and utility allowance?	Yes	Bond	\$	
anowance		Rent	İs	Limited to the lesser of four weeks rent or ceiling
	· ·:	Utility connection dep	oosit \$	• 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	,	<b>Note:</b> Proof of pay within 14 days of r	ment must be provi ecelpt of advance re	ided to your local HMC equested.
SYDNEY HIM 04 DEC 2008	Con	derstand that any ad imonwealth, and I ag ise tick preferred meth	gree to do so:	above must be repaid to the
RELOCATION RECEIVED	s   i			y pay over the term of the lease
	<b>;</b>	in full at the end of the (Note: If you choose to your pay in one paym	this option, the total	amount of the advance will be recouped from DHA if you intend to take up this option.)
	l un as o	derstand that any m outlined above, will b	onies still owed to e recovered in ful	the Department of Defence from an advance I upon cessation of my Rent Allowance.
	Sign	ature of Member	<b>Æ</b> □	Date / _ / _ /
	•			) Continue over page

Page 3

### 15. Statement Please cor

Please confirm your understanding of Rent Allowance requirements by reading and ticking each box.

If unsure please ask your DHA consultant.

I understand that I must provide DHA with the following supporting documentation in respect to this application:

- · Copy of the signed lease (residence/furniture)
- The initial receipt, detailing:
  - Name of the owner/agent to whom the rental payments are madeYDNEY HIMO
  - Amount of the rental and the period of payment (must include period of any rent in advance)
  - Date of payment
  - The address of the premises
- Bond and Utility receipt (if applied for Bond or Utilities advance)

04 DEC 2008

RELOCATIONS RECEIVED

- understand that my Rent Allowance will not be processed if I fail to provide the documentation within 14 working days of the submission of my application.
- 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.
- understand that my Rent Allowance may be audited one or more times in a posting cycle, and that I must respond within 14 days or my Rent Allowance will be suspended.
- have received/sighted a copy of the Guide to Rent Allowance.
- undertake to provide DHA with a **Cease Rent Allowance** form and **final rent receipt** to enable the cessation of my Rent Allowance when vacating.

Signature of Member



Date

:03 /DEC/08

16. Declaration by Member Please confirm your understanding by reading and ticking each

> if unsure please ask your DHA consultant.

- understand that DHA will collect, store and use or disclose information contained in this form.
- 1 acknowledge that it is DHA's usual practice to give some or all of my personal information (including relocation details) to various government agencies and organisations.
- 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 the DHA is a serious offence under the Commonwealth's Criminal Code 1995 and the Defence Force Discipline Act 1982 and that this legislation imposes substantial penalties, including imprisonment, for committing these offences. Any entitlement provided to me as a result of such conduct may be recovered.
- acknowledge that I need approval to live outside the posting locality this approval from the CO/OC needs to be provided to DHA.

Signature of Member



Date

03 /DEC/08

## AGREEMENT (Where tenancy is for a term of three years or less).

FM00401

PART 1 Page 1



This Agreement is in 2 parts:

Part 1 - Sets out the terms of the agreement

Part 2 - Contains the condition report in respect of the residential premises.

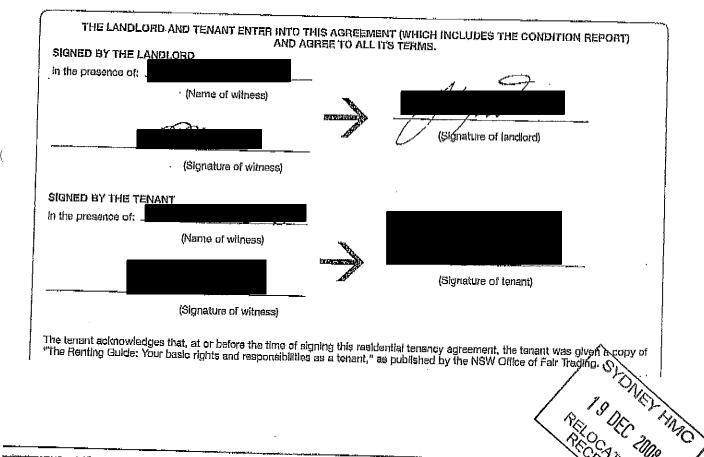
IMPORTANT NOTES ABOUT THIS AGREEMENT

1. The tenant is entitled to have time to read this egreement (and the completed condition report referred to in this a

THIS AGREEMENT is made on 13 / 12 / 20 08 at 115 Lyon Rod Dawyoy 00 NS  BETWEEN LANDLORD  Name/s. Address.  Name of landlord's agent As Address.  ABID TENANT  Name/s. Other peo  PREMISES  The landlord gives the tenant the right to occurv the premises at // and the following parking space and storeroom (pross out if not needed):  The premises are unfurnished) The premised are furnished/The miniture and furnishings set out in the condition report are included.  No more than 1 2 2 persons may ordinarily live in the premises at any one time.  RENT  The tent is 6 bb 6 b payable every mount starting on 22 / 12 / 20 05  The tent must be paid:  1 te the tent must be paid:  1 te the tention or the landlord's agent, at 6 called any other reasonable place the landlord frames in writing or 2 / 2 / 2 / 2 / 2 / 2 / 2 / 2 / 2 / 2	The landlord is required to give the tenent a copy of this agree	eement for the tenant to keep.
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ON COUNTY REMAIRS", clauses 16 & 17)	The rant is \$ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	of every CCL OCC Meserth of every CCL OCC Mese
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#### RENT INCREASES

- 10. The landlord cannot increase the rent during the fixed form unless the agreement sets out the amount of the increase or the method of calculating the amount of the rent increase.
  - 2 The tenant must get notice in writing if the landlord wants to increase the rent. This applies even when the agreement provides for, or permits, a rent increase. Where a notice of an increase has been given and the landlord and tenant subsequently agree to a lesser increase than in the notice, the landlord does not need to give a further 60 days' notice.
- 3 The tenant can apply to the Consumer, Trader and Tenancy Tribunal within 30 days of getting the notice of the rent increase for an order that the rent increase is excessive, having regard to the general market level of rents for similar premises in similar locations.
- 4 If the landlord has reduced or withdrawn any goods, services or facilities, the tenant can at any time apply to the Tribunal for an order that the rent is excessive.



### RELEASE CLAUSE FOR TENANCY AGREEMENTS

For Service reasons or in the event of the tenant being posted away from the area in the course of his or her employment (or accepting accommodation provided by the Australian Defence Force), it is hereby agreed and declared that the agreement hereby created can be terminated by the tenant giving to the landlord or his agent one month's notice in writing of such termination, landlord or his agent one month's notice and this present agreement and all immediately after expiration of the said notice and this present agreement and all rights, liabilities and obligations there under shall cease and be void without prejudice to any claim by either party against the other in respect of any antecedent breach of any covenant or condition herein contained. The amount of rent to be paid is to be calculated on a proportional basis up to the date on which the said notice expires.

Signature of Tenant(s)	/3 /12 / 2008
Signature of Agent	///



3-12-08



### Transaction Detail

Account

Transaction

Processed

Effective

Narrative

Receipt Number

Amount Authorised бK

07 DEC 2008

06 DEC 2008

TFR TO 062128 28012831

006704326

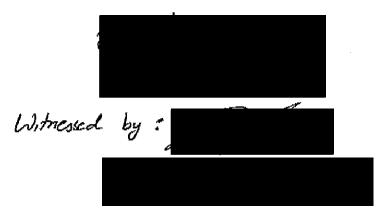
1090.35

EXTERNAL CREDIT

06 DEC 2008 at 11:21pm

Declaration

This is the online banking recept from a partial month's payment of rest (07 to 21 va 08) to the landlord All rent payments for this property had been paid by duct internet bank transfer, as the landlord does not utilise an agent. This is the fenal payment for this property.

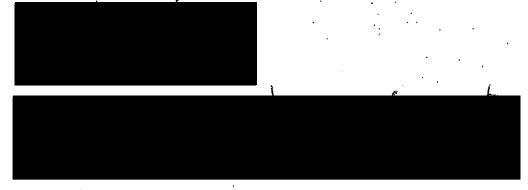


https://ebank.adcu.com.au/mvp352/TransactionDetail.asp?AccID=701037S1&TxnNB... 18/12/2008

### Raine & Horne N

This business is independently owned and operated by the procedure Laster Markets Piv Ltd. ARM Kings 178 74

Blockers of \$15.00 hears









302561

HEAD OFFICE P.O. BOX H151 AUSTRALIA SQUARE, NSW 1215 Level 8, 1 York St., Sydney Telephone: 1300 13 23 28



CHEQUE No.

AMOUNT

DATE

2,480.00

09 DEC 08 .



Op#1634 \*\*\* HOLD FOR COLLECTION

From

A/C No.



uummooc/L



Australian Defence CREDIT UNION we understand your

National Australia Bank Limited
CUSCAL AGENCY – SYDNEY NSW
LVL 27, 255 GEORGE STREET

RAINE AND HORNE-DRUMMOYNE

AND EIGHTY DOLLARS ONLY

DATE 09 DEC:08

For AUSTRALIAN DEFENCE A.B.N. 48 087 648 741

302567

HEAD OFFICE P.O. BOX H151 AUSTRALIA SQUARE, NSW 1215 Level 8, 1 York St., Sydney Telephone: 1300 13 23 28



CHEQUE No.

AMOUNT

DATE

2,066.85

11 DEC 08



Op#1523 \*\*\* HOLD FOR COLLECTION

From

A/C No.

Initial month rest (minus \$620 degosit)



enered 13/12/05

A914948

Australian Defence CREDIT UNION

r nab

National Australia Bank Limited CUSCAL AGENCY – SYDNEY NSW LVL 27, 255 GEORGE STREET

RAINE AND HORNE DRUMMOYNE THE SUM OF TWO THOUSAND AND SIXTY SIX DOLLARS 85

DATE

11 DEC .08

18-DEC-2008 THU 13:54

### Raine & Horne N

This business is independently owned and operated by the proprietor Lealing Manustro Pty Cld. ARN 50 060 078 740

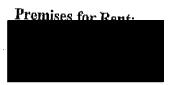
2<sup>nd</sup> December 2008

Receipt number 900

Received from:



\$620.00 being one weeks tent as a deposit on



We will be in contact soon to organize the signing of the Leasc.

Yours faithfully Raine & Horne, Drummoyne



laine & Horne 🔻

, rh.com.au

Transit.

### UNCLASSIFIED





Subject: RA PAPERWORK -  Reference: Your email of 09 Dec 08	To: Address: Fax: Tel: Email:	Rental Assistance Team - DHA Parramatta  (02) (02)	Address: Warfare Division, Fleet Headquarters  14-18 Wylde St, Potts Point NSW  Fax: (02)  Tel; (02)	
IMPORTANT: This facsimile remains the property of the Defence Organisation and is subject to the jurisdiction of section 70 of crimes Act 1914. If you received the facsimile in error, you are requested to immediately contact the sender by telephone so the arrangements can be made for the return of the document to the greater.	Subject: Reference: Date:	Your email of 09 Dec 08  18 December 2008  This face/mile remains the graperty of the Defence Co-	Pages (Including cover): 10	_

### Instructions or comments

Н

Attached is the paperwork you requested in your email. We signed the lease and picked up the keys on 13 Dec 08, however lease begins on 22 Dec 08. We are paying \$620 p/w. Attached is:

- Front and signature page of lease
- 2. Signed release clause
- Receipts for deposit (620), first month rent (2686.85 620 = 2066.85), bond (2480) and prep fee (15)
- 4. Final payment receipt (up to 21 Dec 08) and declaration for vacated property
- Notice of eviction

Much appreciated,



1 0

### UNCLASSIFIED



SYDNEY HMO
0 4 DEC 2008

RELOCATIONS
RECEIVED



FAC	SIMILE RA COMP.		RECEIVED	IIWA I /
To:	KH C	From:		
Address:	DHA Rental Assistance	Address:	Warfare Division, Fleet Hea 14-18 Wylde St, Potts Poin	<del></del>
Fax:	(02)	Fax:	(02)	
Tel:		Tel:	(02)	
Email:	,	Email:		
Subject:	RENTAL APPLICATION / CEASE RENT			
Reference:	phone call of 01 DEC 08			
Date:	04 December 2008	P <u>ages (</u> in	cluding cover): 6	
Crimes Act	': This facsimile remains the property of the Defence O 1914. If you received the facsimile in error, you are req ts can be made for the return of the document to the s	uested to anme	d is subject to the jurisdiction of s diataly contact the sender by tale	section 70 of the sphone so that

### Instructions or comments

Hi,

Attached are my Rental Application and Cease Rent Allowance forms. I have placed a deposit on the new property to begin lease on 22 Dec 08 and pick up keys on 13 Dec 08 such that we can move in before the busy holiday period. I have commenced relocation process with DHA Removals.

For all correspondence please call	or mail to	
This is due to the fact I am	n on course and will not be at	my usual
place of work over next couple of weeks.		

Cheers,

1 of 1



16 January 2009



### **RENT ALLOWANCE (RA)**

Reference: PACMAN Chapter 7

Your Case Number: 713197

Dea

Your application for Rent Allowance in respect of the premises located at property address has been approved with effect from 16/12/2008.

The rate of allowance payable weekly has been assessed as follows:

The <u>lesser of your [Lease Rent</u> (divided by the number of occupants) and your <u>Rent Ceiling</u> (plus any approved ceiling increase)] <u>minus [Member contribution</u> + any income from subletting] equals your <u>RA</u> Amount.

Member's share of the lease rent (per week)	\$620.00
Rental Ceiling	\$620.00
	-
Lesser of Rent and Ceiling	\$620.00
- Member Contribution	\$205.02
= Rent Allowance Amount	\$414.98

PLEASE NOTE: Any approved furniture rental or garaging is added to your lease rent total.

The ceilings applied to your RA calculation are those applicable to your posting locality.

At our request the local Defence pay office will process your RA. Once processed it should appear **WEF payday 05 February 2008** (please refer to your SVA for payment details). Your normal fortnightly entitlement will be \$829.96.

Where a negative RA Amount occurs, you will not be deducted the negative amount, you still however have an active RA record so that if you go on deployment or are under field conditions for more than 21 days or you wish to apply for furniture rental assistance, please contact this office as your RA will be affected.

PARRAMATTA HOUSING
MANAGEMENT CENTRE

Level 5, 79 George Street Parramatta NSW 2150 Telephone: 02 8836 5700 Fax: 02 8836 5790 Email: info@dha.gov.au Internet: www.dha.gov.au ABN 72 968 504 934





If MWD(U) you may have an entitlement to food allowance. If so, this entitlement would have been established and will have been advised to the Defence pay office it will commence at the same time as your RA.

When your lease is due for renewal, you need to contact this office 4 weeks prior to the lease expiring. Failing to do so may negate your continuing entitlement to RA.

As soon as you are aware that your RA needs to cease (e.g. due to a posting, relocating into a service residence or buying a home), you are required to notify this office of the cessation details.

A 'Cease RA Form' (available from this office) and a final rent receipt are required to be forwarded to this office to ensure that your Rent Allowance is ceased in good time.

Your RA will be affected if there are any changes in the conditions under which your original RA application was approved. This includes a change to the number of occupants, a change of your place of residence or leave without pay; you will need to contact this office immediately.

As per your RA Application form, please remember that your details can be released to any of the following organisations:

- · Centre link
- Australian Taxation Office
- · Commonwealth or State Departments/Agencies where there is an obligation to provide it
- Department of Family and Community Services
- · Law enforcement agencies including the police

Please read the above conditions carefully, and if you require any further assistance, please do not hesitate to contact me at this office. Office hours are 8.30am - 5.00pm Monday to Friday.



Relocations Consultant

Sydney HMC

Phone: (02)

Fax: 02

Email:

@dha.gov.au

Web: http://www.dha.gov.au

From: Sent: Monday, 9 February 2009 3:53 PM To: Sydney RA Team Subject: - Incorrect address [SEC=UNCLASSIFIED]
Hi,
I have just had a letter from DHA given to me by my neighbour that was incorrectly addressed. This was my RA Approval Letter of 16 Jan 09. I'm guessing just a typo when entering the details. I rang and she requested I put the details in an email.
My correct details are;
(NOT,
Cheers,
Deputy Marine Engineering Officer HMAS SYDNEY
Ph: (02) Mob:

F	ro	m	:

Sydney Housing East

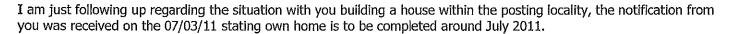
Sent: To:

Tuesday, 5 July 2011 10:20 AM

Subject:

Rental Allowance Follow-up for

Good morning



Please advise of the progress and if a settlement date has been set.

If any question please contact.

Housing Consultant Sydney HMC | Defence Housing Australia

Level 13, 2-12 Macquarie Street, Parramatta NSW 2150

Tel: 02 Fax: 02

@dha.gov.au | <u>www.dha.gov.au</u>

### File Notes

Member supplied lease WEF date from  $22/12/08 \rightarrow 22/12/08$ , however, delivery is on the 16/12/08. And owtop of that member put in RA form that he occupied the property on the 13/12/08.

I am commencing member RA on the 16/12/08 as the receipts isn't clear on what is the initial commence date of the initial rent is paid from.

Transactions	WEF Date	TX-Keys
1. Cease RA	15/12/08	SYD-74615
2. RAO	$15/12/08 \rightarrow 21/12/08$	SYD-78971
3. Commence RA	16/12/08	SYD-78974
4. Lease Prep Fee	16/12/08 → 22/12/09	SYD-78977



16 JAN 2009



### Domestic circumstance change

Employee ID Full name Start End (if applicable)  MWD - Recognised Dependent only \$  \$  \$  \$  \$  \$  \$  You share the property with more than five (5) people please provide their details on a separate sheet.  Do you own your Own Home or are you purchasing your Own Home in this posting locality?  Date of purchase Build Senuth approvided the purchase Build Senuth approvided in this posting locality?  Dectaration by member - Please tick the boxes and sign below to confirm your understanding.  I confirm that there has been no utiler change to the details supplied in my original Rent Allowance application have attached a lease/statement indicating the WEF date of the new rent amount have attached a rent receipt showing the payment of the changed rent amount am aware that the giving of false or misteading information, documents or statements to Defence Housing Australia or the Department of Detence 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.  1 understand that any entitlements provided to me as a result of such conduct may be recovered.		ing the With Effect (WEF) date.				eal Estate/Landiord
Current unit/cese HMAS KUTTABUL Contact plane Wox. ( \( \mathcal{Q} \) Home ( ) Home		! <del></del> !		•	lete a <i>Notification of Hou</i>	sing change form (Al
Contact phone   HMAS KUTTABUL    Contact phone   Work ( \( \infty \) 2	Service number	***************************************	Employee IC	)	Rank Rank	11 11 11 11 11 11 11 11 11 11 11 11 11
Contact phone   Work (   Q.2	Family name	Mind-on-		Initials	Date of birth	
1. What is your current categorisation	Current unit/base	HMAS KUTTABUL		<u></u>		
3. The total rent for the property Note: If you are sharing the property enter the total rent for the property enter the total rent for the property, not the amount that you individually pay.  What is the WEF date of the new rent amount?  Are you the sole occupant of this property?  Yos		Vork ( 02 )	Home (	· · · · · · · · · · · · · · · · · · ·	Mobile Mobile	
3. The total rent for the property Note: If you are sharing the property enter the total rent for the property, not the amount that you individually pay.    New rent   \$ 2816.65   per week   per formight   per month   you individually pay.    New rent   \$ 2816.65   per week   per formight   per month   you individually pay.    New rent   \$ 2816.65   per week   per formight   per month   you individually pay.    New rent   \$ 2816.65   per week   per formight   per month   you individually pay.    New rent   \$ 2816.65   per week   per formight   per month   you individually pay.    New rent   \$ 2816.65   per week   per formight   per month   you individually pay.    New rent   \$ 2816.65   per week   per formight   per month   you individually pay.    New rent   \$ 2816.65   per week   per formight   per month   you individually pay.    New rent   \$ 2816.65   per week   per formight   per month   you individually pay.    New rent   \$ 2816.65   per week   per formight   per month   you individually pay.    New rent   \$ 2816.65   per week   per formight   per month   you individually pay.    New rent   \$ 2816.65   per week   per formight   per month   you individually pay.    New rent   \$ 2816.65   per week   per formight   per month   you down   you own   your childer pay you share   per sound   per month   you share   personnel   pe	1. What is your c	urrent categorisation	GWM.	MWD(U)	MWOD [	
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What is the WEF date of the new rent amount? 22 OS 11  4. Are you the sole occupant of this property?  Yes  6 to question 5  No  1 List all occupants and the date they occupied or vacated the property  MWOD and MWD(II) — Include the names and period of occupation for all ADF personnel, civilians and children you share(d) with.  MWO — (Do not include recognised dependants.) Include the names and period of occupation for all ADF personnel, civilians and children you share(d) with.  MWD — (Do not include recognised dependants.) Include the names and period of occupation for all ADF personnel, civilians and children you share(d) with.  MWD — (Do not include recognised dependants.) Include the names and period of occupation for all ADF personnel, civilians and children you share(d) with.  MWD — (Personnel Occupancy period Rent contribution (if applicable)  MWD — Recognised Dependent only \$  Start End (if applicable)  MWD — Recognised Dependent only \$  Syou share the property with more than five (3) people please provide their details on a separate sheet.  Do you own your Own Home or are you purchasing your Own Home or are you purchasing your Own Home in this posting locatiny?  No Detarration by member — Please tick the boxes and sign below to confirm your understanding.  I confirm that there has been no other change to the details supplied in my original Rent Allowance application    I have attached a lease/statement indicating the WEF date of the new rent amount    I have attached a lease/statement indicating the WEF date of the new rent amount    I have attached a lease/statement indicating the WEF date of the changed rent amount    I have attached a rent receipt showing the payment of the changed rent amount    I have provided in this form is true and accurate.  * The information I have provided in this form is true and accurate,  * I am aware that the equiving of false or misleading information, documents or statements to Defence Housing Australia or the Department of Defence is a serious offence under the Commo			Naw r	ant \$ 2816.65	per week per fortni	aht per month
Ves   Go to question 5   No   No   List all occupants and the date they occupied or vacated the property   MWOD and MWD(U) - Include the names and period of occupation for all ADF personnel, civilians and children you share(d) with.   MWD - (Do not include recognised dependents.) Include the names and period of occupation for all ADF personnel, civilians and children you share(d) with.   MWD - (Do not include recognised dependents.) Include the names and period of occupation for all ADF personnel, civilians and children you share(d) with.   MWD - (Do not include recognised dependents.) Include the names and period of occupation for all ADF personnel, civilians and children you share(d) with.   MWD - (Plant name)   Occupancy period   Rent contribution (if applicable)			<u> </u>		J. — :	·
MWD - Recognised Dependent only  \$  \$  you share the property with more than five (5) people please provide their details on a separate sheet.  Do you own your Own Home or are you purchasing your Own Home or are you purchasing your Own Home in this posting locality?  Please contact your local HMC to discuss continued entitlement to RA. Date of purchase  Declaration by member - Please tick the boxes and sign below to confirm your understanding.  I confirm that there has been no other change to the details supplied in my original Rent Allowance application  I have attached a lease/statement indicating the WEF date of the new rent amount  I have attached a rent receipt showing the payment of the changed rent 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 am destand that any entitlements provided to me as a result of such conduct may be recovered.		ans and children you stists(d) with	11.			• •
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you share the property with more than five (5) people please provide their details on a separate sheet.  Do you own your Own Home or are you purchasing your Own Home in this posting locality?  Declaration by member – Please tick the boxes and sign below to confirm your understanding.  I confirm that there has been no other change to the details supplied in my original Rent Allowance application in have attached a lease/statement indicating the WEF date of the new rent amount in have attached a rent receipt showing the payment of the changed rent amount in 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 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 am aware that the giving of false or misleading information, documents or statements to Defence Housing Australia or the Defence Force Discipline Act 1982 and that this legislation imposes substantial penalties, including imprisonment, for committing these offences.	Employee ID	720 41 7	ent only		·	Rent contribution (if applicable) \$
Do you own your Own Home or are you purchasing your Own Home in this posting locality?  Declaration by member — Please tick the boxes and sign below to confirm your understanding.  I confirm that there has been no other change to the details supplied in my original Rent Allowance application in have attached a lease/statement indicating the WEF date of the new rent amount in have attached a rent receipt showing the payment of the changed rent amount in 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 Discipling Act 1982 and that this legislation imposes substantial penalties, including imprisonment, for committing these offences.  I am aware that any entitlements provided to me as a result of such conduct may be recovered.	Employee ID	720 41 7	ent only		·	Rent contribution (if applicable) \$ \$
Date of purchase   Date of purchase   Build Schul Zoll Zoll    Declaration by member - Please tick the boxes and sign below to confirm your understanding.  I confirm that there has been no other change to the details supplied in my original Rent Allowance application   I have attached a lease/statement indicating the WEF date of the new rent amount   I have attached a rent receipt showing the payment of the changed rent 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 Discipling Act 1982 and that this legislation imposes substantial penalties, including imprisonment, for committing these offences.    O 7 MAR 7	Employee ID	720 41 7	ent only		·	Rent contribution (if applicable) \$ \$ \$
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I have attached a rent receipt showing the payment of the changed rent 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 Discipling 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.	you share the prop . Do you own you are you purchas Home in this po	erty with more than five (5) people or Own Home or Yes / sling your Own string locality?	please provid	Start  de their details on a se ontact your local HMC urchase	parate sheet.  In discuss continued entitle	Rent contribution (if applicable) \$ \$ \$ \$ \$ \$ sement to RA.
<ul> <li>The information I have provided in this form is true and accurate.</li> <li>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 Discipling</li></ul>	you share the prop  Do you own you are you purchas Home in this po  Declaration by	MWD - Recognised Depend  erty with more than five (5) people or Own Home or Yes  sing your Own sting locality? No  member - Please tick the boxes are ere has been no other change to the	please provide Please of plate	Start  St	parate sheet.  to discuss continued entitle  Build  restanding.  ent Allowance application [	Rent contribution (if applicable)  \$ \$ \$ \$ \$ \$ sement to RA.  Forush applicable
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(SAT)MAR 5 2011 11:03/ST.11:03/No.7614270408 P 1

4 pages.

### AHEN DHA SYONEY

Please find attached my notification of increase to rent for my current

DHA supported PLA property.

Please note our agent's (Rame + Horne, Ciechharlt)

bank account is displayed as

Ltd.

For your enformation we are currently boildings a house in the posting locality with a Sinish date of appose Fig July 2011. I will notify you with 3 weeks notice to our agent once handover is complete.

Please conform by enail that you have received this. SYDNE

8YDNEY HMC 0 7 MAR 2011 RECEIVED



Current RA residence -

\*Sydney RA Team\* 18/12/2009 01:10 PM cc
bcc
Subject RE: Purchase of home/land [SEC=UNCLASSIFIED :STAFF-IN-CONFIDENCE]

Are you able to respond to member about own home? | Relocations Consultant - RA Allowances Rent Allowance Team Sydney HMC | Defence Housing Australia Level 5, 79 George Street, Parramatta NSW 2150 Fax: 02 <u>ne,vog.edb.www.| ue,vop.edb@</u> From: Sent: Thursday, 17 December 2009 9:11 AM To: Sydney RA Team Subject: Purchase of home/land SEC=UNCLASSIFIED :STAFF-IN-CONFIDENCE] Good morning, I just spoke to (RA DHA Parra) this morning and following up with written corro. As background, I am currently a MWD member receiving RA for a residence in Concord, NSW in which I reside with my fiancee. Our lease has recently expired and we do not wish to renew another 12 month lease for reasons below. Our landlord is currently happy for us to remain on an open ended lease. and I have just purchased a property in Concord, NSW in her My fiancee/defacto name. We signed the contract on 05 Dec 09 for settlement on 20 Jan 10. However, the house currently on the land is an original 1920's bungalow in very poor condition. A structural report commissioned before purchase indicated serious structural defects. As a result a Development Application has been submitted last week (date TBC with our lawyer) with the Canada Bay Council for demolition and construction of a new home. It is intended that demolition will occur in March 2010 and construction to commence not long after. Contracts for demolition and construction are yet to be signed so exact dates are not yet known. We will be moving in upon completion of build Purchased property -

I have written this primarily to fulfill my obligation to keep DHA fully informed and to ensure I am not inadvertently doing anything dodgy. Can I please request some information/confirmation on the following.

- That we can maintain our RA residence until construction is complete, as purchased property is unlivable.

- Whether we are entitled to a removal to our purchased property on construction

- Some form of official correspondence to say that this approach is acceptable for DHA, such that I can include it In my applications for HPAS, DHOAS etc.

I can provide you with any of the official documentation if required, or bring it into your Parramatta office for copying and referencing some stage next week if that is easier. Please respond on both this address and the cc'd address above, as I will be on leave next week and only able to access my home account.

Many thanks.

Cheers,

Deputy Marine Engineer Officer HMAS SYDNEY

Ph: (02) Mob:

### Important:

This email and any attachments may be confidential and may be privileged. If the email is not addressed to you please return it to us and destroy any copies you may have. Unauthorised use of this email and any attachment is prohibited.

Defence Housing Australia take no responsibility for misdirection, corruption or unauthorised use of email communications nor for any damage that may be caused as a result of transmitting or receiving an email communication.

Defence Housing Australia will send you correspondence and documents by email if you request or if you use email to contact us. Email is not a secure form of communication and may transmit computer viruses.

intmr02.dha.gov.au[3152681]

This business is independently cannot and operated by the proprietor Cester them to Pay 116, Attist of that only with

25th February2011

\_\_\_\_

Dear

Re: Rent increase

The landlord's costs have been increased since your tenancy commenced. Taking these increased costs into account and having regard to rents currently Being achieved on comparable properties in the area, an adjustment in your rent is considered necessary.

The Owner has asked us to give you sixty (60) days notice from the date hereof that as from 22nd of May 2011 you rent will be increased to \$2816.65.00 per month.

Yours faithfully Raine & Horne



Property Manager



Annandale 8 Johnston Street Annandale NSW 2038 leptions 02 9550 0200 accimile 02 9550 0799

Balmein 230 Derling Street Balmein NSW 2041 Telephone 02 9818 7192 Facaimile 02 9818 3909 Drummoyne 115 Lyons Road Drummoyne NSW 2047 Telephone 02 9719 3299 Facsimile 02 9719 3411 Leichhardt 135 Marion Street Leichhardt NSW 2040 Telephone 02 9568 2600 Fecsimile 02 9569 9356

THE POWER OF FOUR WE GIVE YOU MORE



### Rental Allowance Calculator

### **Summary**

Employee ID		Salutation					
First name		Surname					
Category	MWOD	AFR					
Locality	Sydney	GRE	B2				
Bedroom entitlement		Subletting income					
RA type	Full	Number of occupants	1				
RA effective from	07/07/2007	RA first paydate	06/09/2007				
Street		Suburb					
Postcode	2046	State	NSW				
GRE contribution	\$161.25	Contribution override					
GRE/loc ceiling	\$463.00 \$520	Ceiling increase	\$520.00				
Lease rent	\$2253.35	Rent frequency	month				
Rent per week	\$520.00	Garaging					
Furniture rental		Utilities and other advances					
Bond advance		Rental advance					
Less of ceiling + increase or rent + allowances	\$520.00 /	Contribution + sublet	\$161.25				
Weekly RA	\$358.75	Fortnightly RA	\$717.51				
Vary reason							
Rent Allowance Approved by: Name & signature (CDF level 4 or above)		Date: 1 3 AUG	2007				
	Back Make letter Start over						

# MISCELLANEOUS CREDIT

13 AUG 2007 \$15.00 TOTAL Reimbursement of lease preparation fee Signature PMKEYS: RA OIC INITIALS: RANK: SERVICE NUMBER: NAME: For Pay Section: Approval:

Miscellaneous Credit RAR001: \$15.00

Pay action has been taken in accordance with the above authorisation for pay day \_

Signature (Pay Clk) Date 637474 (Cease) S48-48737

S43-48740 (comm)

	Defence Housing
- AB-	AUSTRALIA

### RA Housing Solution Checklist af325

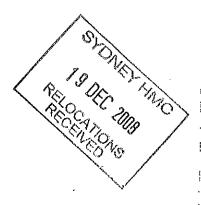
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Type	Contact	(m)		(141)		(h)	
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Total Lease rent ent.   \$   MWD bdr ent.   Share#   Lease end date   / / Address   UPRN:   U	Reason	l .			• •	-	from LIA/RA
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Repay P/F   Repay at Vacation	Total Lease	rent ent. \$	MWD bdr ent.	.	Share#	Lease end date	1 1
Bond \$							, ,
Process Tracking  □ Received Case/HS sub-case/created 'member expense' case in CRM  11. □ Update TMS member Admin screen  12. □ Contact member - 5 days from case rec'd  13. □ Copy of RA Guido, approval letter (al109-7) & paperwork to member (copy to file)  14. □ Paper file created & trimmed  15. □ Set reminder to follow-up on paperwork (7 days or day after arrival) (CRM/Diary)  16. □ Case into applicable work folder  17. □ Clalin form sent to ADF Pay  18. □ Completed docs received ②S → Y/OS 18. □ Sent RA subsidy letter to member / / / / / / / / / / / / / / / / / / /		D DTA ¢		a t	Donay D/I		Vacation
Received Case/HS sub-case/created 'member expenses' case in CRM   2.   Update TMS member Admin screen   2.   Update TMS member Admin screen   2.   Update TMS member Admin screen   2.   Update tenancy checklist screen   3.   Cape of RA Guide, approval letter (al105-7) & paperwork to member (copy to file)   13.   Set reminder on CPA sub-case to commence subsidive (within 10 days sup. Doc Rec'd)   14.   Complete data entry of tenancy in checklist, i.e. transfer trigger   15.   Commence sent to ADF Pay   //   Case Into applicable work folder   16.   Cease sent to ADF Pay   //     Case Into applicable work folder   16.   Cease sent to ADF Pay   //	Li Bolia ș		Utilitie	; <b>5</b>	_ ∟ керау Р/1	п керау ас	Vacation
expense' case in CRM 2.	Process	Tracking					,
Discuss entitlement & options (RA/Bond/RIA/utilities)   12.   Update tenancy enecklist screen   13.   Set reminder on CPA sub-case to commence subsidy (within 10 days sup. Doc Rec'd)   (copy to file)   (copy to file)   (within 10 days sup. Doc Rec'd)   (within 10 days sup. Do			ed 'member	11.	☐ Update TMS me	mber Admin screen	
paperwork to member (copy to file)  4.				12.	☐ Update tenancy	checklist screen	
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Case Into applicable work folder   16.	4. 🛘 Paper	file created & trimmed		- 14,	•	entry of tenancy in check	list, i.e. transfer
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8. All completed docs received	6. ☐ Case in	nto applicable work folder		. 16.	☐ Cease sent to A	DF Pay	_/_/_
9. Completed RA Calculator Summary page (copy on file) 19. RA/Housing contribution spreadsheet signed by delegate returned to HO (KPI 5) 10. Summary page given to Delegate (approval within 48 hours) / /	7. $\square$ Claim f	form sent to ADF Pay		17. /			//
9. Completed RA Calculator Summary page (copy on file) 19. RA/Housing contribution spreadsheet signed by delegate returned to HO (KPI 5) 10. Summary page given to Delegate (approval within 48 hours) / /	8. 尾 All com	npleted docs received	<u>E/4/02.</u>	18.	☐ Sent RA subsidy	letter to member	
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Supporting Documents   Date   Documents   Date				,		•	_/_/_
Documents   Date   Documents   Date   RA Application Form (af303) & Loan   /   Email from DE   / /   AFR   / /   Review Documents (af304,al112-5)   / /   Review Documents (af302)   / /   Review Documents (af303)   / /   Review Documents (af302)   / /   Review Documents (af303)   / /   Review Documents (af302)   / /   Review Documents (af303)   / /   Review Documents (af303)   / /   Review Documents (af303)   / /   Review Documents (af304,al112-5)   / /   Review Documents (af302)   / /   Review Documents (af303)   / /   Review Documents (af303)   / /   Review Documents (af303)   / /   Review Documents (af302)   / /   Review Documents (af302)   / /   Review Documents (af302)   / /   Review Documents (af303)   / /   Review Documents (af302)   / /   Review Documents (af302)   / /   Review Documents (af303)   / /   Review Documents (af303)   / /   Review Documents (af304,al112-5)   / /   Review Documents (af304				WMO	D >> MMD	1 111 11 212	
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☐ Initial Rent Receipt ☐ J / ☐ Furniture rental contract ☐ J / J / J / J / J / J / J / J / J / J					***************************************	<del></del>	/ /
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Categorisation Form (AA157)    Owner Statement (af308)   Station Color   FWSN (DCO supporting documents)   /     Owner Statement (af308)   Station Color   FWSN (DCO supporting documents)   /     Owner Statement (af309)   LIA or RA eviction notice   /     Member Statement (af309)   Station Color   Final rent (af309)   /     Bond receipt   Bond Lodgement   /   Contract of Sale   /     Tenancy Approval letter (Bond App)   /   LIA Booking request form (af302)   /     Defence Release Clause   /   LIA Availability form (af320)   /     Share Statement (af307)   Cease RA Letter (al109)   /     Current Rent Receipt   /   Final rent receipt (Needed to cease RA)   /     Ceiling Increase letter (al128 & al129)     Stock Cease RA Form (af300)     5   4   108     Proof of Search (af316)   Break lease documents   /     Owner Statement (af307)   Break lease documents   /     Owner Statement (af308)   Break lease documents   /     Owner Statement (af309)			2-1510				/ /
Owner Statement (af308) / Stationary   Contract of Sale   / /							/ /
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□ Bond receipt □ Bond Lodgement / / □ Contract of Sale / / □ Tenancy Approval letter (Bond App) / □ LIA Booking request form (af302) / / □ Defence Release Clause / / □ LIA Availability form (af320) / / □ Share Statement (af307) / / □ Cease RA Letter (al109) / / □ Current Rent Receipt / / □ Final rent receipt (Needed to cease RA) / / □ Ceiling Increase letter (al128 & al129) / ★ Cease RA Form (af300) ; 5/4/08 □ Proof of Search (af316) / □ Break lease documents / / □ State MWD AA CHIT SETATE DEC. IN LICU				<del></del>		notice	/ /
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### NOTICE OF EVICTION

Due to the lease being lapsed and a requirement to utilise the property for other means, you are hereby given notice of eviction from the second of Sunday the 21<sup>st</sup> of December 2008. Rent is to be paid up to and inclusive of Sunday the 21<sup>st</sup> of December 2008.

Ernesto Carlo Stella *d i Dec 08* 

APPROVED as fel.

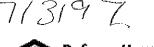


RA COMP

SYDNEY HIVIO

04 DEC 2008

RELOCATIONS





af300

### RELOCATIONS RECEIVED Cease Rent Allowance

### Final rent receipt must be attached to enable DHA to action cease

	be complete celpt of Rent				eason for ceasing Ri Select <b>one</b> of the followin		ance
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I	nm sharing this	s rental pr	operty?	m A	onies owed from a <b>Bond, uti</b> <b>Ivance</b> will be recovered by i	lities or Ren Defence upon	t in the
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Relocations: Summary

Case ID: 743197 Log Notes 16/12/2008Own MeansConfirmed Age Novotel Sydney Olympic Park Type Confirmation Letter Temporary Accommodation Departure Date 16/12/2008 15/12/2008 16/12/2008 Travel Status Confirmed Confirmed Location Type Losing Check in Time 14:00 Sydney - Sydney Minerary Details Check In Date (Navy) Arrival Date Passengers **Hotel Name** Check Out **Movement Plan Letter** Trip Legs Status Trips 08/12/2008 **User ID**: Employee ID: Sydney HMC Sydney HMC 21/12/2008 Allowance 713197 Rental MWD MWD Other CIPC Movement Plan History Accommodation Requirement Movement Plan Sent: Yes Reason for Relocation in the Gaining Locality Posting Effective Date **Current Residential** Relocation Details Current Rank/Title Dependant Status Number of Moves Gaining Locality Losing Locality Middle Name Arrangement Employee Id First Name Service No Surname Case ID Summary

( ( 9/12/2008

Removals Details		Date	16/12/2008			
Entitlement Date	15/12/2008	Check Out	10:00			
Future Vacancy Date (Rent)	15/12/2008	me -	}			
Inventories		Guests		Type	Age	
1. F&E Sydney - Sydney						
Contractor	N/A					
Contact Phone	N/A					
Prepack Date	15/12/2008	Allowance Defails	()			
Uplift Date	16/12/2008	Disturbance Allowance	lowance		\$539.00	
Delivery Date	16/12/2008	Disturbance Allowance	\$480.00	0		
Removal Status	TOLL Pending	Telephone re- connection	\$59.00	0		

Normal Payment Transferred

\$94.33

TAA Allowance

Status

From:

Sydney RA Team

Sent:

Fuesday 9 December 2008 9:19 AM

To: Cc:

Subject:

Further Paperwork Required for RA [SEC=UNCLASSIFIED]

Attachments:

af313-defence-release-clause.doc

Good Morning

We have received your RA paperwork and after reviewing we still require the following paper work from you to process your application.

- 1. Front and Signature page of your lease; (Addition conditions/Special Conditions page & signing at the bottom of the lease front page is not accepted as signature page of the lease.)
- 2. Initial Rent Receipt for the new property; (Deposit receipt & Internet payment printout are not accepted as rent receipt by defence)
- 3. Your lease preparation fee receipt (If you wish for the fee to be reimbursed to you);
- 4. Your Final Rent Receipt for the old property; (Official receipt issued by the real estate is required if renting through commercial agents)
- 5. Eviction Notice from the real estate:
- 3. Complete Release Clause(Optional) attached below;



af313-defence-r elease-clause.d...

Kind Regards

Relocations Processor

Rental Assistance Team | Defence Housing Australia

Level 5, 79 George Street, Parramatta NSW 2150

Tel: 02 Fax: 02

@dha.gov.au | <u>www.dha.gov.au</u>

From:

Sent:

Tuesday, 9 December 2008 9:24 AM

To:

Sydney RA Team

Subject: RE: Further Paperwork Required for RA [SEC=UNCLASSIFIED]

### UNCLASSIFIED



No worries. I will have all relevant paperwork to you second half of next week. I am signing lease this weekend and moving Mon/Tue next week.

Cheers,



**IMPORTANT**: This email remains the property of the Australian Defence Organisation and is subject to the jurisdiction of section 70 of the Crimes Act 1914. If you have received this email in error, you are requested to contact the sender and delete the email.

From: 9

[mailto:

@dha.gov.au]

Sent: Tuesday, 9 December 2008 09:19

To:

Cc:

**Subject:** Further Paperwork Required for RA [SEC=UNCLASSIFIED]

Good Morning

We have received your RA paperwork and after reviewing we still require the following paper work from you to process your application.

- 1. Front and Signature page of your lease; (Addition conditions/Special Conditions page & signing at the bottom of the lease front page is not accepted as signature page of the lease.)
- 2. Initial Rent Receipt for the new property; (Deposit receipt & Internet payment printout are not accepted as rent receipt by defence)

- 3. Your lease preparation fee receipt (If you wish for the fee to be reimbursed to you);
- 4. Your Final Rent Receipt for the old property; (Official receipt issued by the real estate is required if renting through commercial agents)
- 5. Eviction Notice from the real estate:
- 6. Complete Release Clause(Optional) attached below;

<<af313-defence-release-clause.doc>>

### Kind Regards

| Relocations Processor
| Rental Assistance Team | Defence Housing Australia
| Level 5, 79 George Street, Parramatta NSW 2150
| Tel: 02 | Fax:
| @dha.gov.au | www.dha.gov.au

### Important:

This email and any attachments may be confidential and may be privileged. If the Defence Housing Australia take no responsibility for misdirection, corruption or Defence Housing Australia will send you correspondence and documents by email if intmr01.dha.gov.au[6102604]

From:

Sent: To: Monday, 22 December 2008 4:08 PM @fastconnect.net.au'

Cc:

Subject:

Please submit Final rent receipt

Importance:

High

Hi could you please send or a copy of your final rent receipt. We have received all other paperwork except for the final rent receipt. This will enable us to process your RA entitlement. Thanks

### MISCELLANEOUS CREDIT

RENTAL AFTER OCCUPANCY

SERVICE NUMBER:	NAME:	INITIALS:	RANK
SERVICE			

Date From	Date To	21 Day Rule?	Total Days	Rate Per F/N	Sub Total
15-Dec-08	21-Dec-08	Z	7	\$1,040.00	\$520.00
			Approximate the second		THE PARTY OF THE P
		,		TOTAL	\$520.00

Signature For Pay Section: Approval:

Miscellaneous Credit RAR001: \$520.00

Pay action has been taken in accordance with the above authorisation for pay day

Signature (Pay Clk) Date

\$15.00

TOTAL

# MISCELLANEOUS CREDIT

SERVICE NUMBER: NAME: INITIALS: RANK:

PMKEYS:

Reimbursement of lease preparation fee

RA OIC

Signature

Date (

Approval:

### 21 March 2011



### **RENT ALLOWANCE (RA)**

Reference: PACMAN Chapter 7

Your Case Number: 713197

Dear

Your Rent Allowance in respect of the premises located at property address has been varied due to your Rent increase with effect from **22/05/2011**.

The rate of allowance payable weekly has been assessed as follows:

The <u>lesser of your [Lease Rent (divided by the number of occupants) and your Rent Ceiling (plus any approved ceiling increase)] minus [Member contribution + any income from subletting] equals your RA Amount.</u>

Member's share of the lease rent (per week)	\$650.00
Rental Ceiling	\$691.00
Lesser of Rent and Ceiling	\$650.00
- Member Contribution	\$244.79
= Rent Allowance Amount	\$405.21

PLEASE NOTE: Any approved furniture rental or garaging is added to your lease rent total.

The ceilings applied to your RA calculation are those applicable to your posting locality.

At our request the local Defence pay office will process your RA. Once processed it should appear **WEF** payday 26 May 2011 (please refer to your SVA for payment details). Your normal fortnightly entitlement will be \$810.42.

Where a negative RA Amount occurs, you will not be deducted the negative amount, you still however have an active RA record so that if you go on deployment or are under field conditions for more than 21 days or you wish to apply for furniture rental assistance, please contact this office as your RA will be affected.

When your lease is due for renewal, you need to contact this office 4 weeks prior to the lease expiring. Failing to do so may negate your continuing entitlement to RA.

As soon as you are aware that your RA needs to cease (e.g. due to a posting, relocating into a service residence or buying a home), you are required to notify this office of the cessation details.

A 'Cease RA Form' (available from this office) and a **final rent receipt** are required to be forwarded to this office to ensure that your Rent Allowance is ceased in good time.

Your RA will be affected if there are any changes in the conditions under which your original RA application was approved. This includes a change to the number of occupants, a change of your place of residence or leave without pay; you will need to contact this office immediately.

As per your RA Application form, please remember that your details can be released to any of the following organisations:

- · Centre link
- · Australian Taxation Office
- · Commonwealth or State Departments/Agencies where there is an obligation to provide it
- · Department of Family and Community Services
- · Law enforcement agencies including the police

Please read the above conditions carefully, and if you require any further assistance, please do not hesitate to contact me at this office. Office hours are 8.30am - 5.00pm Monday to Friday.

**Housing Consultant** 

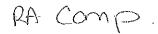
Sydney HMC

Phone: 02 8

Email:

@dha.gov.au

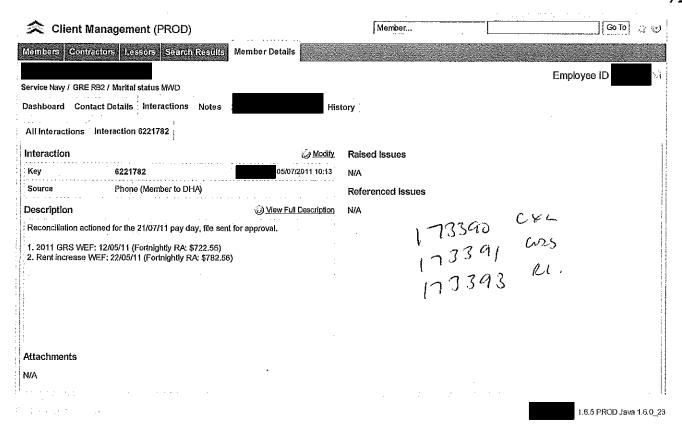
Web: http://www.dha.gov.au





### RA Housing Solution Checklist af325

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9. ☐ Completed RA Calculator Summary page (copy on file)  19. ☐ RA/Housing contribution spreadsheet signed by delegate returned to HO (KPI 5)											
10. ☐ Summary page given to Delegate (approval within 48 hours)//			oval within	a) b)	□ R			\$ \$	WEF WEF	_/_/	
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Supporting Documentation											
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From: Sent: To: Cc:	Sunday, 21 August 2011 11:54 PM Sydney Housing North
Subject: Attachments:	Cease RA Form (21 Aug 11).xps - 21 Aug 11.pdf; Final Rent Payment Receipt - 1
Hi DHA (previously spe	eaking to .
Please find attached my	Cease RA form and my receipt for final rent payment.
Request acknowledgeme or not any further details	ent of receipt of this email, and my previous correspondence, and advice on whether s are missing.
	leave, so there is no point sending correspondence to my work address only. Any tact me on the mobile phone below.
Cheers,	
From: To: Cc: 'Ly ( Sent: Friday, 19 August 2 Subject: Re: Removal -	@tollgroup.com> @dha.gov.au" <  >;     011 3:28 PM
Hi <b>lling</b> ,	
Thanks for the assistance please update it to	e. You must have the wrong email address for me on your records. Could you
Thave since spoken to the delivery address will	from DHA and have clarified things from that end. I can can also guarantee l be perfectly suitable to move into etc as per your requirements below.
oday. We have many d be sufficient for your ne	Signed Tender and the Notice to Vacate we submitted to our Real Estate Agent lifferent Contracts etc we have signed with the builder, however I hope this one will leds. Please note we are vacating our current residence on 09 Sep 11, therefore wish we on 06 Sep 11, or even delivery on 07 Sep 11 if required.

Ні **(**DHA),

help.

writing it out, and I have no control of this.

I am arranging for the Certifier's inspection to occur on 26 Sep 11, and therefore expect to get Occupancy Certificate sometime in week of 29 Aug - 02 Sep 11, but this depends totally on when they get around to

Many thanks for your assistance with all this. I have been pretty frustrated with the way that DHA/Toll policies don't align and the complexity in what should be a pretty simple process, but I do appreciate your

Could you please acknowledge DHA's receipt of this and if you forsee any issues with this plan.

I will forward the Cease RA form and receipt of final invoice to you over the weekend.

Many thanks,

Good Morning

As per our discussion earlier I spoke with DHA regar=ing your RA entitlement as you mentioned to me that if Toll were unable to=move you on 05.09.2011 you would be disadvantaged as your RA would have ce=sed. DHA advised that you had nominated 15.08.2011 as the date your house would be completed therefore your RA ent=tlement ceases on 22.08.2011. DHA advised that they had not received any f=rther correspondence from you informing them of any changes.

.s discussed I believe you are able to contact DHA i= writing and advise them that your property has not yet been certified for=you to occupy. DHA should be able to assist you as you are not able to liv= in your residence..

If you wish to move in to your new residence and not=extend your RA with DHA then you must agree via return email to the below =onditions.

- If the "bui=ding site" access is not deemed to be OH&S compliant on delivery=day, the items will be delivered to an area such as the garage, if that se=tion of the property is OH&S compliant or the delivery will be returned to the providers storage and held at your expense until s=ch a time that access is deemed compliant and risk free.
  - If the goods are delivered into your garage =r basement the removalists will not return to move the items from the gara=e into the property at a later date and the warranty claim would not be en=ertained unless damage is reported at the time of delivering the consignment into the garage.
    - If the removalist= cannot make the delivery you may be responsible for any costs incurred.

Please confirm via return email that the building of=your house is complete and there are no OH&S issues.

By confirming that you understand the terms and cond=tions set out in this email, you are confirming that you are aware that yo= may be responsible for any costs incurred if delivery cannot be made to y=ur residence due to OH&S issues as you have not received a certificate of occupancy.

Regards,

Case ManagerToll Transit=ons Specialised &=Domestic Freight Division Level 12, 32 Walker Street North Sydney NSW 2060 Australia



<=mg border="0" width="129" height="35" id="\_x0000\_i1025" src="cid=image001.jpg@01CC5DA3.512651E0" alt="Description: Toll">

From: @tollgroup.com>
To:
Sent: Friday, 19 August 2011 7:41 AM
Subject: RE: Removal -

Good Morning

Attached is the email I sent to you yesterday @

I will start processing your removal for the 6<sup>th</sup>, if you could provide the certificate of occupancy when you receive it that would be great in the meantime, until you have the certificate could please respond to my attached email stating whether or not you agree to the terms of conditions.

ould you please also provide me with a copy of the building contract, this will be the authority document for me to process your removal.

I apologise for any inconvenience, please understand that we are not trying to make this difficult or you.

If you require further information please contact me.

Regards,

Case Manager
Toll Transitions
T +61 2 8907 8915

From:
Sent: Friday, 19 August 2011 12:54 AM
To: @toll.com.au
Cc:
\_\_ubject: Removal -

Hi .

In reference to our conversation earlier today, could you please send me all the details we discussed, including what you discussed with DHA, and the contact details of the person you spoke to.

As we discussed, the builders have now completed their requirements of the construction, and I am in the process of getting the finishing touches completed for us to move in. This will be complete by end of next week and I will arranging for the Certifier to do their inspection. Following this, I will get an Occupation Certificate (I expect around 01 Sep 11). As I was advised by DHA that I only have an entitlement for RA for 7 days from Occupation Cert, I wish to move on 6th Sep 11. I have made arrangements with work for my leave for this period.

I can guarantee that the premises will be ready for removals at this date, and that there will be no OHS etc issues regarding this being conducted.

I am extremely reluctant to resort to a Short Notice Removal, as I have done everything in my power to keep everyone informed of the situation, and I have been very frustrated with the fact that DHA and TOLL seem to have little provision in their policies for removals within posting locality due to construction of own home. I have done everything in accordance with my entitlments in PACMAN and have not asked for anything unfair or unexpected. This should not be as difficult as it is being made.

I had previously made tentative arrangements with DHA for a removal around 16 Aug, however this had to be postponed until early Sept due to scheduling issues with contractors etc. I had emailed these details to DHA on around 01/02 Aug, however I have not had a response from them. If you can tell me who you spoke to, I will ring them and discuss further to smooth things out from that end.

I am currently on leave and therefore can only be contacted on this email address or my mobile, Could you please forward your requirements and the record of your conversation with DHA to me asap. Request you also proceed with this arrangement to affect the removal on the 6th Sep, so we do not have to resort to the more risky Short Notice option.

Many thanks,

From:

Sydney Housing East

Sent:

Monday, 18 July 2011 8:51 AM

To: Subject:

Rent Allowance Follow-up for

importance:

High

Good Morning

Just a quick follow up with regards to building your house within the posting locality, the notification from you was received on the 07/03/11 stating own home is to be completed around July 2011.

We sent you an email 05/07/11 at 10:20am to follow up on the progress and if a settlement date has been set. Could I please ask you to advise on the progress by responding to this email before cob Tuesday 19/07/11.

Kind Regards,

### | Housing Consultant

Sydney HMC | Defence Housing Australia

Level 13, 2-12 Macquarie St, Parramatta NSW 2150

Tel: 02

Fax:

<u>@dha.gov.au | www.dha.gov.au</u>

Control of the state of the sta



more give, less take

# **NAB Internet Banking**

#### New funds transfer - bank acknowledgement

Bank acknowledgement details Status:

Confirmation Number:

Created:

R7483953690 21/08/11

Your transfer details From Account:

To Account:

**Amount**: Description:

Remitter Name: Transfer date:

NATIONAL AUSTRALIA BANK LIMITED 1,666.60

RENT -21/08/11

Payment notification

No SMS payment notification selected

End of Report

Date 21/08/11 Time 23:10

National Australia Bank Limited A.B.N. 12 004 044 937

Sydney HMC 2 4 AUG 2011 eceived

From:

Sent:

Wednesday, 24 August 2011 11:08 PM

To:

Sydney Housing North

Subject:

Re: DHA Sydney Contact Details -

Attachments: Final Rent Receipt (SCANNED) -

Hi,

Scanned copy of Rent Receipt attached. The file I originally sent was an xps which is Internet Explorer's "print to file" format.

Please acknowledge receipt

Cheers

From: Sydney Housing North

@dha.gov.au>

To:

Serft, wednesday, 24 August 2011 11:10 Aivi Subject: RE: DHA Sydney Contact Details

Thank you for your email.

Are you able to resend the Final Rent Receipt. The format in which it has been sent to DHA in does not allow us to access this?

Kind Regards

lousing Consultant....

Sydney HMC | Defence Housing Australia

Level 13, 2-12 Macquarie St, Parramatta NSW 2150

Tel: 02

| Fax: 02

@dha.gov.au | www.dha.gov.au

From:

Sent: Tuesday, 23 August 2011 6:57 PM

To: Sydney Housing North

Subject: Re: DHA Sydney Contact Details

I have just send 2 email to the email address below. Please confirm receipt of these, along with my attachments, including my Cease RA form, Final Rent receipt and my 3 weeks notice to my real estate agent.

Any issue, please call me on my mobile immediately.

Sydney HMC
24 AUG 2011

Received

Many thanks.

From: Sydney Housing North

ି)dha.gov.au>

To:

Sent: Tuesday, 23 August 2011 4:18 PM

Subject: DHA Sydney Contact Details

Hi Dave,

As requested, here is the e-mail address for DHA Sydney. Please find the fax number in my signature block as well.

Kind Regards,

| Housing Consultant

Sydney HMC | Defence Housing Australia

Locked Bag 5033, Parramatta NSW. 2124

Tel: (02)

| Fax: (02) @dha.gov.au | www.dha.gov.au

## Important:

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#### Important:

This email and any attachments may be confidential and may be privil Defence Housing Australia take no responsibility for misdirection, c Defence Housing Australia will send you correspondence and documents intmr02.dha.gov.au[11745354]

Sydney HMC
24 AUG 2011

Teceived

From:

Sent:

Tuesday, 30 August 2011 10:52 AM

To:

Sydney Housing North

Cc:

Subject:

RE: DHA Sydney Contact Details -

[SEC=UNCLASSIFIED]

Attachments: doc20110824153133.pdf

#### **UNCLASSIFIED**

Hi again DHA,

I have since received a letter from the Real Estate agent acknowleding we have paid our rent up to, and including, Fri 09 Sep 11. Please find it attached.

I hope this meets the requirement.



Ph: Mo

**IMPORTANT**: This email remains the property of the Department of Defence and is subject to the jurisdiction of section 70 of the Crimes Act 1914. If you have received this email in error, you are requested to contact the sender and delete the email.

From:

**Sent:** Friday, 26 August 2011 19:54

To: Sydney Housing North

Cc:

Subject: Re: DHA Sydney Contact Details



Цï

What I sent you wasn't a Bank Statement, but was an Online Banking Receipt. As I pay all my rent via internet banking, this is my Final Rent Receipt, as required by the Cease RA form.

As you can see, the amount transferred on the Receipt is the same as the final rent owing stated on the Notice of Intention to Vacate.

I do not have a Tennant Ledger. I will call my Real Estate agent, but they are pretty useless and I

don't like my chances of getting anything out of them anytime soon, particularly now that I don't owe them anything else.

Request you accept my Online Banking Receipt as is, as they are perfectly legally acceptable receipts in any other transaction.

Many thanks,

From: Sydney Housing North < @dha.gov.au>

To: '

Sent: Friday, 26 August 2011 3:21 PM

Subject: RE: DHA Sydney Contact Details -

Good Afternoon

We have received your attachment, thank you.

Unfortunately we cannot accept bank statements.

Can you please send a copy of your Tenant Ledger so we can process the RA paperwork for you.

Housing Consultant

Sydney HMC | Defence Housing Australia Locked Bag 5033, Parramatta NSW, 2124

Tel: (02) Fax: (02)

@dha.gov.au | www.dha.gov.au

From: Sent: Wednesday, 24 August 2011 11:08 PM

To: Sydney Housing North

Subject: Re: DHA Sydney Contact Details -

Hi.

Scanned copy of Rent Receipt attached. The file I originally sent was an xps which is Internet Explorer's "print to file" format.

Please acknowledge receipt

Cheers

From: Sydney Housing North

To:

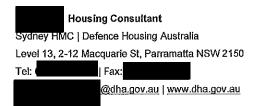
Sent: Wednesday, 24 August 2011 11:10 AM Subject: RE: DHA Sydney Contact Details



Thank you for your email.

Are you able to resend the Final Rent Receipt. The format in which it has been sent to DHA in does not allow us to access this?

#### Kind Regards



From:

Sent: Tuesday, 23 August 2011 6:57 PM

To: Sydney Housing North

Subject: Re: DHA Sydney Contact Details

I have just send 2 email to the email address below. Please confirm receipt of these, along with my attachments, including my Cease RA form, Final Rent receipt and my 3 weeks notice to my real estate agent.

Any issue, please call me on my mobile immediately.

Many thanks,

From: Sydney Housing North <

@dha.gov.au>

To:

Sent: Tuesday, 23 August 2011 4:18 PM Subject: DHA Sydney Contact Details

Hi

As requested, here is the e-mail address for DHA Sydney. Please find the fax number in my signature block as well.

| Housing Consultant Sydney HMC | Defence Housing Australia Locked Bag 5033, Parramatta NSW, 2124 Fax: (02)

@dha.gov.au | www.dha.gov.au

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Defence Housing Australia take no responsibility for misdirection, corruption or Defence Housing Australia will send you correspondence and documents by email if intmr02.dha.gov.au[11745354]

#### Important:

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This hasheds is accepted builty cornect and operated by the proposed for the system of the ARRESO 053 OCN F40

24 August 2011



Dear

RE:

We acknowledge receipt of notice of your intention to vacate the property on September 9, 2011.

According to our records, your rent is currently paid to September 9, 2011. Please note that Bond is not to be used as Rent prior to vacating the property.

We have enclosed our Final Inspection Guide to assist you in ensuring a trouble free end to your tenancy with us. However if the property is not left in a clean and tidy condition there can be a delay in refunding your bond.

As you are no doubt aware, it is our obligation to re-let the property to another suitable tenant. In this regard, we would greatly appreciate your co-operation by allowing access for prospective tenants to view the property. As per your Residential Tenancy Agreement, you must provide access during the last 14 days of your tenancy.

A final inspection of your property will be carried out once you return the keys. When all the rent is paid up to date and the property left in a similar condition as to when you moved in, a Claim for Bond Refund can be lodged with the Rental Bond Board.

Should you require any further information, please do not hesitate to contact me.

Yours sincerely Raine & Horne

Sénior Property Manager



Annandale 8 Johnston Street Annandale NSW 2038 Telephone 02 9550 0200 Facsimile 02 9550 0799 Balmain 230 Darling Street Balmain NSW 2041 Telephone 02 9818 7192 Facsimile 02 9818 3909 Drummoyne 115 Lyons Road Drummoyne NSW 2047 Telephone 02 9719 3299 Facsimile 02 9719 3411 Leichhardt 135 Marion Street Leichhardt NSW 2040 Telephone 02 9568 2600 Facsimile 02 9569 9356



### FINAL INSPECTION GUIDE

The following information has been prepared to assist you when vacating the property you have been renting through Raine & Horne.

Please note that we cannot inspect the property until you have removed all belongings and have returned the keys. Any keys given to friends or relatives should also be handed back.

We ask that before the Final Inspection you:

- · Ensure that our office has your new forwarding address and phone number.
- · You pay your rent until the vacating date in cash or by automatic payment.
- Return all keys to this office including letterbox keys.
- Arrange disconnection of your telephone, electricity and gas supply.
- · Re-direct all mail to your new address.

Attendance to the following matters prior to our inspection will save considerable time and prevent unnecessary delays in returning your bond:-

- 1 The property is left in a very clean and tidy condition throughout and that carpets are cleaned by a competent tradesperson.
- 2 All cupboards, shelves, drawers and benches to be cleaned.
- 3 Walls and doors to be cleaned of all marks.
- 4 Stove, griller, oven and exhaust fans to be spotless.
- 5 Windows and sills to be cleaned inside and outside where possible.
- 6 Any furniture, curtains or other items included with the property to be returned to original positions.
- 7 Clean venetian blinds and wash curtains.
- 8 All garbage, bottles and rubbish to be removed from the premises.
- 9 The garage and/or storeroom to be cleaned out, free of cobwebs and grease marks removed from car space/garage.
- 10 Bathrooms to be thoroughly cleaned with all mould and soap scum removed from tiles and grouting. Ceiling mould must also be removed. Toilets to be cleaned inside and out, and the bathroom floors to be mopped.
- 11 Lawns and edges trimmed and gardens weeded (this applies to townhouses and houses).

PLEASE NOTE THAT RENT IS DUE AND PAYABLE UNTIL ALL KEYS ARE RETURNED.

30 AUG 2011 SYDNEY REGION |



# **Cease Rent Allowance**

To be completed by memb	per in receipt of Rent Allowance		
Service number	Employee ID:	Rank	Dr. Miller, Long of September 18 game 18
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heckpoint Final rent rece	ipt I have attached or emailed a copy of my final rent real estate agent/landlord.	receipt or a tenant history from my	
200			
Advano	es I am aware that though I am/was paying my advance monies still owed from a Bond, utility or Rent Adva	e(s) back fortnightly, any outstanding   nce must be paid in full to the	
	Department of Defence. For any questions relating to repayment of your ad	vance(s) contact 1800Defence (1800 333	3 362)
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	Signature		

UPRN

# <u>RA</u> / PARTIAL <u>MWD</u> / MWOD / MWD-U

SERVICE

NAVY

ENLIST:

**PMKEYS** 

24-January-2001

WORK ADDRESS:

CASE ID

713197

INITS

NAME

RA ADDRESS:

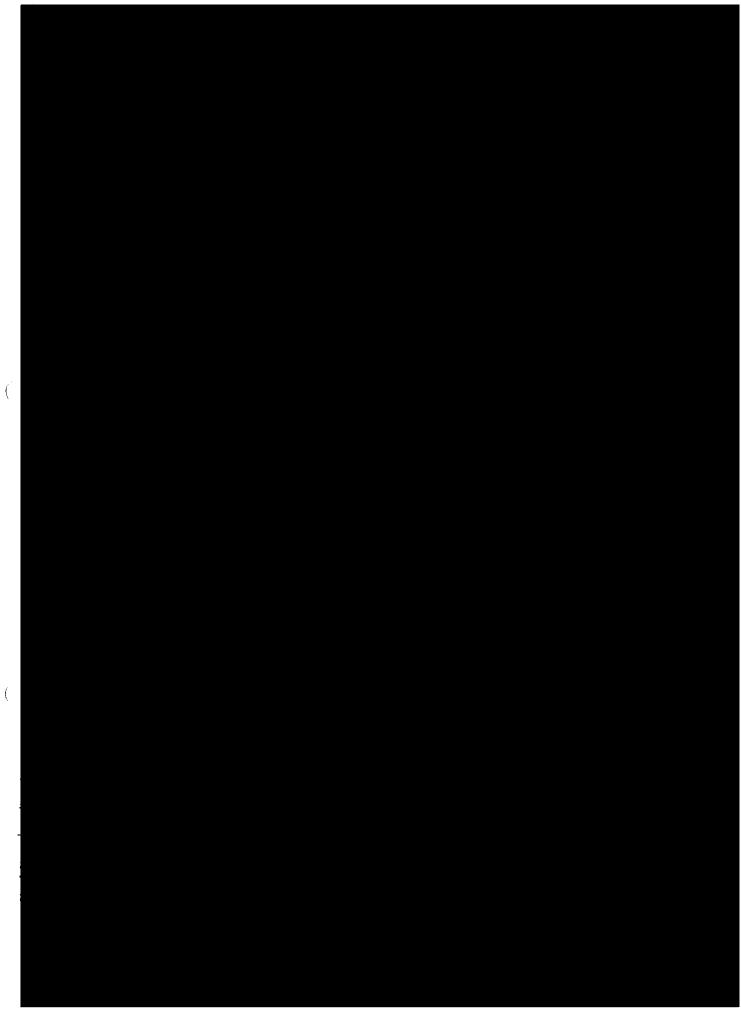
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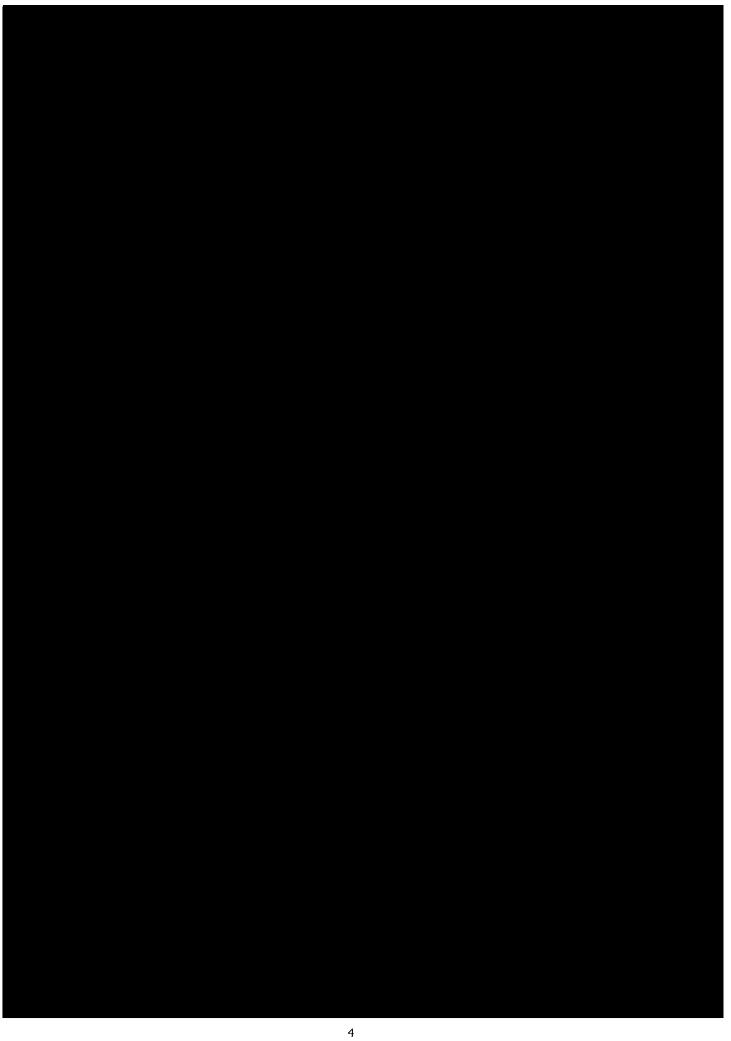
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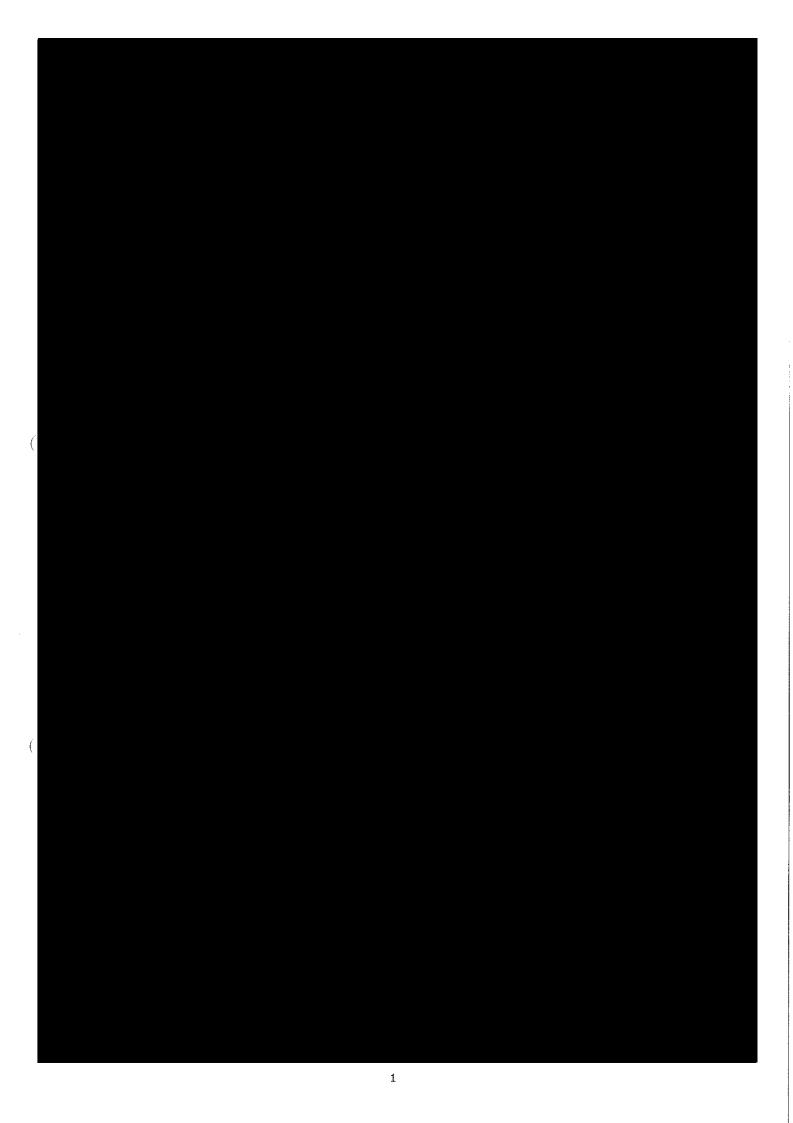
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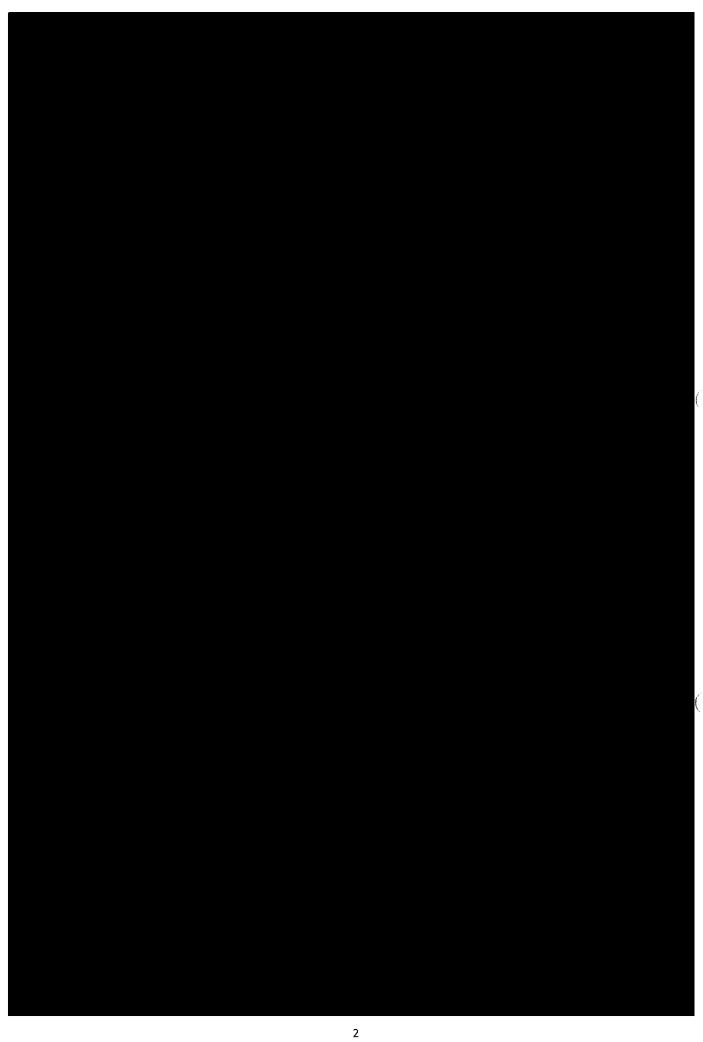
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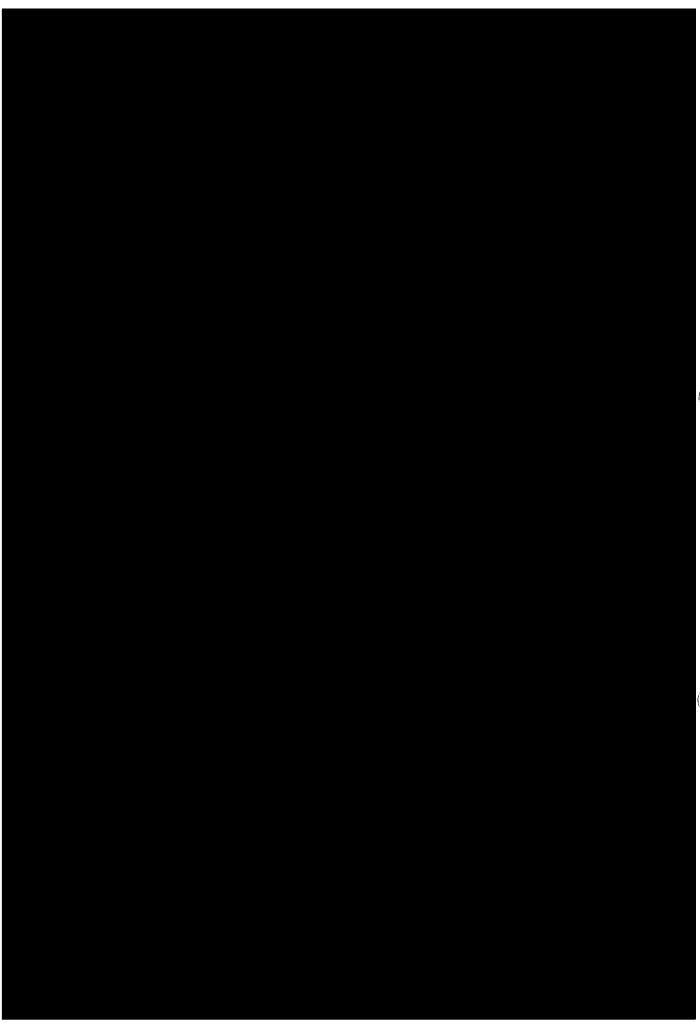


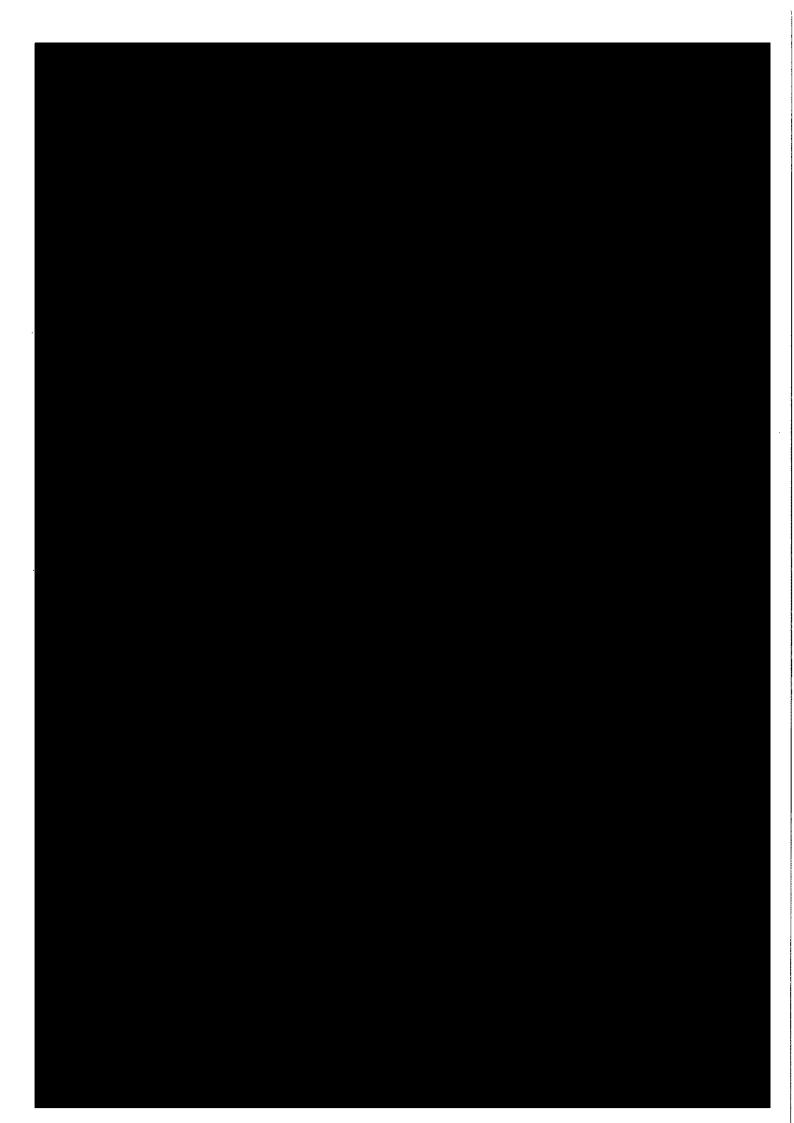






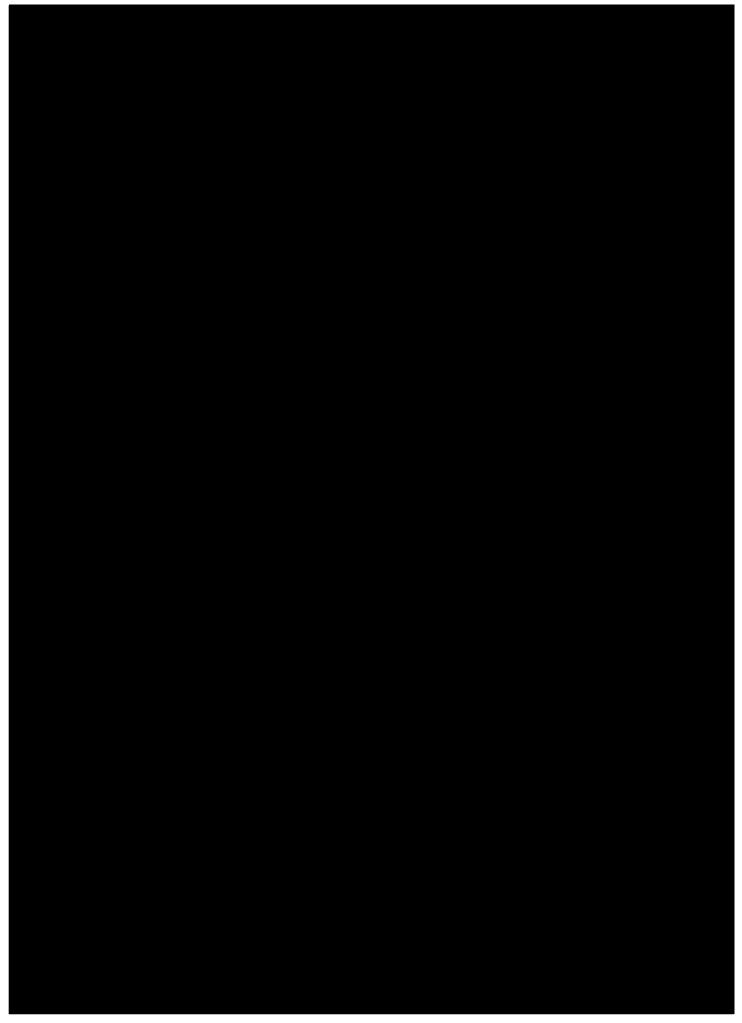
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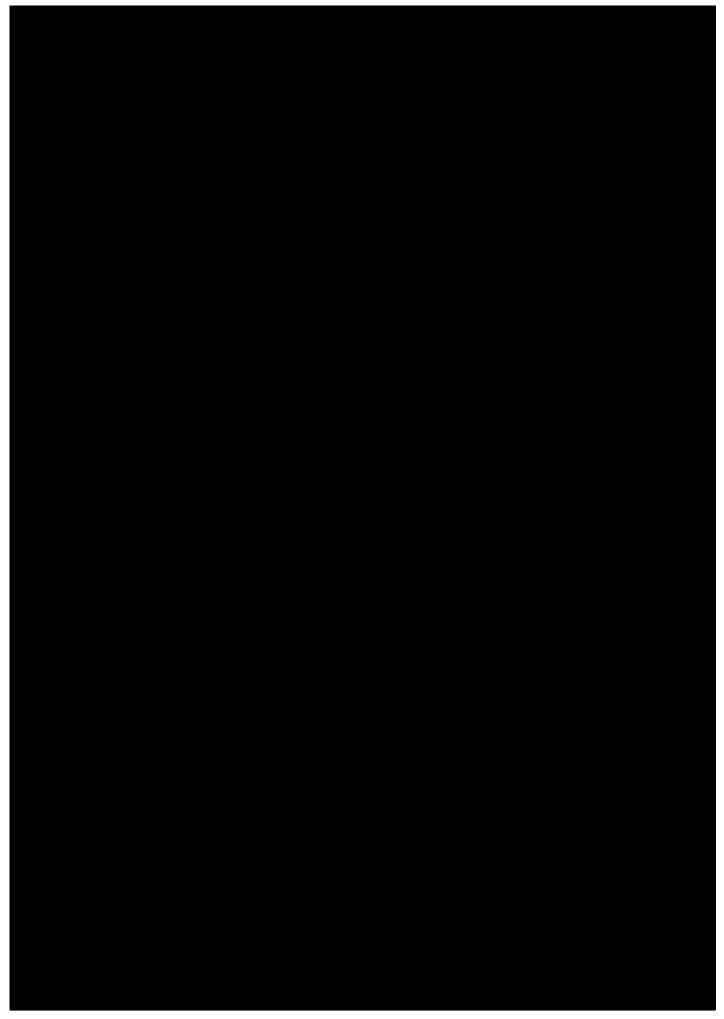


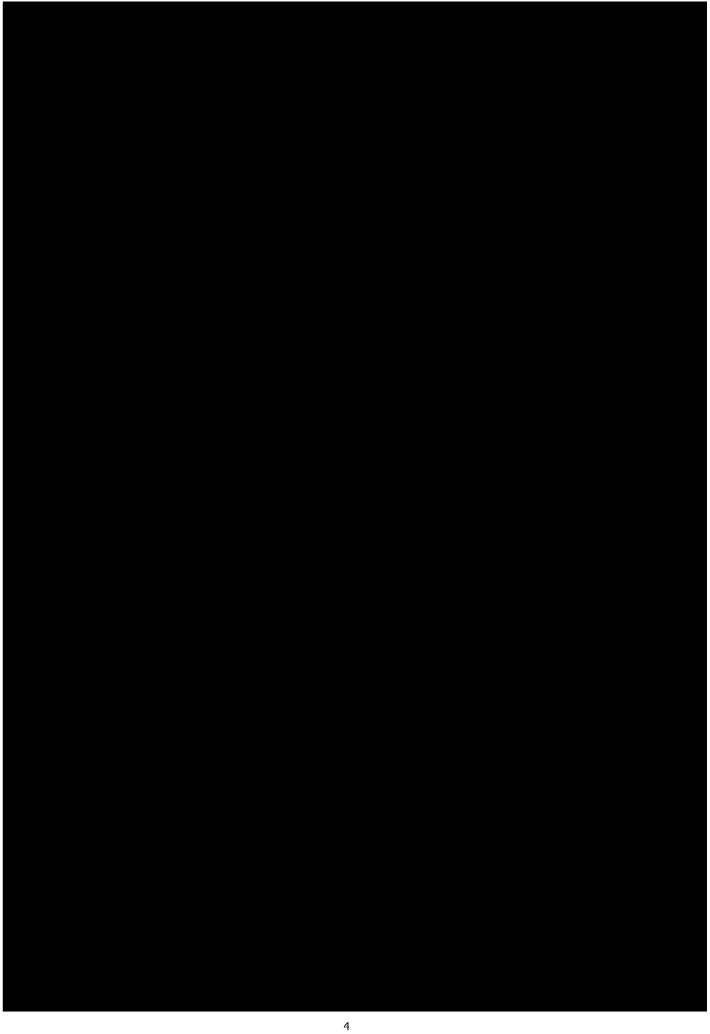


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From:

Sydney Housing North

Sent:

Friday, 19 August 2011 5:38 PM

To: Subject:

FW: ATTN Green team. FW: Rental Allowance Follow-up for

[SEC=UNCLASSIFIED]

Goog Afternoon,

Further to my email below, the completion date confirmed was 15/08/2011 which as advised, results in your RA entitlement ceasing 7 days from the completion date.

Consequently, your RA will cease WEF 22/08/2011.

Please provide completed Cease RA form and Occupation certificate as per

email on 26/07/2011.

Thank you

Property & Tenancy Area Manager Sydney HMC | Defence Housing Australia

Level 13, 2-12 Macquarie Street Parramatta NSW 2150

Tel: 02

| Fax: 02

@dha.gov.au | www.dha.gov.au

From: Sydney Housing East

Sent: Friday, 15 July 2011 1:06 PM

To: '

Subject: RE: ATTN Green team. FW: Rental Allowance Follow-up for

"SEC=UNCLASSIFIED]

Good Afternoon,

As discussed on Wednesday, I understand that the floor coverings are not included in the building contract with Masterton homes and you will be employing your own sub contractors to complete this.

Your schedule below confirms a completion date of 15/08/2011.

Considering this further information, I acknowledge that your RA entitlement will cease 7 days from the completion date of 15/08/2011.

Should there be any change to this, please advise in writing so this can again be reviewed.

Feel free to contact me if you need to discuss this further.

Best Regards

Property & Tenancy Area Manager Sydney HMC | Defence Housing Australia

Level 13, 2-12 Macquarie Street. Parramatta NSW 2150

Tel: 028

| Fax: 02

@dha.gov.au | www.dha.gov.au

From:
Sent: Tuesday, 12 July 2011 5:53 PM
To: Sydney Housing East
Cc:
Subject: RE: ATTN Green team. FW: Rental Allowance Follow-up for

[SEC=UNCLASSIFIED]

UNCLASSIFIED



I tried to give you a call earlier, but you apparently had just stepped out.

Further info to below, I now expect to get my Occupation Certificate, and the keys to the house, on 25th July. I still then have about 3 weeks work to complete before I can move in. I also need to give 3 weeks notice to my current rental estate agent, as my lease has expired.

Therefore, if I wait to I have the Occupation Certificate, give you a copy, and wait for the calculation to be done, this may take several days. If you then come back and say, for example, I have 21 days from day of Occ Cert, this may be too late to give my notice to landlord etc, and will then cause undue confusion. I will also be on leave and find it difficult to arrange things with DHA, if not already lined up. This is why I am trying to arrange all this now, to minimise the risk of things going wrong later.

If everything goes to plan, I will hope to have keys on 25 Jul 11, work on house further until 15 Aug 11, DHA supported move 16/17 Aug 11, clean and depart RA residence 19 Aug 11.

Can I please request at least an indication of whether the above plan is suitable, as I cannot wait until I have the Occ Cert and calculation to confirm dates with contractors, real estate agents etc. This will be too late for a number of reasons. I will give you a call tomorrow to discuss.



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From: Sydney Housing East [mailto: @dha.gov.au]

**Sent:** Tuesday, 12 July 2011 16:21 **To:** 

Cc:

Subject: RE: ATTN Green team. FW: Rental Allowance Follow-up for

SEC=UNCLASSIFIED]

Good Afternoon,

When building a home, you will be required to provide a copy of your Occupation Certificate which is usually issued at completion.

This will be used when working out when your entitlement to RA will end.

Feel free to contact this office if you require further information.

Best Regards

Property & Tenancy Area Manager Sydney HMC | Defence Housing Australia

Level 13, 2-12 Macquarie Street. Parramatta NSW 2150

| Fax: 02

@dha.gov.au | www.dha.gov.au

From:

**Sent:** Tuesday, 5 July 2011 12:38 PM

To: Sydney Housing East

. O. O. O.

Subject: RE: Rental Allowance Follow-up for

[SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi

At this stage I am expecting to get the keys from our builder around about 20 Jul 11. This is by no means a fixed date, but I don't expect it to vary by too much. It all depends on how many defects we pick up on our inspection, and how long it takes the builder to fix them.

My intention was to give my notice to my current rental real-estate office, and notify DHA, upon Handover. My main problem is that we are getting the keys from the builder when the house is not yet finished. That is because I am arranging essential items, such as council crossing / driveway, tiling and carpeting to occur before we can move in. I realise that the policy allows 3 weeks from getting the keys to be moved in, but does this assume that we are getting the keys for a house in a 'livable condition." Does no floor coverings mean it is still "livable." I am trying to arrange these to occur as quickly as possible, but the concrete may take up to a week, the tiler 2 weeks, carpet 2 days etc which means we are over the three weeks before I can move furnature into the house. I am not allowed, under builder insurance, to start any of these jobs until they give me posession.

Is there any avenue for extending this to around 4 weeks from Handover to losing RA, to allow time for these essential pre-moving jobs to occur?

Also, I am only moving locally, however I plan to still submit a request for removals once I know dates to make the move as efficient as possible.

Cheers,



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From: Sydney Housing East [mailto:

@dha.gov.au]

**Sent:** Tuesday, 5 July 2011 10:20

10;

Subject: Rental Allowance Follow-up for

Good morning

I am just following up regarding the situation with you building a house within the posting locality, the notification from you was received on the 07/03/11 stating own home is to be completed around July 2011.

Please advise of the progress and if a settlement date has been set.

If any question please contact.

Housing Consultant
Sydney HMC | Defence Housing Australia

Level 13, 2-12 Macquarie Street, Parramatta NSW 2150

Tel: 02

Fax: 02

@dha.gov.au | www.dha.gov.au

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intmr01.dha.gov.au[16676089]
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Defence Housing Australia will send you correspondence and documents by email if you request or if you use email to contact us. Email is not a secure form of communication and may transmit computer viruses.

intmr02.dha.gov.au[10865179]

From:

Sydney Housing East

Sent:

Tuesday, 26 July 2011 7:26 AM

To:

Subject:

Cease RA form and request copy of the Occupation Certificate

Importance:

High

Good Morning

Just a quick note to advise that as per your advice ion your email dated 12/07/11 you will be receiving your keys to the house and your Occupation Certificate on 25/07/11, could I please ask you to complete the attached Cease RA form and provide us with a copy of your Occupation Certificate to allow to cease your RA WEF 22/08/11 in a timely manner.

This is due to the fact that the floor coverings are not included in the building contract with Masterton homes and you will be employing your own sub contractors to complete this and therefore further works will be conducted and as per your schedule it confirms completion date of 15/08/11.

Considering this further information, I acknowledge that your RA entitlement will cease 7 days from the completion date of 15/08/2011, being 22/08/11.



Kind Regards,

**Housing Consultant** 

Sydney HMC | Defence Housing Australia

Level 13, 2-12 Macquarie St, Parramatta NSW 2150 Tel: 02

@dha.gov.au | www.dha.gov.au

From: Sent: To: Subject:	Sydney Housing East Fridav. 22 July 2011 2:34 PM RE: Rent Allowance Follow-up for [SEC=UNCLASSIFIED]
Importance:	High
Good Afternoon	
Thank you for your em	ail.
promptly effective 22/0 members are paid 2 we	ave the dates to process cessation of your RA we will ensure to action this 08/11 to avoid any discrepancies at the end of your tenancy. Please note that all eeks in arrears and not in advance, the cessation transaction will be processed by 18/08/11 which MPAC will then have control of ensuring your RA is ceased
Should you require any	further assistance please do not hesitate to contact me via email.
Kind Regards,	
Sydney HMC   Defence Level 13, 2-12 Macquar Tel: 02   Fa	Consultant Housing Australia rie St, Parramatta NSW 2150 ex: 02 ena.gov.au   www.dha.gov.au
From: Sent: Tuesday, 19 July 20 To: Sydney Housing East Subject: Rent Allowance I	
JNCLASSIFIED	
Hi	
resolve this. has be	w. As you can see I did respond at short notice, and have been dealing with to een very helpful, and I am very grateful for this. Could you please update your records to I don't like have a red flag as an unreliable client in your database.
Thanks,	
Ph: ( Mob:	

From: Sydney Housing East [mailto:

@dha.gov.au]

**Sent:** Monday, 18 July 2011 08:51

Subject: Rent Allowance Follow-up for

Importance: High

Good Morning

Just a quick follow up with regards to building your house within the posting locality, the notification from you was received on the 07/03/11 stating own home is to be completed around July 2011.

We sent you an email 05/07/11 at 10:20am to follow up on the progress and if a settlement date has been set. Could I please ask you to advise on the progress by responding to this email before cob Tuesday 19/07/11.

Kind Regards,

Housing Consultant

Sydney HMC | Defence Housing Australia

Level 13. 2-12 Macquarie St, Parramatta NSW 2150

| Fax: 02 Tel: 02 l

@dha.gov.au | <u>www.dh</u>a.gov.au

Good Afternoon,

As discussed on Wednesday, I understand that the floor coverings are not included in the building contract with Masterton homes and you will be employing your own sub contractors to complete this.

Your schedule below confirms a completion date of 15/08/2011.

Considering this further information, I acknowledge that your RA entitlement will cease 7 days from the completion date of 15/08/2011.

Should there be any change to this, please advise in writing so this can again be reviewed.

Feel free to contact me if you need to discuss this further.

**Best Regards** 

| Property & Tenancy Area Manager Sydney HMC | Defence Housing Australia

Level 13, 2-12 Macquarie Street, Parramatta NSW 2150

| Fax: 02 Tel: 02

@dha.gov.au | www.dha.gov.au

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From:

Sent: Tuesday, 12 July 2011 5:53 PM

To: Sydney Housing East

Cc:

Subject: RE: ATTN Green team. FW: Rental Allowance Follow-up for

[SEC=UNCLASSIFIED]

#### **UNCLASSIFIED**

Hi ....

I tried to give you a call earlier, but you apparently had just stepped out.

Further info to below, I now expect to get my Occupation Certificate, and the keys to the house, on 25th July. I still then have about 3 weeks work to complete before I can move in. I also need to give 3 weeks notice to my current rental estate agent, as my lease has expired.

Therefore, if I wait to I have the Occupation Certificate, give you a copy, and wait for the calculation to be done, this may take several days. If you then come back and say, for example, I have 21 days from day of Occ Cert, this may be too late to give my notice to landlord etc, and will then cause undue confusion. I will also be on leave and find it difficult to arrange things with DHA, if not already lined up. This is why I am trying to arrange all this now, to minimise the risk of things going wrong later.

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Can I please request at least an indication of whether the above plan is suitable, as I cannot wait until I have the Occ Cert and calculation to confirm dates with contractors, real estate agents etc. This will be too late for a number of reasons. I will give you a call tomorrow to discuss.

Cheers,

Ph:
Mob

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From: Sydney Housing East [mailto: \_\_\_\_\_\_@dha.gov.au]

Sent: Tuesday 12 July 2011 16:21

To:

Cc: '\_\_\_\_\_\_

Subject: RE: ATTN Green team. FW: Rental Allowance Follow-up for

Good Afternoon,

[SEC=UNCLASSIFIED]

When building a home, you will be required to provide a copy of your Occupation Certificate which is usually issued at completion.

This will be used when working out when your entitlement to RA will end.

Feel free to contact this office if you require further information.

**Best Regards** 

Property & Tenancy Area Manager Sydney HMC | Defence Housing Australia

Level 13. 2-12 Macquarie Street, Parramatta NSW 2150

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From:

Sent: Tuesday, 5 July 2011 12:38 PM

To: Sydney Housing East

Cc:

Subject: RE: Rental Allowance Follow-up for

[SEC=UNCLASSIFIED]

#### **UNCLASSIFIED**



At this stage I am expecting to get the keys from our builder around about 20 Jul 11. This is by no means a fixed date, but I don't expect it to vary by too much. It all depends on how many defects we pick up on our inspection, and how long it takes the builder to fix them.

My intention was to give my notice to my current rental real-estate office, and notify DHA, upon Handover. My main problem is that we are getting the keys from the builder when the house is not yet finished. That is because I am arranging essential items, such as council crossing / driveway, tiling and carpeting to occur before we can move in. I realise that the policy allows 3 weeks from getting the keys to be moved in, but does this assume that we are getting the keys for a house in a 'livable condition." Does no floor coverings mean it is still "livable." I am trying to arrange these to occur as quickly as possible, but the concrete may take up to a week, the tiler 2 weeks, carpet 2 days etc which means we are over the three weeks before I can move furnature into the house. I am not allowed, under builder insurance, to start any of these jobs until they give me posession.

Is there any avenue for extending this to around 4 weeks from Handover to losing RA, to allow time for these essential pre-moving jobs to occur?

Also, I am only moving locally, however I plan to still submit a request for removals once I know dates to make the move as efficient as possible.

Cheers.



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From: Sydney Housing East [mailto

@dha.gov.au]

Sent: Tuesday 5 July 2011 10:20

To:

Subject: Rental Allowance Follow-up for

Good morning

I am just following up regarding the situation with you building a house within the posting locality, the notification from you was received on the 07/03/11 stating own home is to be completed around July 2011.

Please advise of the progress and if a settlement date has been set.

If any question please contact.

Housing Consultant
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