


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

Activity	Create Date	Additional Information	User Name	Phone	DHA Office
Chg Status	22/09/2005 15:56 PM	from status Open - Processing to status Completed			Melbourne HMC
Subcase Close	22/09/2005 15:56 PM	Notes: Number = 533308-16 Status = Completed, Resolution Code = Subcase Completed			Melbourne HMC
		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			Melbourne HMC
Subcase Close	22/09/2005 12:52 PM	Number = 533308-15 Status = Completed, Resolution Code = Subcase Completed			
		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			Melbourne HMC
Subcase Create	22/09/2005 12:52 PM	Number = 533308-16 Created in WIP default with due date 2005-11-11 12:52:48			Melbourne HMC
		Notes: from status Open - Processing to status Completed			Melbourne HMC
Chg Status	21/09/2005 15:23 PM	SUBCASE Amend IM & Ent advised that mbrs ship has docked in sydney and mbr has nowhere to stay as LIA clerk [REDACTED] advised by Homa that no LIA avail and to book mbr into TAASA to find RA property. I have booked mbr in TAASA and provided him with the detai		97615800/97615828	Sydney HMC
Notes	16/09/2005 13:39 PM	Phone			
		Notes: SUBCASE Amend IM & Ent advised that mbrs ship has docked in sydney and mbr has nowhere to stay as LIA clerk [REDACTED] advised by Homa that no LIA avail and to book mbr into TAASA to find RA property. I have booked mbr in TAASA and provided him with the details, please amend allowances.			Sydney HMC
Subcase Create	16/09/2005 12:51 PM	Number = 533308-15 Created in WIP default with due date 2005-11-05 12:51:08		97615800/97615828	Sydney HMC
		Notes: SUBCASE Confirm Perm Accom Member telephoned from HMAS Manoora 15/09/05 at 10:35am notifying that the vessel will dock tomorrow in Sydney and he is wanting to re-sume his RA in Sydney that was originally granted back in May. Mbr bascially went straight onto			Melbourne HMC
Notes	15/09/2005 10:52 PM				

APPLICATION FOR LEASE

_____ weeks rent free

SOURCE OF ENQUIRY: (PLEASE CIRCLE) INTERNET / DOMAIN / NEWSPAPER / REAL ESTATE AGENT
MERITON SALES OFFICE / FRIEND / OTHER _____

ADDRESS _____

F/F OF U/FNO. OF
BEDROOMS2CAR SPACES/
GARAGE1

LANDLORD

MERITON

B/I

MANAGEMENT

SURNAME _____

CHRISTIAN NAMES _____

CURRENT ADDRESS

HMAS Manora FRE Woolloomooloo

DATE OF BIRTH _____

TELEPHONE _____

WK/MOB _____

HM: 25M VG IN DATE 4-10-05 LEASE TO COMMENCE 4-10-05 TERM OF LEASE 6 months

NO. OF PERSONS TO OCCUPY

Adults

Children

RE 1\$435.00 PER WEEK

= \$

\$70.00 pcm/pl

BOND

\$1740.00

CURRENT EMPLOYMENT

OCCUPATION _____

EMPLOYER

NAVYADDRESS Fleet Base East, Woolloomooloo

PH _____

LENGTH OF EMPLOYMENT 5 yr

SALARY

\$62,000

CURRENT TENANCY

ADDRESS Living onboard HMAS Manora

LANDLORD/AGENT

PH _____

RENT PAID PW \$ _____

TENANCY PERIOD _____

REFERENCES

PERSONAL _____

PH _____

FINANCIAL _____

PH _____

CAR MAKE & MODEL _____

REG _____

LI SE/ PASSPORT NUMBER _____

PERSON TO BE NOTIFIED IN AN EMERGENCY

ADDRESS _____

RESERVATION FEE \$ 435 PAID ON 26 Sep 05 HELD FOR 7 DAYS

In consideration to the above reservation fee paid by the applicant/s the landlords 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 landlord 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 landlord 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 landlord may retain so 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 authorises the managing agent to call, check & confirm all information given

APPLICANTS SIGNATURE _____

DATE 26 Sep 05

LEASING REPRESENTATIVE _____

DATE 24-09-05

ar:103

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

Service No.	Employee ID	Rank	Surname	Initials

Unit

LIMAS MANOORA

I hereby apply for an advance payment of:

- ☒ Bond Loan \$ 1740.00
- ☒ Rent In Advance \$ 1740.00 (limited to the lesser of your rent or ceiling to a maximum of 4 weeks)
- ☐ Utilities \$ _____
- Total Amount \$ 3480.00

I understand that any of the items specified above as a loan must be repaid to the Commonwealth, and I agree to do so by my chosen option indicated below:

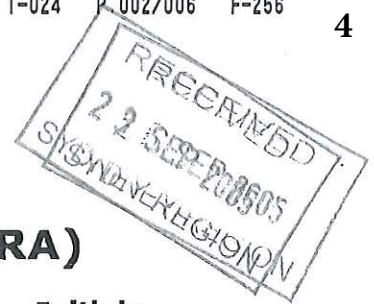
(Please tick preferred method)

- ☒ By fortnightly instalments directly from my pay over 6 months (not longer than lease term).
NOTE: If you vacate prior to the lease end, the remaining amount of the loans will 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

Signature of Applicant	Signature of Witness	Date
		26 Sep 05

af'103

FG



Application for Rent Allowance (RA)

Service No.	Employee ID	Rank	Surname	Initials

Date of Birth	Enlistment date
06 JAN 83	20 JAN 01

Unit	Service
RMA5 MANOORA	NAVY

Work Phone Number	Home Phone Number	Mobile Phone Number

Email Address

1. What is your current categorisation?

- ☐ **MWD** – This is a Member with Dependants who maintains a home for dependants and occupies the home with at least one dependant.
- ☐ **MWD(S)** – This is a Member who maintains a home for dependants and who is separated from those dependants for recognised service reasons.
- ☒ **MWOD** – This is a member other than a MWD or a MWD/S.

2. Permission

- ☒ I have my unit's permission to live off base and there is no service requirement to live in at my new/existing posting locality.

Note: RA policy does not override a CO's/OC's authority to direct that certain members live in, refer to D/G ADMIN (Living In Policy).

3. Reason for applying for Rent Allowance

- ☒ Living In Accommodation or Suitable Service Residence not available.
- ☐ SGT (E) to WO or MAJ (E) or higher rank OR five years aggregate continuous full-time ADF service completed.
- ☐ Only level 1, 2 or 3 Living In Accommodation available. (Partial RA ONLY)
- ☐ Other circumstances ie RA to RA / Eviction from LIA (supply details)

af:03

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:

Postcode:

	2517
--	-----------------

5. Details of rental accommodation to be occupied

Address:

Postcode:

--	--

Date Rental Commenced: Date you Occupied Premises: Number of Bedrooms:

04 OCT 05	04 OCT 05	2
-----------	-----------	---

Lease Term (Months):

12 6

6. Rent \$ 435.00 Per Week / ~~Fortnight~~ / ~~Month~~ (cross out options not applicable)*Note: If you are sharing the property with someone else you must put the rental amount for the Property, not the amount that you actually pay.***7. Are you the sole occupant of the premises for which the allowance is sought?**☒ YES ☐ NO — See note below

If NO, please specify the details of the people with whom you share the residence:

Service/Employee ID

(if applicable)

Rank 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 transient and thus temporary co-residents (see PACMAN Chapter 7).***8. Is there a claim for furniture rental? (MWOD & MWD(S) only)**☐ YES ☒ NO

If YES, Furniture Rental \$____ per week

Note: If this is a separate claim for furniture rental such as white goods, a bed, a dining suite etc it will be calculated as part of your ceiling

af.103

9. Do you own your Own Home in your posting locality?☐ YES ☒ NO

If YES please give address

10. Is there a standard Defence Release Clause included in your lease?☒ YES ☐ NO**11. Are you interested in DHA organising telephone, gas and electricity connections at no cost via Fastconnect. (If Yes, please supply a fax number and a form will be faxed to you).**☒ NO ☐ YES**12. Where applicable, is an extension of TAASA required?**☒ NO ☐ YES Current Check out date:.....**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 access to property ie Narrow driveway; Steep road etc.

.....

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

al 103


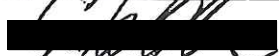
15. I agree that I will provide the Rent Allowance Section at Defence Housing Authority with the following supporting documentation in respect of this application:

- 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



Tuesday, 27 September 2005

Rental Allowance

Reference: PACMAN Chap 7, Part 1, Div 4

Dear [REDACTED]

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 [REDACTED] or 02 [REDACTED] (fax)

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

Regards,

[REDACTED]
[REDACTED]
RA Consultant

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

ORIGINAL

6

[REDACTED]
From: [REDACTED]
Sent: Tuesday, 1 August 2006 9:22 AM
To: [REDACTED]
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

[REDACTED]
P Wtr
S MANOORA

C/O AUSTRALIAN FORCES MAIL
SYDNEY GATEWAY FACILITY
NSW 2890

Ph: [REDACTED]

Email: [REDACTED]

[illegible]

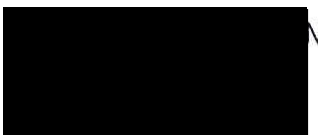
			D	03-Mar-06	27-Mar-06	31-Mar-06	
			M	03-Mar-06	27-Mar-06	31-Mar-06	
			K	03-Mar-06	27-Mar-06	31-Mar-06	
			M	03-Mar-06	27-Mar-06	31-Mar-06	
			K	03-Mar-06	27-Mar-06	31-Mar-06	
				03-Mar-06	27-Mar-06	31-Mar-06	
			G	03-Mar-06	27-Mar-06	31-Mar-06	
			L	03-Mar-06	27-Mar-06	31-Mar-06	
			C	03-Mar-06	27-Mar-06	31-Mar-06	
			R	03-Mar-06	27-Mar-06	31-Mar-06	
			J	03-Mar-06	27-Mar-06	31-Mar-06	
			K	03-Mar-06	27-Mar-06	31-Mar-06	
			E	03-Mar-06	27-Mar-06	31-Mar-06	
			A	03-Mar-06	27-Mar-06	31-Mar-06	
			J	03-Mar-06	27-Mar-06	31-Mar-06	
			T	03-Mar-06	27-Mar-06	31-Mar-06	
			T	03-Mar-06	27-Mar-06	31-Mar-06	
			A	03-Mar-06	27-Mar-06	31-Mar-06	
			D	03-Mar-06	27-Mar-06	31-Mar-06	
			B	03-Mar-06	27-Mar-06	31-Mar-06	
			P	03-Mar-06	27-Mar-06	31-Mar-06	
			D	03-Mar-06	27-Mar-06	31-Mar-06	



MERITON

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.

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

SYDNEY HMC

01 MAY 2007

RA RECEIVED

1581523

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 02+935649336+20

Trading as Meriton Apartments Management Pty. Ltd. • 1.com.au

ID +02+5

WARFARE DIV

08:21 01-07



af315

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

Service Number	Employee ID	Rank	Surname	Initials

Unit	Work Phone Number	Mobile Phone Number
Warfare Division FHQ		

I currently occupy an approved RA property at:

Details of the Change to the Rent Amount

Previous Rent Amount	New Rent Amount	Date of Change to Rent
\$ 435 per week	\$ 450 per week	20 / mar / 07

SYDNEY HMC

20 APR 2007

RA RECEIVED

RA

I certify that the above details are correct and hereby apply for a variation of RA for my currently approved rental property.

I advise that there has been no other change affecting my entitlement to subsidised housing from the details supplied in my original RA application.

I have attached a statement from the owner, OR a **lease** indicating the new rent amount.

I have attached a **rent receipt** showing the payment of the increased/decreased rent amount.

Signature of Member

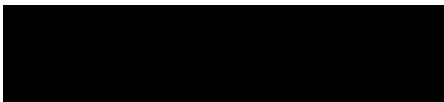
Date 20 Apr 07

forward to (02)



Friday, 11 May, 2007

SENT


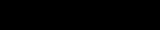


RENT ALLOWANCE (RA)

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 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.

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.



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,

[Redacted]
[Redacted]
Relocations Consultant
SYDNEY
Phone: 02 [Redacted]
Fax: 02 [Redacted]
Email: [Redacted]
Web: <http://www.dha.gov.au>



RENTAL ALLOWANCE CALCULATOR

RANK: [REDACTED]	Surname: [REDACTED]	Initials: [REDACTED]	Service #: [REDACTED]	PMKEYS: [REDACTED]
SERVICE: NAVY		Date Of Birth: [REDACTED]	Enlistment Date: 20/01/2001	Case Id : 533308

RA ADDRESS		UNIT DETAILS	
UPRN: 3014507	Building Name: [REDACTED]	Unit: HMAS MANOORA	
Street: [REDACTED]		Email: [REDACTED]	
Suburb: WATERLOO	State: NSW Pcode: 2017	Phone: [REDACTED]	Fax: [REDACTED]
Phone: [REDACTED]	Mobile: [REDACTED]		

Category: MWOD	RA type: FULL	RA Start Date: 04-Oct-05	(02-Dec-04 Onwards)	
Occupants: 1	Boarding: NO	ADF Pay Date: 20-Oct-05		
Rent: 435.00		Lease Term: 6	MONTHS	
Furniture Rental: NOT APPLICABLE		Release Clause: YES		
Special Ceiling: \$1,898.87		Bond Advance: 1740.00	Alt Repay Amt	YES
		Rent Advance: 1740.00	FROM PAY	YES
		Utilities Advance:	FROM PAY	YES
Case Manager: FRASER GATTY	Phone Number: [REDACTED]	Fax Number: [REDACTED]		

DEFENCE HOUSING AUTHORITY RENTAL ASSISTANCE RUNNING RECORD SHEET

AFR CASE ID: 533308Date: 27/9/05NAME/RANK: [REDACTED] MWD MWOD -5 MWOD +5 MWD(s)

Members Ph No. / Email: _____

WAITING ON PAPERWORK:**RECEIVED:**☐**AFR Assistance PAPERWORK**☐☐**Application for Relocation for Rental Assistance ONLY**☐☐**CEASE RA FORM**☐☐**TENANCY APPLICATION / LEASE**☐☐**REQUEST TO LIVE OUTSIDE 30KM / LIVE OUT**☐☐**MWD(s) APPROVAL / MWD CHIT / DEFACTO APPROVAL**☐☐**MWOD NON-AVAILABILITY CHIT**☐☐**OTHER**☐**NOTES:**UPRN: [REDACTED]

CONTACTED BY:

PROCESSING

Out Of Cycle Payment Processed

☐

PMS Entered

☐

AFR CREATED

☐

CRM/TMS UPDATED

☒

EX- STORE Sent to TOLL

☐Processed By... [REDACTED]

AAR REGISTER

☒Signature [REDACTED]

RA PAYMENT DETAILS

RANK
 NAME
 INIT
 O/No
 P/No

The following transactions are authorised to be processed through the member's pay account

Allowance Code	LOA017	Transaction Number	<div style="border: 1px solid black; width: 80px; height: 25px;"></div>
AAR Number	533308		
Action Type	COMMENCE		
Effective Date	04-Oct-05		
Amount	\$577.90		
Review Date	14-Jun-06		

RECOVERY OF ADVANCES BY INSTALLMENTS

	LAH/PRA TRA/LOA ADVANCE	Bond Advance	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	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>

27 SEP 2005
DATE



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

DATE

SIGNATURE (PAY)

PRINT NAME



Defence Housing AUTHORITY

Fax

11/18

TO

To:

ADF PAY

From:

Rent Allowance
DHA Sydney

Fax:

02 [REDACTED] ex

Phone:

02 [REDACTED]

Pages: 22 pages (incl. cover page)

Date: 3-May-06

Subject: ADF PAY PROCESSING

Message:

Hi Ju,

Please see transactions for processing. Return to fax (02) [REDACTED]

Many thanks,
[REDACTED]

30770x 01x 06x

NAME	PMKEYS NO.	PAY TRANSACTION NO.
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	2543 → 2544
[REDACTED]	[REDACTED]	[REDACTED]

RA PAYMENT DETAILS

RANK	<div></div>	NAME	<div></div>	INIT	<div></div>	O/No	<div></div>
						P/No	<div></div>

The following transactions are authorised to be processed through the member's pay account

Allowance Code	LOA017	Transaction Number	<div></div>
AAR Number	533308		
Action Type	VARY		
Effective Date	31-Mar-06		
Amount	\$560.40		
Review Date	14-Jun-06		

RECOVERY OF ADVANCES BY INSTALLMENTS

	LAH/PRA 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	<div></div>	<div></div>	<div></div>

3 MAY 2006

DATE

RA OIC

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

DATE

SIGNATURE (PAY)

PRINT NAME

RA PAYMENT DETAILS

RANK	<input type="text"/>	NAME	<input type="text"/>	INIT	<input type="text"/>	O/No	<input type="text"/>
						P/No	<input type="text"/>

The following transactions are authorised to be processed through the member'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

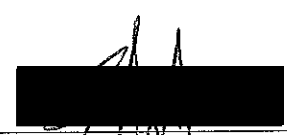
Transaction Number	<input type="text"/>
--------------------	----------------------

RECOVERY OF ADVANCES BY INSTALLMENTS

	LAH/PRA TRA/LOA ADVANCE	Bond Advance	Out Of Cycle
Allowance Code	FAD001/OAD001 TAD001 / LAD001	BDA001	OOC
Action Type	COMMENCE	COMMENCE	COMMENCE
Effective Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount	<input type="text"/>	<input type="text"/>	0.00
Fortnightly Amount	<input type="text"/>	<input type="text"/>	N/A
Transaction Number	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 3 MAY 2006

DATE



RA OIC

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

DATE

SIGNATURE (PAY)

PRINT NAME



Defence Housing
AUTHORITY

10 pages
1/10

Fax

To:	ADFPAY – Sydney Central	From:	Sydney HMC Rental Assistance
Fax:	02	Phone:	02
Pages:	29 (Including Cover Sheet)	Date:	13 June 2006
Subject:	ADF PAY PAPERWORK		

Message:

Hi Ju,

Please see attached paperwork for ADF pay processing.

30710 *50 *06*

NAVY – HMAS MANOORA

NAME	Pages	SERVICE #	ADF PAY Transaction Number
	1		
	1		
	1		
	1		
	1		
	1		
	1		
	1		
	1		
	1		
	1		
	1		
	1		
	2		
	1		
	1		3658
	1		
	4		
	1		
	1		
	2		

RA PAYMENT DETAILS SENT Batch 73

RANK		NAME		INIT		O/No	
						P/No	

The following transactions are authorised to be processed through the member's pay account

Allowance Code	LOA017
AAR Number	533308
Action Type	Vary
Effective Date	8-5-06
Amount	870.00
Review Date	14-Jun-06
	Transaction Number

RECOVERY OF ADVANCES BY INSTALLMENTS

	LAH/PRA 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			

13 JUN 2006

DATE

RA OIC

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

DATE

SIGNATURE (PAY)

PRINT NAME

67

Fax

Hi [REDACTED]

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

NAME		Pages	SERVICE #	ADF PAY Transaction Number
①	WILSON, [REDACTED]	1	[REDACTED]	3419
⑤	[REDACTED]	1	[REDACTED]	[REDACTED]
②	[REDACTED]	1	[REDACTED]	[REDACTED]
③	[REDACTED]	1	[REDACTED]	[REDACTED]
④	[REDACTED]	1	[REDACTED]	[REDACTED]
	[REDACTED]	1	[REDACTED]	[REDACTED]
	[REDACTED]	1	[REDACTED]	[REDACTED]
	[REDACTED]	1	[REDACTED]	[REDACTED]
	[REDACTED]	1	[REDACTED]	[REDACTED]
	[REDACTED]	1	[REDACTED]	[REDACTED]
	[REDACTED]	1	[REDACTED]	[REDACTED]
	[REDACTED]	1	[REDACTED]	[REDACTED]
	[REDACTED]	1	[REDACTED]	[REDACTED]
	[REDACTED]	1	[REDACTED]	[REDACTED]
	[REDACTED]	1	[REDACTED]	[REDACTED]
	[REDACTED]	1	[REDACTED]	[REDACTED]
	[REDACTED]	2	[REDACTED]	[REDACTED]
	[REDACTED]	1	[REDACTED]	[REDACTED]
①	[REDACTED]			
②	[REDACTED]			
③	[REDACTED]			
④	[REDACTED]			
⑤	[REDACTED]			

SENT
Batch 534

RA PAYMENT DETAILS

RANK NAME INIT O/No
P/No

The following transactions are authorised to be processed through the member's pay account

Allowance Code	LOA017	Transaction Number <input type="text"/>
AAR Number	3014507	
Action Type	VARY	
Effective Date	16-Aug-06	
Amount	\$560.40	
Review Date	14-Jun-07	

RECOVERY OF ADVANCES BY INSTALLMENTS

	LAH/PRA TRA/LOA ADVANCE	Bond Advance	Out Of Cycle
Allowance Code	FAD001/OAD001 TAD001 / LAD001	BDA001	OOC
Action Type	COMMENCE	COMMENCE	COMMENCE
Effective Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount	<input type="text"/>	<input type="text"/>	0.00
Fortnightly Amount	<input type="text"/>	<input type="text"/>	N/A
Transaction Number	<input type="text"/>	<input type="text"/>	<input type="text"/>

17 AUG 2006
DATE

RA OIC

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

DATE

SIGNATURE (PAY)

PRINT NAME



Defence Housing
AUTHORITY

Rental Allowance Calculator

Summary

Employee ID	[REDACTED]	Salutation	[REDACTED]
First name	[REDACTED]	Surname	[REDACTED]
Category	MWOD	AFR	[REDACTED]
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	[REDACTED]	Suburb	[REDACTED]
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/Decr rent		
Rent Allowance Approved by: Name & signature (CDF level 4 or above)	[REDACTED]	Date:	10 MAY 2007
<div> <input type="button" value="Back"/> <input type="button" value="Make letter"/> <input type="button" value="Start over"/> </div>			

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----

ISS107/3840	VARY	Original	X	Navy
ISS107/3841	VARY	Original	X	Navy

17
10
22



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 [REDACTED]
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. ☒ Copy of the Lease (front & signature pages only)
5. ☒ Copy of the rent receipt
6. ☒ Copy of the bond receipt
7. ☒ 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 [REDACTED] or posted to the address below.





FILE NOTE	Date / / Time am/pm
Subject: File No: [REDACTED]	
<input type="checkbox"/> I called other person <input type="checkbox"/> Meeting <input type="checkbox"/> Other person called <input type="checkbox"/> Reviewing documents <input type="checkbox"/> I returned call	Other person/in attendance:

- 27/4/07 - mbr is to fax letter of increase from owner - [REDACTED]

Time Spent	
Hours:	Minutes:



Fleet Headquarters

Warfare Division

Facsimile Message Cover

Message number	COMMCEN OPS initials	Precedence	Date, time and group
To [REDACTED] Relocations Consultant DHA		From [REDACTED] Warfare Div, FHQ	
Facsimile number 02 [REDACTED]		Facsimile number 02 [REDACTED]	
Telephone number [REDACTED]		Telephone number [REDACTED]	
Email address		Email address	
Subject or title Relocation Application			
Reference		Number of pages (including cover) 6	
Releasing officer's signature	Printed name	Rank and/or appointment	

IMPORTANT: This facsimile remains the property of the Defence Organisation and is subject to the jurisdiction of Section 70 of the Crimes Act 1914. If you have received the facsimile in error, you are requested to immediately contact the sender by telephone so that arrangements can be made for the return of the document to the sender.

Instructions or comments

As discussed, this is the Relocation Application for RA to RA removal by own means. Thanks for your assistance.

[REDACTED]

SYDNEY HMC

02 JUL 2007

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RA



Office Use Only

DHA Relocation No.

Relocation
Approved by

(HMC delegates signature and printed name)

Date

Application for Relocation FOR RENTAL ASSISTANCE APPLICATION ONLY

Part A

Personal details

- Service number
Employee ID number
- Title/Rank
- Full name
Surname
Given names
- Service: Navy ☒ Army ☐ Air Force ☐
Reserve ☐ Other
Foreign Defence ☐
Exchange Personnel ☐
Country
- Date of Birth
- Gender Male ☒ Female ☐
- Your current contact details – Home address

Postal address (if the same as home address write 'AS ABOVE')

As Above

State

Postcode

Work address

Position/Job title

Unit Warfare Div, FHR

Base HMAS Kuttabul

Unit location Fleet Headquarters

Street address 14-18 Wyble St, Potts Point, NSW

Phone numbers

Work (STD 02)

Home (STD)

N/A

Mobile

Fax numbers

Work (STD 02)

Home (STD)

N/A

Email address

Work

Home

- Preferred method of communication (how DHA will contact you)

Telephone ☒

Work ☒

Home ☐

Mobile ☐

Fax ☒

Work ☒

Home ☐

Email ☒

Work ☒

Home ☐

Correspondence ☒

Work ☒

Home ☐

Postal address ☐

Part B New Unit/Base and relocation details

- Rank at new Unit/Base
Position/Job title
Location of new Unit
Location of new Base
New Unit for duty
New Base for duty
Administration Unit/Base

- Reason for relocation

☐ Posting

☐ Course

Posting effective date

Date posting issued

☐ Discharge

Discharge effective date

Discharge authority

☐ Change in circumstance

(Fill in drop down box)

Required date for relocation

SYDNEY HMC

02 JUL 2007

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Posting tenure:

Less than 6 months ☐

6-12 months ☐

More than 12 months ☐

11 Pay group 2
12 Annual salary or current increment \$
13 Date of Entry/Enlistment 20/10/2001
14 Your status for relocation – (choose one)

A Member without dependants

(MWOD) i.e. Single

☒ Go to Q16

B Member with dependants

(separated) – MWD(S)

i.e. Separated due to service reasons

☐ Please give the following details

Where will your spouse and/or dependants stay?

Current location ☐ At address below ☐

State Postcode

You must provide a copy of approval from the Commanding Officer of your gaining Unit

► Go to Q15

C Member with dependants (MWD)

i.e. Married/De facto/dependants

(ADF recognised)

☐ Please give the following details

Date and place MWD status recognised by ADF

 / /

Give the following details of your spouse/partner (if accompanying you on this posting)

Spouse's surname

Given names

Is your spouse an ADF or APS member?

No. ☐

Yes ☐

Spouse's service employee ID/AGS number

Service: Navy ☐ Reserve ☐

Army ☐ APS ☐

Air Force ☐

Current Rank/Grade

Rank/Grade at new location

Defence recognised dependants/children accompanying you on this posting

Dependant/Child 1

Surname

Given names

Date of Birth / /

Gender Male ☐ Female ☐

Relationship to you (eg. Son, daughter)

What type of school will this dependant attend at your new location?

Will not attend school ☐

Infants/Primary ☐

Secondary ☐

Tertiary ☐

Dependant/Child 2

Surname

Given names

Date of Birth / /

Gender Male ☐ Female ☐

Relationship to you (eg. Son, daughter)

What type of school will this dependant attend at your new location?

Will not attend school ☐

Infants/Primary ☐

Secondary ☐

Tertiary ☐

Dependant/Child 3

Surname

Given names

Date of Birth / /

Gender Male ☐ Female ☐

Relationship to you (eg. Son, daughter)

What type of school will this dependant attend at your new location?

Will not attend school ☐

Infants/Primary ☐

Secondary ☐

Tertiary ☐

Dependant/Child 4

Surname

Given names

Date of Birth / /

Gender Male ☐ Female ☐

Relationship to you (eg. Son, daughter)

What type of school will this dependant attend at your new location?

Will not attend school ☐

Infants/Primary ☐

Secondary ☐

Tertiary ☐

Dependant/Child 5

Surname

Given names

Date of Birth / /

Gender Male ☐ Female ☐

Relationship to you (eg. Son, daughter)

What type of school will this dependant attend at your new location?

Will not attend school ☐

Infants/Primary ☐

Secondary ☐

Tertiary ☐

SYDNEY HMC

02 JUL 2007

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Dependant/Child 6

Surname

Given names

Date of Birth

Gender

Male

Female

Relationship to you
(eg. Son, daughter)

What type of school
will this dependant
attend at your new
location?

Will not attend school

Infants/Primary

Secondary

Tertiary

If more than 6 dependants will accompany you to this posting,
please provide details on a separate sheet

15. Will you need to return to your old locality to assist with the uplift? Note: DHA is responsible for booking travel if you are approved to return

No

Yes Expected date of return

Please ensure travel requirements are completed in Part E, Question 25

Part C Housing Considerations

16. What is your current residential arrangement?

Living in

Service residence

Own home

Rent Allowance

Partial Rent Allowance

Other

Please specify

Do you need Defence Housing Authority to provide your permanent housing requirement in your new location?

No Go to Q20

Yes Please fill in your requirement for permanent accommodation below:

Permanent Accommodation Solution

MWD

Service residence Go to Q18

Own home Go to Q20

Other Go to Q20

MWOD

LIA Go to Q21

Partial RA Go to Q20

Own home Go to Q20

Other Go to Q20

MWOD+5 and MWD(S)

LIA Go to Q21

RA Go to Q20

Service residence Go to Q18

Own home Go to Q20

Other Go to Q20

Transit LIA required?

No

Yes

DHA staff aim to provide you with an accommodation solution that takes into account your Defence entitlement and family composition and, where possible, your preferences. However, the solution is dependant on the available outcomes.

18. Preferred type of permanent accommodation (tick one only)

Standard house

Unit/Townhouse

19. Do you have a preferred area to live within the new location?

No

Yes List suburbs in order of preference

20. Details of your pets (if applicable)

Type of pet (e.g. cat, dog)	Sex	Age	Breed and size (small, medium, large)	Desexed No Yes
				<input type="checkbox"/> <input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>

21. Do you, or any member of your dependant family, own a residential property in the new location?

No Go to Q22

Yes

Give details of the residential property

State Postcode

Number of bedrooms

Do you intend to live at this residential property during this listing?

No Please provide reason

Yes Date of intended occupancy

Is this residential property currently tenanted?

No

Yes Date the lease expires

Is there a Release Clause? No Yes

If more than one property, please provide details on a separate sheet.

SYDNEY HMC

02 JUL 2007

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Part D Other considerations

22. Please state here the requirements for housing that you have as a result of being recognised as a family with special needs in accordance with DI(G) PER 42-5

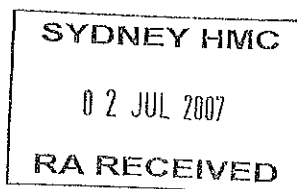
Is there a special need for: Housing ☐ Travel ☐ Temporary accommodation ☐

Give a brief summary and attach a copy of *Recognition, Family with Special Needs Letter*, as approved by Defence Community Organisation (DCO).

If you need more space, please attach a separate sheet.

23. Please state any other circumstances or personal preferences (not already included in this application) that you believe should be taken into account regarding your relocation. This could include specific job requirements, which will assist in determining your housing requirements, and may require Defence Approval.

If you need more space, please attach a separate sheet.



Part E Declaration

36. 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 me 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 02/07/07

SYDNEY HMC

02 JUL 2007

RA RECEIVED

Part F Discharge Declaration

Declaration by MEMBER on discharge from the ADF

My address prior to enlistment was

State Postcode

It is my bona fide intention, on termination of my service, to take up residence at the following address and I apply for removal at Departmental expense to that destination.

State Postcode

- I understand that, in the event of my furniture and effects being moved into storage, I will be responsible from the date of delivery into storage for both storage charges and insurance.
- I undertake to refund the cost of removal in the event of my failure to complete my engagement, or circumstances arising in which I will not qualify for a removal or discharge.
- In the event of my claim for discharge being cancelled or withdrawn after the removal has taken place, I understand that I will be responsible for any additional costs incurred on removal to my new posting locality, less the cost Defence would ordinarily be responsible for.
- 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 me as a result of such conduct may be recovered.

Signature of
Member

Date / /

Returning the Application for Relocation

Return the completed Application for Relocation 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.

af300



Cease Rent Allowance

To be completed by member in receipt of Rent Allowance

Rank	Service No	Employee No (PMKeys)

Surname	Initials	Current Unit
		FHQ

Contact Phone Number(s)
02 [redacted]

I declare that I occupy / occupied an approved Rent Allowance residence at:

[redacted]
[redacted]
[redacted]

I am in receipt of:

- ☒ Member With Out Dependant Rent Allowance
☐ Member With Dependant Rent Allowance
☐ Member With Dependant (S)eparated Rent Allow.
☐ MWD(S) Food Allowance
☐ Furniture Rental Assistance

Am I sharing this rental property?

☐ YES
 ☒ NO

Forwarding address

(unit address / location if home address unknown)

[redacted]

Final date rent was paid to

08 Jul 07

Pre-pack date for removal

N/A

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

Posted Out of Locality	Unit Posted To
	Effective Date
Discharging	/ /
	Settlement date
Moving to Own Home	/ /
<input checked="" type="checkbox"/> Moving to Another Rent Allowance Property	Occupation Date
Occupying a service residence (SR)	/ /
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:

Signature

[redacted]

Printed Name

[redacted]

Date

11 Jul 07

SYDNEY HMO

02 AUG 2007

RA RECEIVED

SYDNEY MAIL
02 AUG 2007
RA RECEIVED

Rent 1733-35
Bond 2080 -
RTA 15-
RENT RECEIPT

No 24973



TENANT	PROPERTY	RENT	FROM	TO	RENT PAID
		2253 PER MONTH	7/7/07	7/8/08	3828 35
L.J. Hoekstra Five Dock (TRUST ACCOUNT)					
CHEQUE AMOUNT	CHEQUE NO.	BANK	DRAWER	PER	DATE
3828-35		082	Natashia Bal		5/7/07
172					

This business is independently owned and operated by The Proprietor, Foga Holdings Pty. Ltd. A.C.N. 003 668 328

MERITON APARTMENTS PTY LTD
Level 11, 528 Kent Street, Sydney 2000.
ABN 75 000 644 888 Tel 92647177
R E C E I P T

Receipt No. 865486
Date 03-JUL-07

RENT 14 DAYS 25-JUN-07 TO 08-JUL-07 +.06 DAY	Bank	Ref	Amount
	B/S		900.00
			900.00

ENQUIRIES PHONE
Payment/maintenance 92647177

Your address must be written
on the reverse of your cheque

af303

 Defence Housing AUTHORITY	APPLICATION FOR RENT ALLOWANCE (RA)
--	--

Service No.	Employee ID	Rank	Surname	Initials

DOB	Unit	Service
06 JAN 83	FHQ, HMAS Kuttabul	RAN

Work Phone Number	Home Phone Number	Mobile Phone Number
	N.I	

Email Address

1. What is your current categorisation? – (A current 'AA157' Categorisation form is required with all applications)

- ☐ **MWD** – This is a Member with Dependants who maintains a home for dependants and occupies the home with at least one dependant.
- ☐ **MWD(S)** – This is a Member who maintains a home for dependants and who is separated from those dependants for recognised service reasons.
- ☒ **MWOD** – This is a member other than a MWD or a MWD/S.

2. Permission

- ☒ I have my unit's permission to live off base and there is no Service requirement to Live In at my new/existing Posting Locality.

Note: RA policy does not override a CO's/OC's authority to direct that certain members live in, refer to the Defence Pay and Conditions Manual (PACMAN).

3. Reason for applying for Rent Allowance

- ☒ Living In Accommodation or Suitable Service Residence not available.
- ☒ SGT (E) to WO or MAJ (E) or higher rank OR five years aggregate continuous full time ADF service completed.

Date of Enlistment (Include dates of previous service)

20 Jan 01

- ☐ Only level 1, 2 or 3 Living In Accommodation available.
- ☐ Other circumstances (supply details)

SYDNEY (HAF)
02 AUG 2007
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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:

Postcode:

[REDACTED]

5. Details of rental accommodation to be occupied

Address:

Postcode:

1 Murrumbidgee Ave, Five Dock, NSW

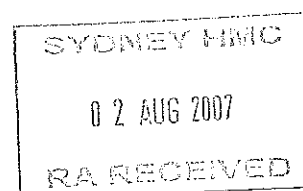
Lease start date:

Lease end date:

Date you occupied property:

07 Jul 07	06 Jul 08	07 Jul 07
-----------	-----------	-----------

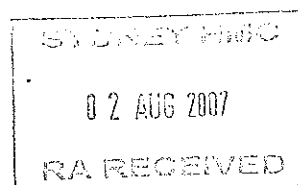
6. Rent \$ 520 Per Week / Fortnight / Month (cross out options not applicable)*Note: If you are sharing the property with someone else you must put the rent amount for the Property, not the amount that you actually pay.***7. Are you the sole occupant of the premises for which the allowance is sought? (MWD - do not include dependants)**☒ **YES** ☐ **NO** — See note belowIf **NO**, please specify the details of the people with whom you share the residence (Include ADF members & civilians as well as house sitters & children):**Service/Employee ID
(if applicable)****Rank or Title****Name****Rent Contribution \$**

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*

af303

9. MWD ONLY - Do you wish to elect the 2 bedroom ceiling appropriate to your rank and pay the appropriate contribution?

Note: Members choosing the 2 bedroom ceiling will not be eligible for excess ceiling increases, and this election applies for the term of the lease.

☐ YES ☐ NO**10. Do you own your Own Home in your posting locality?**☐ YES - If yes please complete details in Application for Relocation ☒ NO**11. Is there a standard Defence Release Clause included in your lease?**☒ YES ☐ NO

af303

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:

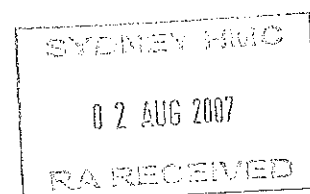
- Copy of the Lease (Residence/Furniture)
- The initial rent receipt, detailing:
 - Name of the owner / agent to whom rental payments are made
 - Amount of rental and the period of payment
 - Date of payment
 - Name of the person who is renting the premises / furniture and the address of the premises.
- 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 Jul 07





Dock NSW 2046
12-2768
AGENTS

Real 1733-35
Bond 2030-
277 15-
RENT RECEIPT
No 24973

TENANT	PROPERTY	RENT	FROM	TO	RENT PAID	CHEQUE
[REDACTED]	[REDACTED]	5 2253 PER MONTH	7/7/07	7/8/08	5 3828 35	3828 35
Ltd. Hecker Five Dock (TRUST ACCOUNT) DRAWER						
CHEQUE AMOUNT	CHEQUE NO.	BANK	Cheques accepted subject to clearance			
3828-35	[REDACTED]	082	Notional B.L.			
		172	PER	[REDACTED]		
			DATE	5/7/07		

This business is independently owned and operated by The Proprietor, Toga Holdings Pty. Ltd. A.C.N. 003 668 328

MERITON APARTMENTS PTY LTD
Level 11, 528 Kent Street, Sydney 2000.
ABN 75 000 644 888 Tel [REDACTED]

Receipt No. 865486
Date 03-JUL-07

RECEIPT

Bank Ref

Amount

RENT 14 DAYS 25-JUN-07 TO 08-JUL-07 +.06 DAY B/S.

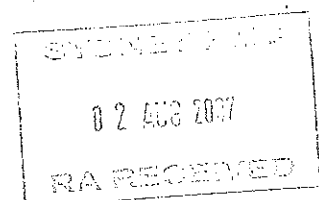
900.00

900.00

Payment/maintenance

PHONE

Your address must be written
on the reverse of your cheque



RESIDENTIAL TENANCY AGREEMENT

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

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 the agreement (and the completed condition report referred to in this agreement) and to obtain appropriate advice if necessary.
2. 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 tenant a copy of this agreement for the tenant to keep.

TERMS OF AGREEMENT

THIS AGREEMENT is made on 06 / 07 / 2007 at [REDACTED]

BETWEEN LANDLORDS:

Name(s) [REDACTED] ACN

Address [REDACTED]

Name of landlord's agent Owner Managed ACN

(Address) Trading as

TENANT

(Name(s)) [REDACTED]

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 [REDACTED] 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 ; [REDACTED]

Commonwealth Bank BSB [REDACTED]

Account No [REDACTED]

Ref: [REDACTED]

Payment 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.

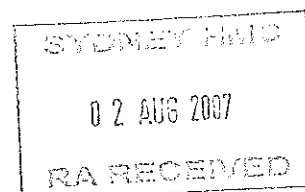
RENTAL BOND

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) [REDACTED]



RENT INCREASES

- 1 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.
- 2 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 Tenancies 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 AGREEMENT (WHICH INCLUDES THE CONDITION REPORT)
AND AGREE TO ALL ITS TERMS.**

SIGNED BY THE LANDLORD

in the presence of:

(Name of witness)

(Signature of landlord)

(Signature of witness)

SIGNED BY THE TENANT

in the presence of:

(Name of witness)

(Signature of tenant)

(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 Renting Guide: A guide for landlords and tenants".

(Signature of tenant)

SYDNEY HHS

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Application for Increased Rent Ceiling / Rent Ceiling for Other Locality

MEMBER'S DETAILS

Employee ID number [redacted] Title/Rank [redacted]
 Family name [redacted]
 Given names [redacted]
 Unit PHQ, HMAS Kuttahai Work Phone 02 [redacted]

DETAILS OF DEPENDANTS (i.e. spouse, age and sex of children)

Full Name	Relationship	Approximate Age	Defence Recognised
			Yes/No
			Yes/No
			Yes/No
			Yes/No
			Yes/No

DETAILS OF RENTAL SEARCH

Number of Residences Inspected > 30
 Number of Residences "Driven By" > 50
 Number of Residences Considered > 100
 Areas Searched (please circle)

Eastern suburbs Inner West Lower North Shore North Shore Northern Beaches Central Coast
 Hills District Richmond area Liverpool area

If you only looked within one or two areas, please state the reasons for confining your search below:

Commencing study at UNSW Kensington in Aug. 07. Looking for 2 br. house / townhouse that is not dusty or mouldy, with LUG in safe neighbourhood. Rental market has exploded in last 6 months, with prices skyrocketing.

DETAILS OF PROPERTY

Address [redacted]
 Date Property Available 07 July 2007
 Weekly Rental of Residence \$520
 Travel Distance to work 11 km
 Number of bedrooms 3 (2 plus study)
 Type of Accommodation (please circle) STAND-ALONE HOUSE or TOWNHOUSE

DETAILS OF PROPERTY'S AMENITIES

(please tick the amenities applicable to the rental property)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Furnished | <input type="checkbox"/> Family room | <input type="checkbox"/> Single carport | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Built-in robes | <input type="checkbox"/> Air-conditioning | <input type="checkbox"/> Double carport | <input checked="" type="checkbox"/> Separate lounge room |
| <input type="checkbox"/> Ensuite | <input type="checkbox"/> Heating | <input type="checkbox"/> Shed | <input checked="" type="checkbox"/> Separate dining room |
| <input type="checkbox"/> Study | <input checked="" type="checkbox"/> Single garage | <input checked="" type="checkbox"/> Fenced | <input type="checkbox"/> Combined lounge/dining |
| <input type="checkbox"/> Rumpus room | <input type="checkbox"/> Double garage | <input type="checkbox"/> Spa | <input type="checkbox"/> Outdoor entertaining area |

I declare that the information provided on this form is true and correct.

Signed [redacted] Date 11 July 2007

02 AUG 2007

11 July 2007

af316.

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

Rank	Initials	Surname	Employee ID/Service Number
Date	11/50/07	DHA Case Manager	

Details of Rental Property Search

Property Number One

Address of Rental Property:	
Rent Amount:	500 pw
Date Available to Occupy:	21 Jun 07
Number of Bedrooms:	2
Comments:	unsecure parking
i.e furnished/amenities	Nil

Property Number Two

Address of Rental Property:	
Rent Amount:	500 pw
Date Available to Occupy:	23 June 07
Number of Bedrooms:	2
Comments:	mouldy carpet, old interior
i.e furnished/amenities	large backyard

Property Number Three

Address of Rental Property:	
Rent Amount:	530 pw
Date Available to Occupy:	23 Jun 07
Number of Bedrooms:	3
Comments:	next door to noisy playground
i.e furnished/amenities	

Property Number Four

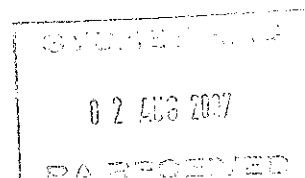
Address of Rental Property:	
Rent Amount:	600
Date Available to Occupy:	27 Jun 07
Number of Bedrooms:	3
Comments:	very nice, too expensive
i.e furnished/amenities	

Property Number Five

Address of Rental Property:	
Rent Amount:	550 pw
Date Available to Occupy:	30 Jun 07
Number of Bedrooms:	3
Comments:	Applied for Agent increased price to 570
i.e furnished/amenities	Large backyard. Very nice.

Property Number Six

Address of Rental Property:	
Rent Amount:	480
Date Available to Occupy:	30 Jun 07
Number of Bedrooms:	3
Comments:	Next 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	

Details of Rental Property Search

Property Number One *Seven*

Address of Rental Property:	
Rent Amount:	470
Date Available to Occupy:	08 Jul 07
Number of Bedrooms:	2
Comments:	Applied for, unsuccessful
i.e furnished/amenities	

Property Number Two *Eight*

Address of Rental Property:	
Rent Amount:	480
Date Available to Occupy:	30 Jun 07
Number of Bedrooms:	3
Comments:	Unsecure area and parking
i.e furnished/amenities	

Property Number Three *Nine*

Address of Rental Property:	
Rent Amount:	500
Date Available to Occupy:	30 Jun 07
Number of Bedrooms:	2
Comments:	Very dodgy dodgy neighbourhood
i.e furnished/amenities	

Property Number Four *Ten*

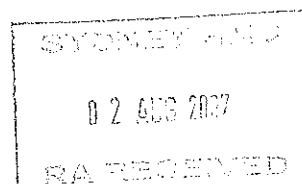
Address of Rental Property:	
Rent Amount:	520
Date Available to Occupy:	02 Jul 07
Number of Bedrooms:	3
Comments:	Application Unsuccessful, Outbid on price
i.e furnished/amenities	

Property Number Five *Eleven*

Address of Rental Property:	
Rent Amount:	475
Date Available to Occupy:	30 Jun 07
Number of Bedrooms:	3
Comments:	Over 30 applicants at open house.
i.e furnished/amenities	

Property Number Six *Twelve*

Address of Rental Property:	
Rent Amount:	460
Date Available to Occupy:	17 Jun 07
Number of Bedrooms:	3
Comments:	Very old interior, dusty
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
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Date	11 Jul 07	DHA Case Manager	[REDACTED]

Details of Rental Property Search

Property Number One *thirteen*

Address of Rental Property:	[REDACTED]
Rent Amount:	500
Date Available to Occupy:	07 Jun 07
Number of Bedrooms:	3
Comments:	very old, run down property.
i.e furnished/amenities	

Property Number Two *fourteen*

Address of Rental Property:	[REDACTED]
Rent Amount:	550
Date Available to Occupy:	19 Jun 07
Number of Bedrooms:	3
Comments:	Outbid on application. Price increased
i.e furnished/amenities	

Property Number Three *fifteen*

Address of Rental Property:	[REDACTED]
Rent Amount:	530
Date Available to Occupy:	02 Jul 07
Number of Bedrooms:	3
Comments:	Nice property over 20 applicants at open
i.e furnished/amenities	house

Property Number Four *sixteen*

Address of Rental Property:	[REDACTED]
Rent Amount:	450
Date Available to Occupy:	10 Jul 07
Number of Bedrooms:	2 + study
Comments:	over 20 applicants at open house.
i.e furnished/amenities	

Property Number Five *seventeen*

Address of Rental Property:	[REDACTED]
Rent Amount:	440
Date Available to Occupy:	18 Jul 07
Number of Bedrooms:	3
Comments:	Did not like neighborhood
i.e furnished/amenities	

Property Number Six *eighteen*

Address of Rental Property:	[REDACTED]
Rent Amount:	485
Date Available to Occupy:	15 Jun 07
Number of Bedrooms:	3
Comments:	Unsuccessful application. Nice property.
i.e furnished/amenities	

02 AUG 2007
RA RECEIVED

APPLICATION FOR RENT CEILING INCREASE

NAME:	[REDACTED]
RANK:	[REDACTED]
SERVICE NO:	[REDACTED]
CATEGORISATION:	MWOD
UNIT POSTED TO:	HMAS Kuttabul
BEDROOM ENTITLEMENT	NA
GRS ENTITLEMENT	RB2
ADDRESS OF PROPERTY:	[REDACTED]
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

☒ YES

PARTIAL CEILING INCREASE APPROVED

☒ YES/☒ NO

NO RENT CEILING INCREASE

☐ TickSIGNATURE.....
[REDACTED]DATE: 10/07/2007
[REDACTED]Rent Allowance Team Leader
DHA SYDNEY

Received Time 16 Jan. 10:41

**UNCLASSIFIED
STAFF-IN-CONFIDENCE**



**FLEET COMMAND
FACSIMILE**

RA



To: DHA Rental Assistance

From:

Address: Parramatta Office

Address: Warfare Division, Fleet Headquarters

14-18 Wylde St, Potts Point NSW

Fax: (02)

Fax: (02)

Tel: (02)

Tel: (02)

Email:

Email:

Subject: CHANGE OF SHARE ARRANGEMENTS

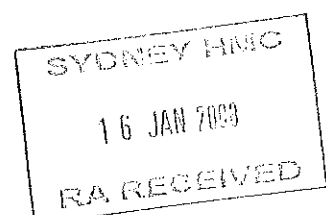
Reference:

Date: 16 January 2008

Pages (including cover): 2

IMPORTANT: This facsimile remains the property of the Defence Organisation and 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 arrangements can be made for the return of the document to the sender.

Instructions or comments



**STAFF-IN-CONFIDENCE
UNCLASSIFIED**

af307



Defence Housing AUSTRALIA

CHANGE TO MEMBER SHARE ARRANGEMENTS

I, [REDACTED] am in receipt of RA and currently reside at:
(Service no./Employee ID Rank Initials Surname)

Listed below are **all the occupants** excluding Defence recognised dependants that I have shared with at the above residence, **(military or civilian including children)** and the **dates they occupied &/or vacated** the premises.

Service Number	Employee ID Number	Surname	Date Occupied	Date Vacated
		[REDACTED]	15 Dec 07	—

Comments: My fiancée, [REDACTED], has moved
in with our intention to obtain de facto
status in 90 days.

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.

Member's Signature [REDACTED]

Date

16 Jan 08.

SYDNEY

16 JAN 2008

RA RECEIVED



RA Housing Solution Checklist af325

CASE# 637474

MEMBER INFORMATION

Emp ID		SVC#		Rank		Unit	HMAS Kullabul	
Name	Surname		first name					
Contact	(m)		(w)		(h)			
Type	<input type="checkbox"/> MWD RA <input type="checkbox"/> MWOD FRA <input type="checkbox"/> MWOD PRA <input type="checkbox"/> MWD(S) FRA <input type="checkbox"/> MWD(S) PRA							
Reason	<input type="checkbox"/> MWOD+5 yrs <input type="checkbox"/> LIA unavailable <input type="checkbox"/> LIA 1,2,3 only <input type="checkbox"/> Eviction from LIA/RA <input type="checkbox"/> SR unavailable <input type="checkbox"/> MAR/DEF Recog. <input type="checkbox"/> Other							
Removal	<input type="checkbox"/> Yes <input type="checkbox"/> No	Disturbance Allowance		<input type="checkbox"/> Yes <input type="checkbox"/> No	WEF RA ent.			/ /
Total Lease rent ent.	\$	MWD bdr ent.			Share#	Lease end date		/ /
Address							UPRN:	
<input type="checkbox"/> Bond \$	<input type="checkbox"/> RIA \$	<input type="checkbox"/> Utilities \$		<input type="checkbox"/> Repay P/F	<input type="checkbox"/> Repay at Vacation			

PROCESS TRACKING

1. <input type="checkbox"/> Received Case/HS sub-case/created 'member expense' case in CRM	11. <input type="checkbox"/> Update TMS member admin screen
2. <input type="checkbox"/> Contact member - 5 days from case rec'd ° Discuss entitlement & options (RA/Bond/RIA/utilities)	12. <input type="checkbox"/> Update tenancy checklist screen
3. <input type="checkbox"/> Copy of RA Guide, applicable approval letter (al105-7) & paperwork to member (copy to file)	13. <input type="checkbox"/> Set reminder on CPA sub-case to commence subsidy (within 10 days sup. Doc. Rec'd)
4. <input type="checkbox"/> Paper File created & trimmed	14. <input type="checkbox"/> Complete data entry of tenancy in checklist, i.e. transfer trigger
5. <input type="checkbox"/> Set reminder in CRM to follow-up on paperwork (7 days or day after arrival)	15. <input type="checkbox"/> Commence sent to ADF Pay / /
6. <input type="checkbox"/> Case into applicable work folder	16. <input type="checkbox"/> Cease sent to ADF Pay / /
7. <input type="checkbox"/> Claim form sent to ADF Pay	17. <input type="checkbox"/> Vary transaction sent to ADF Pay / / / / / /
8. <input type="checkbox"/> All completed docs received / /	18. <input type="checkbox"/> Sent RA subsidy letter to member / /
9. <input type="checkbox"/> Complete RA Calculator summary page (copy to file)	19. <input type="checkbox"/> RA/Housing contribution spreadsheet signed by delegate returned to HO (KPI 5)
10. <input type="checkbox"/> Summary page given to Delegate (approval within 48 hours) / /	a) <input type="checkbox"/> RPO \$ WEF / / b) <input type="checkbox"/> RAO \$ WEF / /

SUPPORTING DOCUMENTATION

Documents	Date	Documents	Date
<input checked="" type="checkbox"/> RA Application Form (af303) &	21/7/07	<input type="checkbox"/> Email from DE	/ /
<input checked="" type="checkbox"/> AFR - DCA or	21/7/07	<input type="checkbox"/> Review Documents (af304, al112-5)	/ /
<input type="checkbox"/> NFR	/ /	<input type="checkbox"/> PRA-FRA Notification Form (af323)	/ /
<input type="checkbox"/> Initial Rent Receipt	/ /	<input type="checkbox"/> Furniture rental contract	/ /
<input checked="" type="checkbox"/> Signed Lease	21/7/07	<input type="checkbox"/> Furniture rental receipt	/ /
<input type="checkbox"/> Categorisation Form (AA157)	/ /	<input type="checkbox"/> FWSN (DCO supporting documents)	/ /
<input type="checkbox"/> Owner Statement (af308)	/ /	<input type="checkbox"/> LIA or RA eviction notice	/ /
<input type="checkbox"/> Member Statement (af309)	/ /	<input type="checkbox"/> Notice of Intent	/ /
<input type="checkbox"/> Bond receipt <input type="checkbox"/> Bond lodgement	/ /	<input type="checkbox"/> Contract of Sale	/ /
<input type="checkbox"/> Tenancy Approval letter (Bond App)	/ /	<input type="checkbox"/> LIA Booking request form (af302)	/ /
<input type="checkbox"/> Defence Release Clause	/ /	<input type="checkbox"/> LIA Availability form (af320)	/ /
<input type="checkbox"/> Share Statement (af307)	/ /	<input type="checkbox"/> Cease RA Letter (af109)	/ /
<input type="checkbox"/> Current Rent Receipt	/ /	<input checked="" type="checkbox"/> Final rent receipt (needed to cease RA)	21/8/07
<input type="checkbox"/> Ceiling Increase letter (al128 & al129)	/ /	<input checked="" type="checkbox"/> Cease RA form (af300)	21/8/07
<input checked="" type="checkbox"/> Proof of Search (af316)	21/8/07	<input type="checkbox"/> Break lease documents	/ /

Comments



Cease Rent Allowance

To be completed by member in receipt of Rent Allowance

Rank	Service No	Employee No (PMKeys)
[Redacted]		

Surname	Initials	Current Unit
[Redacted]		

Contact Phone Number(s)
[Redacted]

I declare that I occupy / occupied an approved Rent Allowance residence at:

[Redacted]
[Redacted]
[Redacted]
[Redacted]

I am in receipt of:

- ☒ Member With Out Dependant Rent Allowance
☐ Member With Dependant Rent Allowance
☐ Member With Dependant (S)eparated Rent Allow.
☐ MWD(S) Food Allowance
☐ Furniture Rental Assistance

I am sharing this rental property?

☒ YES
 ☐ NO

Forwarding address

(unit address / location if home address unknown)

[Redacted]

Final date rent was paid to

14 Mar 08

Pre-pack date for removal

N/A

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

Posted Out of Locality	Unit Posted To
Effective Date	
Discharging	/ /
Settlement date	
Moving to Own Home	/ /
Moving to Another Rent Allowance Property	
Occupation Date	
Occupying a service residence (SR)	/ /
Occupation Date	
Occupying Living in Accommodation (LIA)	/ /
Effective Date	
<input checked="" type="checkbox"/> Change to Categorisation	15 Mar 08
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

[Redacted]

Printed Name

[Redacted]

Date

09 Apr 08

SYDNEY HMC

14 APR 2008

RELOCATIONS
RECEIVED



TENANT
MANAGEMENT
SYSTEM

[Staff Portal](#)

[DHA Workflow](#)

[System guide](#)

logged in

Search



Manage Status
Summary

Employee ID: [REDACTED]

Case ID: 713197

Summary

[Log Notes](#)

Personal Details

[Personal Details](#)

[Unit/Base](#)

[Housing Consideration](#)

[Other Considerations](#)

Travel

[Trip Details](#)

[Vehicle Details](#)

Inventories

[Furniture & Effects](#)

[Current Storage](#)

[Long Term Storage](#)

[Freighted Vehicles](#)

Temp Accommodation

[Temp Accommodation](#)

Allowances

[RemCalc](#)

[Add Payments](#)

[Reimbursements](#)

[DoD Invoicing](#)

[Payment Summary](#)

[View Removal Calc.](#)

Tenancy

[Final Housing Solution](#)

[Tenancy Checklist](#)

[Correspondence](#)

[Workflow Summary](#)

Confirmation Letter

Movement Plan Letter

Movement Plan History

Movement Plan Sent: Yes 08/12/2008

User ID: [REDACTED]

[REDACTED]

Itinerary Details

Trips

Sydney - Sydney

Travel Status Confirmed

Departure Date 16/12/2008

Arrival Date 16/12/2008

Trip Legs 16/12/2008 Own Means Confirmed

Passengers

Age

[REDACTED]

Temporary Accommodation

Losing

Location Type Losing

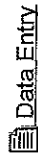
Hotel Name Novotel Sydney Olympic Park

Status Confirmed

Check In Date 15/12/2008

Check In Time 14:00

NF 8/12



Search for Case ID



Removals Details

Entitlement Date

Future Vacancy Date (Rent)

Inventories

1. F&E Sydney - Sydney

Contractor

Contact Phone

Prepack Date

Uplift Date

Delivery Date

Removal Status

15/12/2008

15/12/2008

N/A

N/A

15/12/2008

16/12/2008

16/12/2008

TOLL Pending

Check Out Date 16/12/2008

Check Out Time 10:00

Guests

Type

Age

Allowance Details

Disturbance Allowance \$539.00

Disturbance Allowance \$480.00

Telephone re-connection \$59.00

Status Normal Payment Transferred

TAA Allowance \$94.33

TAA Losing Locality \$94.33

Status Normal Payment Transferred

Total \$633.33



[Staff Portal](#) [DHA Workflow](#) [System guide](#) logged in

Search

[Manage Status Summary](#)

Case ID: 713197

Employee ID:

Personal Details

[Log Contact Notes](#)

[Personal Details](#)

[Personal Details](#)

[Unit/Base](#)

[Housing Consideration](#)

[Other Considerations](#)

[Travel](#)

[Trip Details](#)

[Vehicle Details](#)

[Inventories](#)

[Furniture & Effects](#)

[Current Storage](#)

[Long Term Storage](#)

[Freighted Vehicles](#)

[Temp Accommodation](#)

[Temp Accommodation](#)

[Allowances](#)

[RemCalc](#)

[Add Payments](#)

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Case Manager *

Personal Details

Surname

First Name

Middle Name

Gender

Male

Employee ID

Service Number

Service

Navy

Current Rank

New Title/Rank

Current

Position / Job Title *

New Position / Job Title *

Date of Birth *

(dd/MM/yyyy)

Pay Group *

5/2

Annual Salary *

72038

Date of

26/01/2001

Entry / Enlistment *

(dd/MM/yyyy)

Number of Moves

3


Contact Details

Home Address

Building Name

Work Address

Unit *

Data Entry

Search for Case ID

Unit Number

Street Number *

Street Name *

Street Type *

Suburb

City

Country

State *

Postcode *

Home Phone

Mobile Phone

Home Fax

Home Email

Sydney

Australia

NSW

2046

0

Building Name

Unit Number

Street Number

Street Name *

Street Type *

Base *

Country

State *

Postcode *

Work Phone *

Work Fax

Work Email

Adfa, Australian Defence Force A

Barracks

Potts Point, NSW

Australia

NSW

2011

02

02

Postal Address

Building Name

Unit Number

Street Number

Street Name

Street Type

Suburb

Preferred Method of Communication *

Phone

Fax

Email

Correspondence

☐ Work ☐ Home ☒ Mobile

☐ Work ☐ Home

☒ Work ☐ Home

☐ Work ☐ Home ☐ Postal

City	<input type="text" value="Sydney"/>
Country	<input type="text" value="Australia"/>
State	<input type="text" value="NSW"/>
Postcode	<input type="text" value="2046"/>

Save



Search

Manage Status Summary

Employee ID: [redacted]

Case ID: 713197

Personal Details

[Log Contact Notes](#)

Personal Details

- [Personal Details](#)
- [Unit/Base](#)
- [Housing Consideration](#)
- [Other Considerations](#)

Case Manager * [redacted]

Personal Details

Surname [redacted]
First Name [redacted]
Middle Name [redacted]
Gender Male

Employee ID [redacted]
Service Number [redacted]

Travel

- [Trip Details](#)
- [Vehicle Details](#)

Inventories

- [Furniture & Effects](#)
- [Current Storage](#)
- [Long Term Storage](#)
- [Freighted Vehicles](#)

Temp Accommodation

- [Temp Accommodation](#)

Allowances

- [RemCalc](#)
- [Add Payments](#)
- [Reimbursements](#)
- [DoD Invoicing](#)
- [Payment Summary](#)
- [View Removal Calc.](#)

Service Navy

Current Rank [redacted]
New Title/Rank [redacted]

Date of Birth * [redacted] (dd/MM/yyyy)

Pay Group * 5/2

Annual Salary * 72038

Date of Entry / Enlistment * 26/01/2001 (dd/MM/yyyy)

Number of Moves 3

Contact Details

Home Address [redacted]


Building Name [redacted]

Work Address [redacted]


Unit * [redacted]

Tenancy

- [Final Housing Solution](#)
- [Tenancy Checklist](#)
- [Correspondence](#)
- [Workflow Summary](#)

Data Entry

Search for Case ID



Unit Number	
Street Number *	
Street Name *	
Street Type *	
Suburb	
City	Sydney
Country	Australia
State *	NSW
Postcode *	2046
Home Phone	0
Mobile Phone	
Home Fax	
Home Email	

Building Name	
Unit Number	
Street Number	
Street Name *	Adfa, Australian Defence Force A
Street Type *	Barracks
Base *	Potts Point, NSW
Country	Australia
State *	NSW
Postcode *	2011
Work Phone *	02
Work Fax	02
Work Email	

Postal Address

Building Name	
Unit Number	
Street Number	
Street Name	
Street Type	
Suburb	

Preferred Method of Communication *

Phone	<input type="checkbox"/> Work	<input type="checkbox"/> Home	<input checked="" type="checkbox"/> Mobile
Fax	<input type="checkbox"/> Work	<input type="checkbox"/> Home	
Email	<input checked="" type="checkbox"/> Work	<input type="checkbox"/> Home	
Correspondence	<input type="checkbox"/> Work	<input type="checkbox"/> Home	<input type="checkbox"/> Postal

City	<input type="text" value="Sydney"/>
Country	<input type="text" value="Australia"/>
State	<input type="text" value="NSW"/>
Postcode	<input type="text" value="2046"/>



Search

Manage Status Summary

Employee ID: [REDACTED]

Case ID: 713197

New Unit/Base and Relocation Details

- Personal Details
 - [Personal Details](#)
 - [Unit/Base](#)
 - [Housing Consideration](#)
 - [Other Considerations](#)
- Travel
 - [Trip Details](#)
 - [Vehicle Details](#)
- Inventories
 - [Furniture & Effects](#)
 - [Current Storage](#)
 - [Long Term Storage](#)
 - [Freighted Vehicles](#)
- Temp Accommodation
 - [Temp Accommodation](#)
- Allowances
 - [RemCalc](#)
 - [Add Payments](#)
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 - [DoD Invoicing](#)
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- Tenancy
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 - [Correspondence](#)
 - [Workflow Summary](#)

New Unit/Base and Relocation Details

Losing HMC *	Sydney HMC	Reason for Relocation	CIPC
Gaining HMC *	Sydney HMC	CIPC *	Eviction from RA
Current Unit *	[REDACTED]	Required Date for Relocation *	2/1/2008 (dd/MM/yyyy)
Current Base *	Potts Point, NSW	Relocation Expense	Defence
New Unit *	[REDACTED]	Authority	RA Eviction Notice
New Base *	Potts Point, NSW	Date Posting Issued	01/12/2008
New Unit for Duty			
New Base for Duty			
Administration Unit/Base			
Marital Status			
Marital Status *	MWD	Date Recognised	15/03/2008 (dd/MM/yyyy)
		Place Recognised	HMAS Kuttabul

 Data Entry

Search for Case ID

ADF/APS Member

☐ Yes ☒ No

Spouse Surname *

Spouse

First Name *

Spouse Middle Name

Spouse Active

☒ [remove spouse](#)

Contact in Transit
Mobile Number

Other Persons Name

Phone Number

Family Composition

Dependant or
Child

Surname

First
Name

Middle
Name

Date of Birth

Gender

Relationship

School

Active

15. Return to old locality? *

☒ Yes ☐ No

[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 CHITTDefacto / 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 ConditionsRA at Ceiling Only

Other

REMOVAL ENTITLEMENT -----

Commonwealth Expense

Own Expense

ALLOCATOR -----**COMMENTS:**



Defence Housing
AUSTRALIA

28 April 2008

Dear [REDACTED]

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: 3

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.

**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





Defence Housing

AUSTRALIA

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 free, 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 return to Fast Connect by post, fax or internet as instructed on the Fast Connect Form.

Please note that if you have any Fast Connect questions, you should contact Fast Connect directly, phone [REDACTED] (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 02 [REDACTED] Office hours are 8.30am – 5.00pm Monday to Friday.

Yours sincerely

[REDACTED]

[REDACTED]

Allocations Team Leader

Sydney HMC

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

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





Received Time 14 Apr 10:13
Notification of Relocation
Member Expense

1. Are you relocating at your own expense? No ☒ Don't use this form. You will need to complete an Application for Relocation form.
Yes ☒ Please complete all relevant details below.

PART A - Personal details

2. Employee ID number [Redacted]

3. Service Number [Redacted]

4. Title/Rank [Redacted]

5. Full name Family name: [Redacted] Given name(s): [Redacted]

Service Navy ☒ Reserve ☐
Army ☐ Other ☐
Air Force ☐ Foreign Defence Exchange personnel ☐ Country: [Redacted]

7. Date of birth [Redacted]

8. Gender Male ☒ Female ☐

9. Address details Current residential address: [Redacted]

Postal address

As above ☒

State Postcode

Work address

Position/Job title

Unit

Base

Unit location

Street address

Telephone number

Fax number

Mobile

Email

[Redacted]

HMAS KUTTABUL

14-18 Wyldie St, Potts Point, NSW 2011

Home () N/A

Work (02) [Redacted]

Home () N/A

Work (02) [Redacted]

[Redacted]

Home N/A

Work [Redacted]

SYDNEY HMC
14 APR 2008
RELOCATIONS
RECEIVED

PART B: Relocation details**10. Change in personal circumstance (CIPC)**

Please attach supporting documentation as advised by your local DHA Housing Management Centre.

Marriage/De facto/Interdependent recognition ☒

Recognition of special needs ☐

Exchange of service residence ☐

Own means to service residence/Live in Accommodation ☐

Change in dependant status ☐

Rent Allowance approval ☐

Other ☐

11. Required date for housing

07/JUL/08

Lease expires in current residence.

12. Date of entry/enlistment

20/JAN/01

13. Have you previously served in the ADF?

No ☒

Yes ☐ Dates of previous service

/ / to / /

14. Your categorisation for housing.

Select ONE only

MWD

Member with Dependants
i.e. a Defence Member who maintains a home for dependants and who occupies the home with at least one dependant

☒ Date MWD categorisation recognised by ADF

15/MAR/08

Place

HMAS KUTTABUL

MWD(U)

Member with Dependants (unaccompanied) i.e. a Defence Member who maintains a home for dependants and who is separated from them for service recognised reasons

Address where your spouse and/or dependants live/reside

State

Postcode

Go to Question 17

MWOD

Member without Dependants i.e. a Defence Member who is not MWD or a MWD (U)

Go to Question 17

15. MWD only

Details of your spouse/partner

Family name

[REDACTED]

Given name(s)

[REDACTED]

ADF or APS member

No ☒

Yes ☐

Employee ID/AGS number

Navy ☐

Army ☐

Air Force ☐

Reserve ☐

APS ☐

Current rank/grade

SYDNEY HMC

14 APR 2008

RELOCATIONS
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Note: The senior ranking member must complete this form.

16. MWD only

Do you have any dependants who will accompany you on this relocation?

No ☒ Go to Question 17

Yes ☐ Please provide their details below
(If more than six dependants please provide details on separate sheet.)

Dependant 1

Family name

Date of birth

What type of school does this dependant attend?

Given name(s)

Male ☐Female ☐Does not attend school ☐Infants/primary ☐Secondary ☐Relationship to you
(e.g. son, daughter)Tertiary ☐

Dependant 2

Family name

Date of birth

What type of school does this dependant attend?

Given name(s)

Male ☐Female ☐Does not attend school ☐Infants/primary ☐Secondary ☐Relationship to you
(e.g. son, daughter)Tertiary ☐

Dependant 3

Family name

Date of birth

What type of school does this dependant attend?

Given name(s)

Male ☐Female ☐Does not attend school ☐Infants/primary ☐Secondary ☐Relationship to you
(e.g. son, daughter)Tertiary ☐

Dependant 4

Family name

Date of birth

What type of school does this dependant attend?

Given name(s)

Male ☐Female ☐Does not attend school ☐Infants/primary ☐Secondary ☐Relationship to you
(e.g. son, daughter)Tertiary ☐

Dependant 5

Family name

Date of birth

What type of school does this dependant attend?

Given name(s)

Male ☐Female ☐Does not attend school ☐Infants/primary ☐Secondary ☐Relationship to you
(e.g. son, daughter)Tertiary ☐

Dependant 6

Family name

Date of birth

What type of school does this dependant attend?

Given name(s)

Male ☐Female ☐Does not attend school ☐Infants/primary ☐Secondary ☐Relationship to you
(e.g. son, daughter)Tertiary ☐

SYDNEY HMC

14 APR 2008

RELOCATIONS
RECEIVED

NOR_page 5

PART C - Housing Considerations**17. What is your current residential arrangement?**

Live in Accommodation (LIA)

Service Residence (SR)

Own Home

Rent Allowance (RA)

Other (Own Means)

Contract of sale required

✓ Cease Rent Allowance form required

18. Date you will be vacating

Unknown

19. What type of permanent housing do you require?

DHA staff aim to provide you with an accommodation solution that takes into account your Defence entitlement and family composition and, where possible your preferences, however, the solution is dependent on available options.

MWD

Service Residence (SR)

Go to Question 20

Rent Allowance (RA)

✓ Go to Question 23

MWOD
MWOD(U)

Live in Accommodation (LIA)

Go to Question 23

Rent Allowance (RA)

I will be occupying

Own Home

Go to Question 26

Other

Go to Question 26

20. Preferred type of permanent accommodation

Tick one only

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

1

3

2

4

22. Do you have any pets?

No

Yes

Type of pet
(e.g. cat, dog)

Sex

Desexed

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 property in this posting locality?

No

Yes

Address of the residential property

Number of
bedrooms

State

Note: You may not have an entitlement to subsidised housing assistance if you own a residential property in your posting locality. Contact your local DHA Housing Management Centre for more information.

If more than one property please provide details on separate sheet.

Do you intend to live at this residential address in this posting locality?

No

Reason

Yes

Date of intended occupancy

Is this residential property currently tenanted?

No

Yes

Date lease expires

Is there a Release Clause?

No

Yes

SYDNEY HMC

14 APR 2008

RELOCATIONS
RECEIVED

PART D - Other Considerations**24. MWD only**Not applicable ☒Yes ☐

Please state your special needs requirements for housing

Are you recognised as a family with special needs in accordance with PACMAN Chapter 8?

Give a brief summary and attach a copy of Recognition, Family with Special Needs Letter, as approved by Defence Community Organisation (DCO).

25. Do you have any other circumstances or personal preferences (not already included in this application) that you believe should be taken into account regarding your housing?

No ☐Yes ☒

Please describe

Wish to get MWD RA approved for current residence as of 15 Mar 08. Once done wish to receive Home Find login to investigate suitable service residence.

This could include specific job requirements, which will assist in determining your housing requirements, and may require Defence approval.

PART E - Storage

26. Do you have any items currently in storage at Commonwealth expense?

No ☒Yes ☐

Location of the items (e.g. city and state)

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 reviewed.

Do you require continued storage of these items?

Yes ☐No ☐

Preferred delivery date

Delivery address

State

Postcode



PART F - Rent Allowance

27. Are you applying for Rent Allowance?

No ☐ Go to PART G - Declaration
 Yes ☒

28. Do you have your CO/OC's permission to live off base?

No ☐ Do not proceed until approval is confirmed

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 Accommodation held in your name? No ☒ Yes ☐

Date Live in Accommodation handed back

Comments

29. Reason you are applying for Rent Allowance

Live in Accommodation not available

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

30. Do you currently receive Rent Allowance?

No ☐
 Yes ☒ Address of the property where you currently receive Rent Allowance

31. Will you be occupying a commercial boarding house?

No ☒
 Yes ☐

Note: Boarding in a private 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

33. What is the term of the lease?

From 07/JUL/07
 to 06/JUL/08

Date you occupied, or will occupy the property

07/JUL/07



34. Is there a standard Defence Release Clause included in your lease?

No ☐ State reason why
 Yes ☒

35. What is the total rent for the property?

If you are sharing the property with someone else please put the total amount for the property, not the amount that you individually pay.

If occupying a commercial boarding house please put the amount you will pay.

\$ 520.00 Per week ☒ Per fortnight ☐ Per month ☐

36. Are you the sole occupant of the property for which you are applying for Rent Allowance?

No ☐

Yes ☒

Details of the people with whom you share the property

(If you are occupying a commercial boarding house go to Question 39)

Note: MWD — do not include dependants.

Note: All other occupants of the premises, whether a civilian (including children) 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 PACMAN Chapter 7).

Service/Employee ID (if applicable)	Rank or title (if applicable)	Name	Rent contribution
			\$
			\$
			\$
			\$
			\$

37. MWD only.

Do you wish to elect the 2 bedroom ceiling appropriate to your rank and pay the applicable contribution?

No ☒

Yes ☐

Note: Members choosing the 2 bedroom ceiling will not be eligible for ceiling increases, and this election applies for the term of the lease (for more information about this option, contact DHA).

38. MWOD and MWD(U) only

Will you be claiming furniture rental?

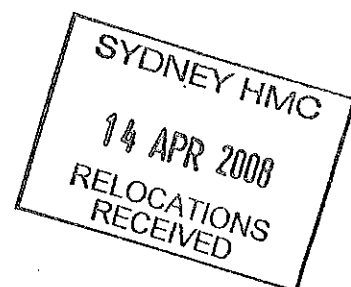
No ☐

Yes ☐

Furniture rental per week : \$

Note: This is a separate claim. Furniture rental such as white goods, beds, dining suite etc will be calculated as part of your rent, limited to your ceiling. A contract and a receipt are required (for more information about this option, contact DHA).

Continue over page



Application for bond, rent and utility connection deposit in advance

Optional

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

No ☒Yes ☐

Bond

\$

Rent

\$

Limited to the lesser of four weeks rent or ceiling

Utility connection deposit

\$

Note: Proof of payment must be provided to your local HMC within 14 days of receipt of advance requested.

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.

Date

Signature of Member

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.

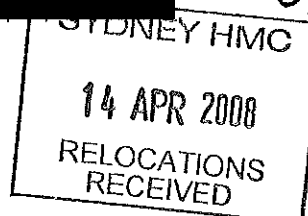
☒

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.

Date

Signature of Member

09 / Apr / 08



PART C Declaration**4.1 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



Date

09 / Apr / 08

SYDNEY HMC

14 APR 2008

RELOCATIONS
RECEIVED

Received Time 14 Apr 10:13

RESIDENTIAL TENANCY AGREEMENT

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

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 the agreement (and the completed condition report referred to in this agreement) and to obtain appropriate advice if necessary.
2. 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 tenant a copy of this agreement for the tenant to keep.

TERMS OF AGREEMENT

THIS AGREEMENT is made on 06 / 07 / 2007 at [REDACTED]
 BETWEEN LANDLORDS:
 (Name/s) [REDACTED] ACN
 (Address) [REDACTED]
 (Name of landlord's agent) Owner Managed ACN
 (Address) Trading as
 TENANT
 (Name/s) [REDACTED]

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 [REDACTED] 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 ; [REDACTED]

Commonwealth Bank BSB [REDACTED] Account No [REDACTED] Ref: [REDACTED]

Payment 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

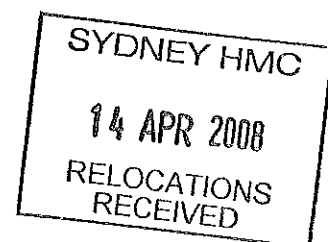
CONTINUATION

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) [REDACTED]



af309



Defence Housing
AUSTRALIA

MEMBER STATEMENT

IN LIEU OF LEASE AND INITIAL/FINAL RENT RECEIPT

I, (Member's name) _____

declare that I reside at (address) _____

and **MY RENT** is \$ 520.00 per week.

IMPORTANT: Please indicate RENT ONLY - DO NOT include other EXPENSES
i.e. Lawn mowing, electricity, other utilities, food, etc.

I have commenced payment of rent with effect from (date) _____

*07 JUL 07 with
MWD approved 15 MAR 08.*

Please list **ALL OCCUPANTS** (military and/or civilian) also reside at the above residence:

Full Name _____

15 Dec 07
Date of Occupation

Full Name _____

Date of Occupation

Comments (if applicable): *Occupant is my recognised
de facto spouse.*

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.

Member Signature _____

Date

09 Apr 08

Witness Signature _____

SYDNEY HMC

14 APR 2008

RELOCATIONS
RECEIVED

Date

09/04/08

UNCLASSIFIED
STAFF-IN-CONFIDENCE

Received Time 21 Apr. 11:42

Transit



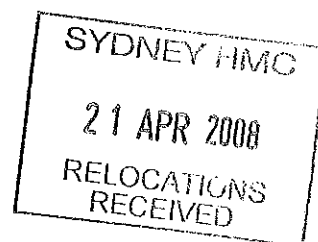
FLEET COMMAND
FACSIMILE



To: [REDACTED]	From: [REDACTED]
Address: DHA Rental Assistance	Address: Warfare Division, Fleet Headquarters 14-18 Wylde St, Potts Point NSW
Fax: (02) [REDACTED]	Fax: (02) [REDACTED]
Tel: [REDACTED]	Tel: (02) [REDACTED]
Email: [REDACTED]	Email: [REDACTED]
Subject: STAT DEC [REDACTED]	
Reference: [REDACTED]	
Date: 21 April 2008	Pages (including cover): 2

IMPORTANT: This facsimile remains the property of the Defence Organisation and 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 arrangements can be made for the return of the document to the sender.

Instructions or comments



STAFF-IN-CONFIDENCE
UNCLASSIFIED

COMMONWEALTH OF AUSTRALIA

STATUTORY DECLARATION

Statutory Declarations Act 1959

(1) Insert the name, address and occupation of person making the declaration

(1) [REDACTED]

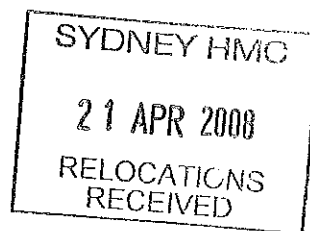
make the following declaration under the *Statutory Declarations Act 1959*:

(2) Set out matter declared to in numbered paragraphs

(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-existence of an estate agent.

I have leased the property [REDACTED] 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 receipts. 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

(3) [REDACTED]

(4) Place
(5) Day
(6) Month and year

Declared at (4) RAN Fleet Headquarters on (5) 23rd of (6) April 2008

(7) Signature of person before whom the declaration is made (see over)

Before me,
(7) [REDACTED]

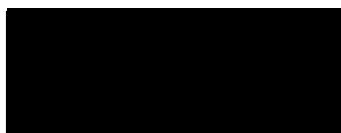
(8) Full name, qualification and address of person before whom the declaration is made (in printed letters)

(8) [REDACTED]

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*.

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 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.

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.

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.

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





Defence Housing
AUSTRALIA

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.

Yours sincerely,

██████████
Relocations Consultant
SYDNEY HMC

Phone: ██████████

Fax: 02 ██████████

Email: ██████████@dha.gov.au

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

PARRAMATTA HOUSING
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Level 5, 79 George Street Parramatta NSW 2150
Telephone: 02 8836 5700 Fax: 02 8836 5790
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ABN 72 968 504 934



[REDACTED]

From: [REDACTED]
Sent: Friday, 18 April 2008 4:25 PM
To: [REDACTED]
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-l...

Please return all documents via fax to 02 [REDACTED]

Sydney Rental Assistance Team
Defence Housing Australia
Ph 02 8888 8700
Fax 02 [REDACTED]

[REDACTED]

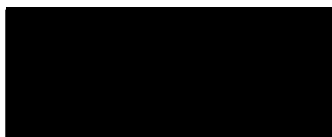
From: [REDACTED]
Sent: Friday, 18 April 2008 4:23 PM
To: [REDACTED]@fastconnect.net.au'

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



Defence Housing
AUSTRALIA

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 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.

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.

**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





Defence Housing
AUSTRALIA

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

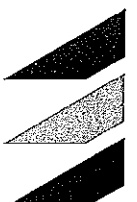
Phone: (02)  Fax: 02 

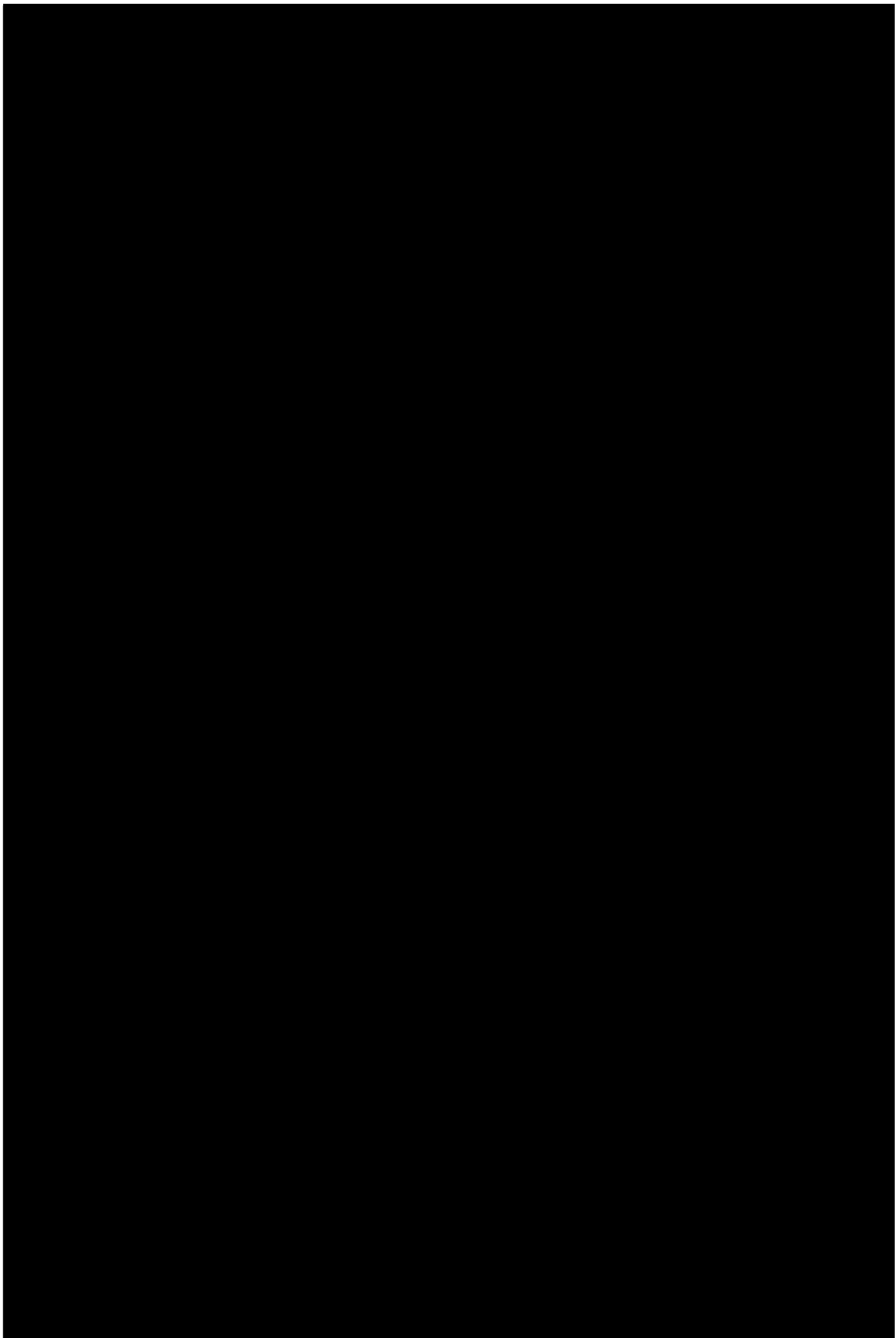
Email: @dha.gov.au

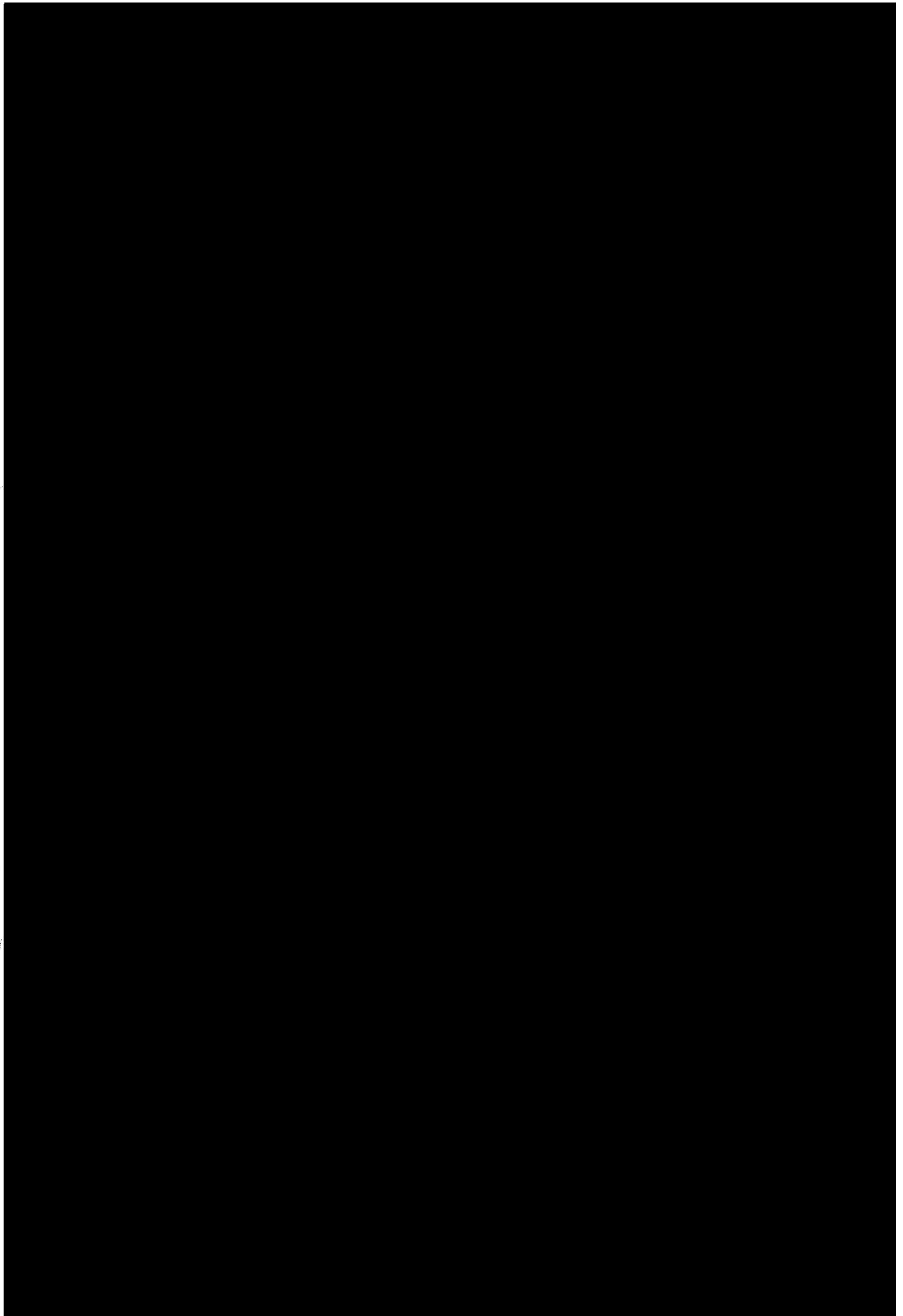
Web: <http://www.dha.gov.au>

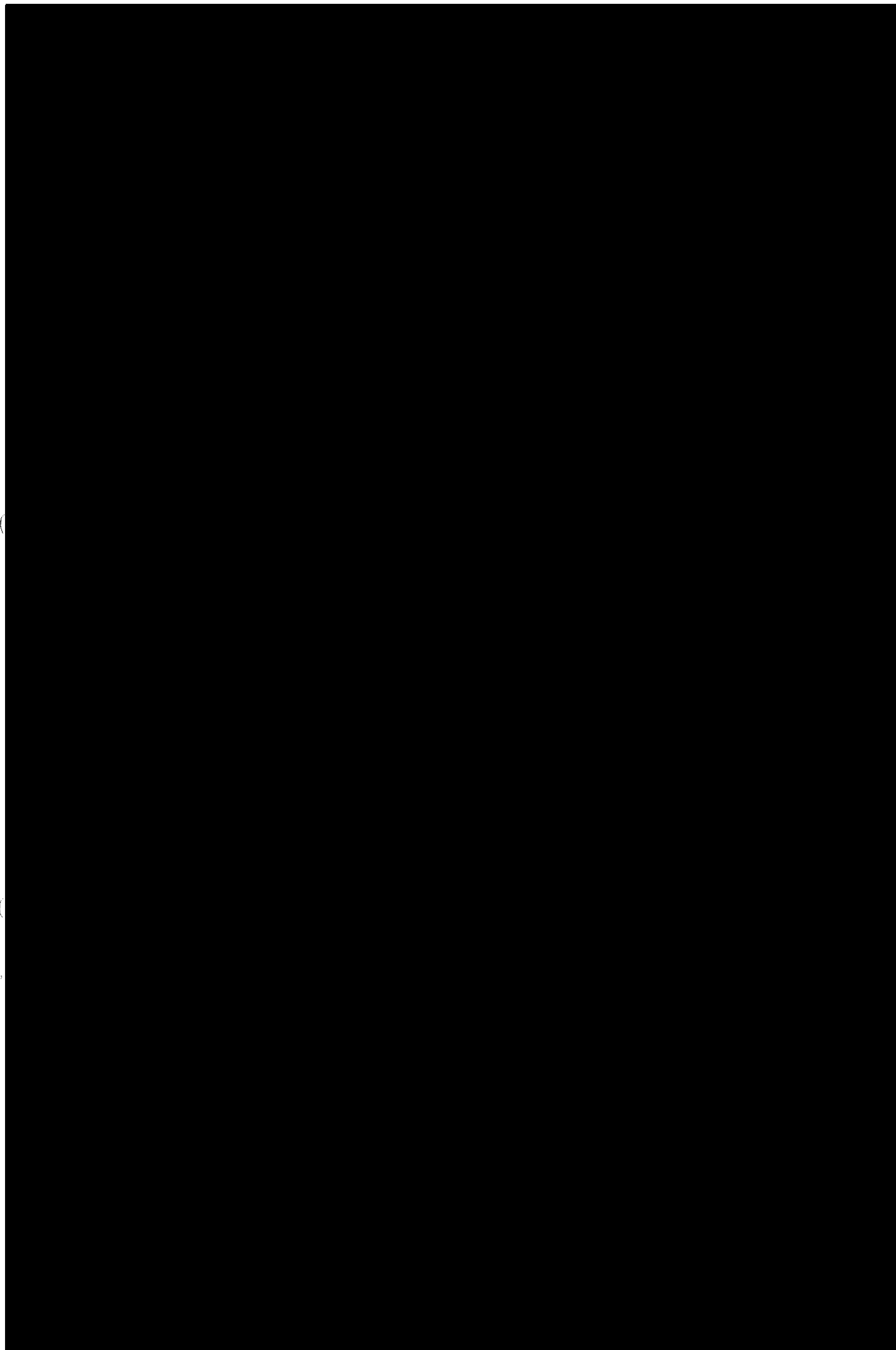
**PARRAMATTA HOUSING
MANAGEMENT CENTRE**

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Telephone: 02 8836 5700 Fax: 02 8836 5790
Email: info@dha.gov.au Internet: www.dha.gov.au
ABN 72 968 504 934









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: [REDACTED]

Unit Position and Location

Substantive Position Details

Unit: [REDACTED]
Department: [REDACTED]
Position Number: [REDACTED]
Position Entry Date: 18/04/2007
Proposed Date Out: 09/04/2009
Location: POTT Potts Point NSW

Actual Position Details

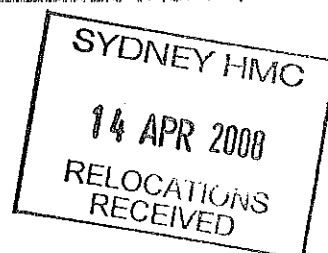
Department: [REDACTED]
Position: [REDACTED]
Position Entry Date: 18/04/2007
End Date:

Personal Details

Preferred Name: [REDACTED]
Date of Birth: [REDACTED]
Place of Birth: Ipswich, QLD
Country of Birth: Australia
Sex: Male
Phone (B): 02 9359 3278
Phone (H): 0414 908 035
Marital Status: Common-Law
Marital Status Date: 15/03/2008
Serving Spouse: No
Serving Family Member: No
Citizenship Status: Not Indicated
Religion: None

Rank and Contract

Substantive Rank: [REDACTED]
Seniority Date: 01/01/2007
Rank Type: Substantive
Worn Rank: [REDACTED]
Service Type: REG Permanent Navy Force
Family: [REDACTED]
Function: [REDACTED]
Sub Function: [REDACTED]
Skill Grade: [REDACTED]
Original Hire Date: 24/01/2001



Received Time 14 Apr. 10:13
STAFF-IN-CONFIDENCE
ROYAL AUSTRALIAN NAVY
MINUTE



75/8251851
CO KUTTABUL 0269/08
DS-SC(Kutt)/OUT/2008/ 320

[REDACTED] (HMAS KUTTABUL)

RECOGNITION OF INTERDEPENDENT PARTNERSHIP

Reference:

A. DI(G) PERS 53-1

1. Your application for recognition of an interdependent partnership with [REDACTED] 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) [REDACTED] 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

1 of 2

STAFF-IN-CONFIDENCE

Received Time 14 Apr. 10:13



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

[REDACTED]

[REDACTED]

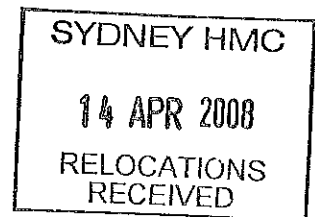
CO
HMAS KUTTABUL

Tel: 02 [REDACTED]

20 Mar 08

Enclosures:

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



STAFF-IN-CONFIDENCE

2 of 2

STAFF-IN-CONFIDENCE (After first entry)

Department of Defence

Application for Recognition of an Interdependent Partnership

Applicant's details

Employee ID [REDACTED]	Rank [REDACTED]	Given name(s) [REDACTED]	Family name [REDACTED]
Date of birth 6 Jan 1983	Service Navy	Unit or ship HMAS Kuttabul	
Permanent residential address [REDACTED]			

Partner's details (Complete applicable fields)

Employee ID [REDACTED]	Rank MISS	Given name(s) [REDACTED]	Family name [REDACTED]
Date of birth [REDACTED]	Service [REDACTED]	Unit or ship [REDACTED]	
Permanent residential address [REDACTED]			

I hereby apply for recognition of an interdependent partnership between myself and my partner, whose details are listed above.

I have attached the required four items of documentary evidence and the Statutory Declaration to this application.

Should this application be approved, I understand I must advise my Approving Authority (as nominated in subparagraph 4(a) of *DIG(PERS 53-1)* in writing of any changes or impending changes that will or could affect the continued recognition of this interdependent partnership.

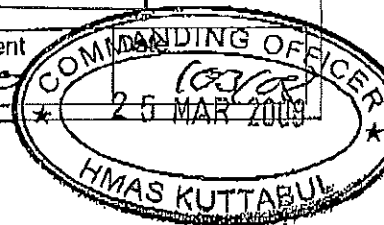
Signature of member [REDACTED]	Printed name [REDACTED]	Date 17 Mar 08
-----------------------------------	----------------------------	--------------------------

I acknowledge that my partner has applied for recognition of our interdependent partnership, and that if approved, may affect any benefits for which I am currently in receipt of (eg Centrelink payments).

Signature of interdependent partner [REDACTED]	Printed name [REDACTED]	Date 17/03/08
---	----------------------------	-------------------------

Approving authority

The interdependent partnership between		Printed name [REDACTED]
and	Printed name [REDACTED]	SYDNEY HMC
	Date 15 Mar 2008	14 APR 2008
<input checked="" type="checkbox"/> Is approved with effect from		RELOCATIONS RECEIVED
<input type="checkbox"/> Is not approved		
Signature [REDACTED]	Printed name [REDACTED]	Rank [REDACTED]
		Appointment [REDACTED]





**Defence Housing
AUSTRALIA**

Application for Rent Allowance

MWD/MWOD/MWD(U)

1. Personal details

Service number	Employee ID	Title/Rank	
Family name	Initials	Date of birth	
Unit/Branch	Service		
HMAS SYDNEY	NAVY		
Work contact number	Home contact number		
() Mobile	() Mobile		
Mobile contact number			
Email address			
Date(s) of enlistment (include dates of previous service)			
24/JAN/01 / / / / / /			

SYDNEY HMC

04 DEC 2000

RELOCATIONS
RECEIVED

2. What is your current categorisation?

MWD	Member with Dependants i.e. a Defence Member who maintains a home for dependants and who occupies the home with at least one dependant	<input checked="" type="checkbox"/>
MWD(U)	Member with Dependants (unaccompanied) i.e. a Defence Member who maintains a home for dependants and who is separated from them for service recognised reasons	
MWOD	Member without Dependants i.e. a Defence Member who is not MWD or a MWD (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).

No	<input checked="" type="checkbox"/> Do not proceed until approval is confirmed	
Yes	<input checked="" type="checkbox"/> Was/is any Live in Accommodation held in your name?	No <input checked="" type="checkbox"/> Yes
	Date Live in Accommodation handed back	/ /
	Comments	

4. Reason you are applying for Rent Allowance

Live in Accommodation not available	
Suitable Service Residence not available	
SGT (E) to WO or MAJ (E) or higher rank	
Five years aggregate continuous full-time ADF service completed	<input checked="" type="checkbox"/>
(Note: Your date(s) of enlistment must be completed at Question 1)	
Only levels 1, 2 or 3 Live in Accommodation are available	
Other circumstances - please give details	

5. Do you currently receive Rent Allowance?

No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/> Address of the property where you currently receive Rent Allowance

St

SYDNEY HMC

04 DEC 2008

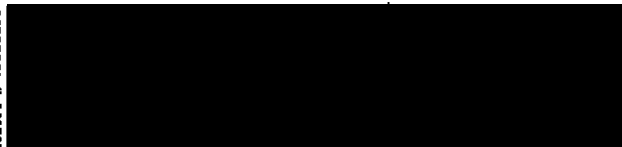
RELOCATIONS
RECEIVED

6. Will you be occupying a commercial boarding house?

No ☒
Yes ☐

Note: Boarding in a private home does not constitute boarding for the purpose of calculating Rent Allowance.

7. Address of the rental property/commercial boarding house you will occupy



Number of bedrooms 3

8. What is the term of the lease?

From 22/DEC/08 to 21/DEC/09

Date you occupied, or will occupy the property 13/DEC/08

9. Is there a standard Defence Release clause included in your lease?

No ☐ State reason why
Yes ☒

10. What is the total rent for the property?

If you are sharing the property with someone else please put the total amount for the property, not the amount that you individually pay.

If occupying a commercial boarding house please put the amount you will pay.

\$ 620 Per week ☒ Per fortnight ☐ Per month ☐

11. Are you the sole occupant of the property for which you are applying for Rent Allowance?

No ☐ Yes ☒

Note: MWD — do not include dependants.

Note: All other occupants of the premises, whether a civilian (including children) 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 PACMAN Chapter 7).

Details of the people with whom you share the property

(If you are occupying a commercial boarding house go to Question 14)

Service/Employee ID (if applicable)	Rank or title (if applicable)	Name	Rent contribution
			\$
			\$
			\$
			\$
			\$

12. MWD only

Do you wish to elect the 2 bedroom ceiling appropriate to your rank and pay the applicable contribution?

No ☒
Yes ☐

Note: Members choosing the 2 bedroom ceiling will not be eligible for ceiling increases, and this election applies for the term of the lease (for more information about this option, contact DHA).

13. MWOD and MWD(U) only

Will you be claiming furniture rental?

No ☐
Yes ☐ Furniture rental per week \$

Note: This is a separate claim. Furniture rental such as white goods, beds, dining suite etc will be calculated as part of your rent, limited to your ceiling. A contract and a receipt are required (for more information about this option, contact DHA).

Application for bond, rent and utility connection deposit in advance

Optional

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

No ☒ Go to Question 15

Yes

Bond

\$

Rent

\$

Limited to the lesser of four weeks rent or ceiling

Utility connection deposit \$

Note: Proof of payment must be provided to your local HMC within 14 days of receipt of advance requested.

SYDNEY HMC

04 DEC 2008

RELOCATIONS
RECEIVED

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

/ /

Continue over page

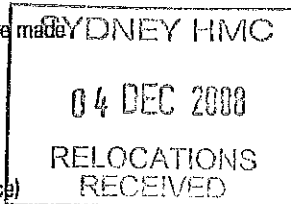
15. Statement

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

Date

03 / DEC / 08

16. 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.
- ☒ I 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.
- ☒ 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

Date

03 / DEC / 08



RESIDENTIAL TENANCY AGREEMENT

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

ISSUED BY



FM00401

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.

PART 1 Page 1

IMPORTANT NOTES ABOUT THIS AGREEMENT

1. The tenant is entitled to have time to read this agreement (and the completed condition report referred to in this agreement) and to obtain appropriate advice if necessary.
2. 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 obligations under this agreement.
3. 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 13 / 12 / 2008 at 115 Lyons Rd Drummoyne N.S.W.

BETWEEN LANDLORD

Name/s

Address

Name of landlord's agent

Address

A.B.N.

AND TENANT

Name/s

Other people

PREMISES

The landlord gives the tenant the right to occupy the premises at

and the following parking space and storeroom (cross out if not needed):

The premises are unfurnished. The premises are furnished. The furniture and furnishings set out in the condition report are included. (cross out whichever is not needed)

No more than 2 persons may ordinarily live in the premises at any one time.

RENT

The rent is \$ 2686.65 payable every month starting on 22 / 12 / 2008

The tenant must pay in advance on the 22nd of every calendar month

The rent must be paid:

a. to the landlord, or the landlord's agent, at

cash or cheque

b. at any other reasonable place the landlord names in writing, or

c. into the following account:

or any other account nominated by the landlord. Annandale, Balmain, Drummoyne and

Payment must be made by the following method (e.g. in cash, by cheque, by bank account deposit or by any other method agreed to and set out here):

cheque

BSB

Account no.

TERM

The term of this agreement is 12 twelve months beginning on 22 / 12 / 2008

and ending on 22 / 12 / 2009

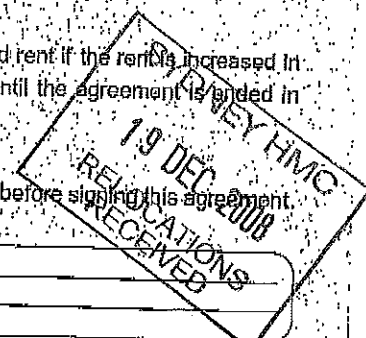
CONTINUATION

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 (cross out if there is not going to be a bond)

A rental bond of \$ 2420 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)



RENT INCREASES

10. 1 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.
- 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.

THE LANDLORD AND TENANT ENTER INTO THIS AGREEMENT (WHICH INCLUDES THE CONDITION REPORT) AND AGREE TO ALL ITS TERMS.

SIGNED BY THE LANDLORD

In the presence of:

(Name of witness)

(Signature of witness)



(Signature of landlord)

SIGNED BY THE TENANT

In the presence of:

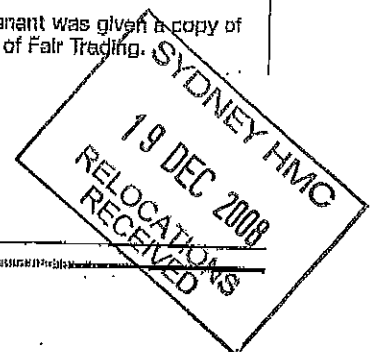
(Name of witness)

(Signature of witness)



(Signature of tenant)

The tenant acknowledges that, at or before the time of signing this residential tenancy agreement, the tenant was given a copy of "The Renting Guide: Your basic rights and responsibilities as a tenant," as published by the NSW Office of Fair Trading.



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, 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)

13 / 12 / 2008
.....
Date

.....
Signature of Agent

.....
Date


3-12-08

Transaction Detail

Account	[REDACTED]	[REDACTED]
Transaction	6K	EXTERNAL CREDIT
Processed	07 DEC 2008	
Effective	06 DEC 2008	
Narrative	TFR TO 062128 28012831	
Receipt Number	006704326	
Amount	1090.35	
Authorised	[REDACTED]	06 DEC 2008 at 11:21pm

Close

Declaration

This is the online banking receipt from a partial month's payment of rent (07 to 21 Dec 08) to the landlord of [REDACTED] (Mr [REDACTED]). All rent payments for this property had been paid by direct internet bank transfer, as the landlord does not utilise an agent. This is the final payment for this property.

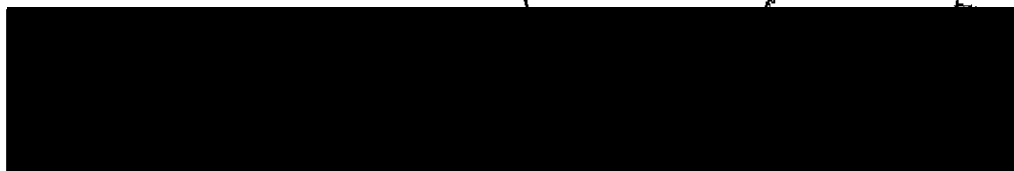
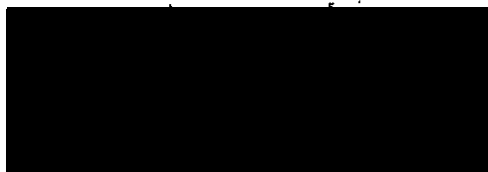
Witnessed by: [REDACTED]

[REDACTED]



Raine & HorneThis business is independently owned and operated by the
proprietor Lesley Menhage Pty Ltd ABN 60 063 078 740

13/12/08

Received \$15.00 lease
preparation FeeRaine & Horne Drummoyne
115 Lyons Road
Drummoyne NSW 2047
PH: 02 9719 3299
Fax: 02 9719 3411

302561

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



AUSTRALIAN DEFENCE
CREDIT UNION

we understand you!

CHEQUE No.

AMOUNT

DATE

2,480.00

09 DEC 08

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

From

A/C No.



Raine & Horne Drummoyne
115 Lyons Road
Drummoyne NSW 2047
PH: 02 9719 3299
Fax: 02 9719 3411

Received 13/12/08
Received Horne
Drummoyne



AUSTRALIAN DEFENCE
CREDIT UNION

we understand you!



National Australia
Bank Limited

CUSCAL AGENCY - SYDNEY NSW
LVL 27, 255 GEORGE STREET

PAY RAINE AND HORNE-DRUMMOYNE	OR ORDER
THE SUM OF TWO THOUSAND FOUR HUNDRED AND EIGHTY DOLLARS ONLY	

DATE
09 DEC 08

\$ 2,480.00

NOT
NEGOTIABLE

For AUSTRALIAN DEFENCE CREDIT UNION LTD.
A.B.N. 48 087 649 741

P. 07 070

FAX NO.

18-DEC-2008 THU 13:54

302567

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


AUSTRALIAN DEFENCE
CREDIT UNION

we understand you!

CHEQUE No.

AMOUNT

DATE

2,066.85

11 DEC 08

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

From

A/C No.

Initial month rent (minus \$620 deposit)

Received 13/12/08

A314918



AUSTRALIAN DEFENCE
CREDIT UNION

we understand you!

*Raine & Horne
Drummoyle*

Raine & Horne Drummoyle
115 Lyons Road
Drummoyle NSW 2047
PH: 02 9719 3299
Fax: 02 9719 3411



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

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

DATE
11 DEC 08

NOT
NEGOTIABLE

For AUSTRALIAN DEFENCE CREDIT UNION LTD.
A.B.N. 48 087 848 741

\$ 2,066.85

SYDNEY HMC
19 DEC 2008
RELOCATIONS
RECEIVED

P. 06 070

FAX NO.

18-DEC-2008 THU 13:54

Raine & Horne

This business is independently owned and operated by the
proprietor Lesley Manning Pty Ltd. ARN 50 003 078 740

2nd December 2008

Receipt number 900

Received from:



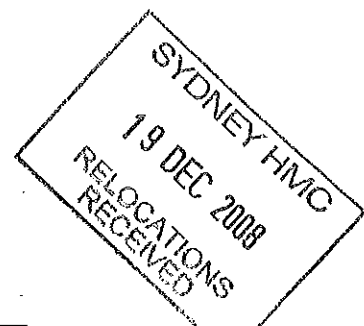
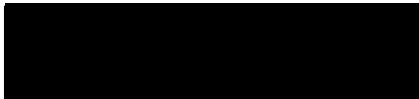
\$620.00 being one weeks rent as a deposit on

Premises for Rent:



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

Yours faithfully
Raine & Horne, Drummoyne

**Raine & Horne**rh.com.au

Transit

~~SECRET IN CONFERENCE~~
UNCLASSIFIEDFLEET COMMAND
FACSIMILE

To: [REDACTED] From: [REDACTED]
 Address: Rental Assistance Team - DHA Parramatta Address: Warfare Division, Fleet Headquarters
 14-18 Wylde St, Potts Point NSW
 Fax: (02) [REDACTED] Fax: (02) [REDACTED]
 Tel: (02) [REDACTED] Tel: (02) [REDACTED]
 Email: [REDACTED] Email: [REDACTED]

Subject: RA PAPERWORK - [REDACTED]
 Reference: Your email of 09 Dec 08
 Date: 18 December 2008 Pages (including cover): 10

IMPORTANT: This facsimile remains the property of the Defence Organisation and 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 arrangements can be made for the return of the document to the sender.

Instructions or comments

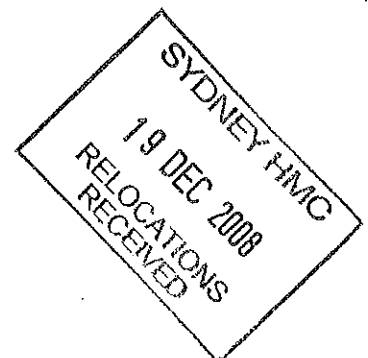
Hi [REDACTED]

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:

1. Front and signature page of lease
2. Signed release clause
3. 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
5. Notice of eviction

Much appreciated,

[REDACTED]

~~SECRET IN CONFERENCE~~
UNCLASSIFIED

UNCLASSIFIED


**FLEET COMMAND
FACSIMILE**

RA Comp.

SYDNEY HMC

04 DEC 2008

RELOCATIONS
RECEIVED

NAVY



To: [REDACTED] From: [REDACTED]
 Address: DHA Rental Assistance Address: Warfare Division, Fleet Headquarters
 14-18 Wylde St, Potts Point NSW
 Fax: (02) [REDACTED] Fax: (02) [REDACTED]
 Tel: [REDACTED] Tel: (02) [REDACTED]
 Email: [REDACTED] Email: [REDACTED]

Subject: RENTAL APPLICATION / CEASE RENT [REDACTED]

Reference: phone call of 01 DEC 08

Date: 04 December 2008 Pages (including cover): 6

IMPORTANT: This facsimile remains the property of the Defence Organisation and 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 arrangements can be made for the return of the document to the sender.

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 [REDACTED] or mail to [REDACTED]
 [REDACTED] This is due to the fact I am on course and will not be at my usual place of work over next couple of weeks.

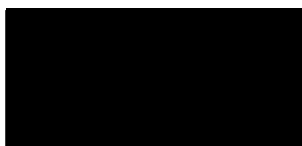
Cheers,

[REDACTED]

UNCLASSIFIED

1 of 1



16 January 2009

**RENT ALLOWANCE (RA)**

Reference: PACMAN Chapter 7

Your Case Number: 713197

Dear 

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 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.

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

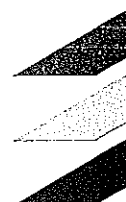
PLEASE NOTE: Any approved furniture rental or garaging is added to your lease rent total.

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




Defence Housing
AUSTRALIA

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>

**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



[REDACTED]

From: [REDACTED]
Sent: Monday, 9 February 2009 3:53 PM
To: Sydney RA Team
Subject: [REDACTED] - 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 [REDACTED] and she requested I put the details in an email.

My correct details are;

[REDACTED]

[REDACTED]

(NOT, [REDACTED])

Cheers,

[REDACTED]

Deputy Marine Engineering Officer
HMAS SYDNEY

Ph: (02) [REDACTED]

Mob: [REDACTED]

11/02/2009

[REDACTED]

From: Sydney Housing East
Sent: Tuesday, 5 July 2011 10:20 AM
To: [REDACTED]
Subject: Rental Allowance Follow-up for [REDACTED]

Good morning [REDACTED]

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.

[REDACTED] Housing Consultant
Sydney HMC | Defence Housing Australia

Level 13, 2-12 Macquarie Street, Parramatta NSW 2150
Tel: 02 [REDACTED] Fax: 02 [REDACTED]
[REDACTED]@dha.gov.au | www.dha.gov.au

File Notes

Member supplied lease WEF date from 22/12/08 → 22/12/08, however, delivery is on the 16/12/08. And on top 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 → 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

This form should be used if you are in receipt of Rent Allowance (RA) and you are either advising us of the purchase of your own home, that your property rent has changed, or the number of occupants has changed. This could affect your RA entitlement.

If your property rent has changed please attach a rent receipt and a lease/statement from your Real Estate/Landlord confirming the With Effect (WEF) date.

Do you currently receive Rent Allowance? No ☐ Do not continue with this form. Please complete a *Notification of Housing change form (NOH)*
Yes ☒ Please complete the following details

Service number		Employee ID		Rank	
Family name		Initials		Date of birth	
Current unit/base	HMAS KUTTABUL				
Contact phone number(s)	Work (02)		Home ()		Mobile

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

2. Address of your rental property

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.

Old rent	\$ 2686.65	per week <input type="checkbox"/>	per fortnight <input type="checkbox"/>	per month <input checked="" type="checkbox"/>
New rent	\$ 2816.65	per week <input type="checkbox"/>	per fortnight <input type="checkbox"/>	per month <input checked="" type="checkbox"/>

What is the WEF date of the new rent amount? 22 05 11

4. Are you the sole occupant of this property?

Yes ☐ Go to question 5

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 dependants.) Include the names and period of occupation for all ADF personnel, civilians and children you share(d) with.

If ADF Personnel	Full name	Occupancy period		Rent contribution (if applicable)
		Start	End	
	MWD - Recognised Dependent only			\$
				\$
				\$
				\$
				\$

If you share the property with more than five (5) people please provide their details on a separate sheet.

5. Do you own your Own Home or are you purchasing your Own Home in this posting locality?

Yes ☒

No ☐

Please contact your local HMC to discuss continued entitlement to RA.

Date of purchase

--

Build finish approx July 2011

6. 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 understand that any entitlements provided to me as a result of such conduct may be recovered.

Signature

Date

05 03 11

RECEIVE

RA - property rent change 0810

4 pages.

Allen

DHA SYDNEY

(02) [REDACTED]

Hi,

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

DHA supported RFA property.

Please note our agent's (Raine + Horne, Liechfield+) bank account is displayed as [REDACTED] Pty Ltd.

For your information we are currently building a house in the posting locality with a finish date of approx ~~By~~ July 2011. I will notify you with 3 weeks notice to our agent once handover is complete.

Please confirm by email that you have received this.

SYDNEY HMC

07 MAR 2011

RECEIVED

Enclosure 3



"Sydney RA Team"
18/12/2009 01:10 PM

To: [REDACTED]
cc: [REDACTED]
bcc: [REDACTED]
Subject: RE: Purchase of home/land - [REDACTED]
[SEC=UNCLASSIFIED :STAFF-IN-CONFIDENCE]

[REDACTED]
Are you able to respond to member about own home?

[REDACTED] | Relocations Consultant - RA Allowances
Rent Allowance Team
Sydney HMC | Defence Housing Australia
Level 5, 79 George Street, Parramatta NSW 2150
Tel: 02 [REDACTED] | Fax: 02 [REDACTED]
[REDACTED]@dha.gov.au | www.dha.gov.au

From: [REDACTED]
Sent: Thursday, 17 December 2009 9:11 AM
To: Sydney RA Team
Cc: [REDACTED]
Subject: Purchase of home/land - [REDACTED] [SEC=UNCLASSIFIED :STAFF-IN-CONFIDENCE]

Good morning,

I just spoke to [REDACTED] (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 fiancée. 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.

My fiancée/defacto [REDACTED] and I have just purchased a property in Concord, NSW in her 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 - [REDACTED]

Current RA residence - [REDACTED]

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) [REDACTED]
Mob: [REDACTED]

Important:

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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[3152681]

FROM HMAS KUTTABUL COMMAND [REDACTED]

(SAT)MAR 5 2011 11:03/ST.11:03/No.7614270408 P 4

RAINE & HOME

This business is independently owned and operated by the proprietor Lesley Montano Pty Ltd ABN 54 000 000 000

25th February 2011

[REDACTED]

Dear [REDACTED]

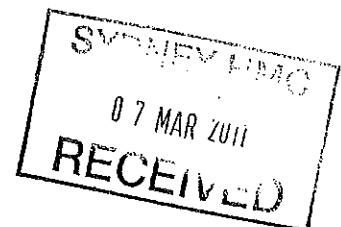
Re: Rent increase

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 your rent will be increased to \$2816.65.00 per month.

Yours faithfully
Raine & Home

[REDACTED]

[REDACTED]
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 3809

Drummoyne
115 Lyons Road
Drummoyne NSW 2047
Telephone 02 9719 3299
Facsimile 02 9719 3411

Leichhardt
135 Marion Street
Leichhardt NSW 2040
Telephone 02 9566 2600
Facsimile 02 9569 9356

THE POWER OF FOUR
WE GIVE YOU MORE

Raine & Home

vincentmontano.com.au
we'll look after you

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:	13 AUG 2007
<input type="button" value="Back"/> <input type="button" value="Make letter"/> <input type="button" value="Start over"/>			

MISCELLANEOUS CREDIT

SERVICE NUMBER:

NAME:

INITIALS:

RANK:

PMKEYS:

Reimbursement of lease preparation fee

TOTAL	\$15.00
--------------	----------------

Approval:

RA OIC

13 AUG 2007

Signature

Date

For Pay Section:

Miscellaneous Credit RAR001: \$15.00

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


Date

Signature (Pay Clk)

Name

637474 (Cease)
 Syd - 48737 RA

Syd - 48740
 (Comm)

 Defence Housing AUSTRALIA	RA Housing Solution Checklist af325
---	--

MEMBER INFORMATION				CASE #: 677237			
Emp ID		SVC#		Rank		Unit	Kuttabul
Name	Surname			first name			
Contact	(m)			(w)		(h)	
Type	<input checked="" type="checkbox"/> MWD RA <input type="checkbox"/> MWOD FRA <input type="checkbox"/> MWOD PRA <input type="checkbox"/> MWD(U) FRA <input type="checkbox"/> MWD(U) PRA						
Reason	<input type="checkbox"/> MWOD+5 yrs <input type="checkbox"/> LIA unavailable <input type="checkbox"/> LIA 1,2,3 only <input type="checkbox"/> Eviction from LIA/RA <input type="checkbox"/> SR unavailable <input checked="" type="checkbox"/> MAR/DEF Recog. <input type="checkbox"/> Other						
Removal	<input type="checkbox"/> Yes <input type="checkbox"/> No		Disturbance Allowance		<input type="checkbox"/> Yes <input type="checkbox"/> No		WEF RA ent. / /
Total Lease rent ent. \$		MWD bdr ent.		Share#		Lease end date / /	
Address							UPRN:
<input type="checkbox"/> Bond \$		<input type="checkbox"/> RIA \$		<input type="checkbox"/> Utilities \$		<input type="checkbox"/> Repay P/F <input type="checkbox"/> Repay at Vacation	

Process Tracking	
<input type="checkbox"/> Received Case/HS sub-case/created 'member expense' case in CRM 2. <input type="checkbox"/> Contact member - 5 days from case rec'd Discuss entitlement & options (RA/Bond/RIA/utilities) 3. <input type="checkbox"/> Copy of RA Guide, approval letter (al105-7) & paperwork to member (copy to file) 4. <input type="checkbox"/> Paper file created & trimmed 5. <input type="checkbox"/> Set reminder to follow-up on paperwork (7 days or day after arrival) (CRM/Diary) 6. <input type="checkbox"/> Case into applicable work folder 7. <input type="checkbox"/> Claim form sent to ADF Pay 8. <input checked="" type="checkbox"/> All completed docs received 28/4/08 9. <input type="checkbox"/> Completed RA Calculator Summary page (copy on file) 10. <input type="checkbox"/> Summary page given to Delegate (approval within 48 hours) / /	11. <input type="checkbox"/> Update TMS member Admin screen 12. <input type="checkbox"/> Update tenancy checklist screen 13. <input type="checkbox"/> Set reminder on CPA sub-case to commence subsidy (within 10 days sup. Doc Rec'd) 14. <input type="checkbox"/> Complete data entry of tenancy in checklist, i.e. transfer trigger 15. <input type="checkbox"/> Commence sent to ADF Pay / / 16. <input type="checkbox"/> Cease sent to ADF Pay / / 17. <input type="checkbox"/> Vary transaction sent to ADF Pay / / / / 18. <input type="checkbox"/> Sent RA subsidy letter to member / / 19. <input type="checkbox"/> RA/Housing contribution spreadsheet signed by delegate returned to HO (KPI 5) a) <input type="checkbox"/> RPO \$ WEF / / b) <input type="checkbox"/> RAO \$ WEF / /

MWOD → MWD

Supporting Documentation		RA	
Documents	Date	Documents	Date
<input type="checkbox"/> RA Application Form (af303) & Loan	/ /	<input type="checkbox"/> Email from DE	/ /
<input type="checkbox"/> AFR	/ /	<input type="checkbox"/> Review Documents (af304, al112-5)	/ /
<input checked="" type="checkbox"/> NFR	14/4/08	<input type="checkbox"/> PRA-FRA Notification Form (af323)	/ /
<input type="checkbox"/> Initial Rent Receipt	/ /	<input type="checkbox"/> Furniture rental contract	/ /
<input checked="" type="checkbox"/> Front Lease <input type="checkbox"/> Lease Signature Page	15/4/08	<input type="checkbox"/> Furniture rental receipt	/ /
<input checked="" type="checkbox"/> Categorisation Form (AA157)	15/4/08	<input type="checkbox"/> FWSN (DCO supporting documents)	/ /
<input checked="" type="checkbox"/> Owner Statement (af308)/Stat. Dec.	21/4/08	<input type="checkbox"/> LIA or RA eviction notice	/ /
<input checked="" type="checkbox"/> Member Statement (af309)	15/4/08	<input type="checkbox"/> Notice of Intent	/ /
<input type="checkbox"/> Bond receipt <input type="checkbox"/> Bond Lodgement	/ /	<input type="checkbox"/> Contract of Sale	/ /
<input type="checkbox"/> Tenancy Approval letter (Bond App)	/ /	<input type="checkbox"/> LIA Booking request form (af302)	/ /
<input type="checkbox"/> Defence Release Clause	/ /	<input type="checkbox"/> LIA Availability form (af320)	/ /
<input type="checkbox"/> Share Statement (af307)	/ /	<input type="checkbox"/> Cease RA Letter (al109)	/ /
<input type="checkbox"/> Current Rent Receipt	/ /	<input type="checkbox"/> Final rent receipt (Needed to cease RA)	/ /
<input type="checkbox"/> Ceiling Increase letter (al128 & al129)	/ /	<input checked="" type="checkbox"/> Cease RA Form (af300)	15/4/08
<input type="checkbox"/> Proof of Search (af316)	/ /	<input type="checkbox"/> Break lease documents	/ /

☒ MWD RA CHIT

28/4/08

Comments: 18/4/08 - Member sending Stat. Dec. in lieu of current tenant ledger - Tanya
 28/4 left msg for CAT form AA157.

NOTICE OF EVICTION

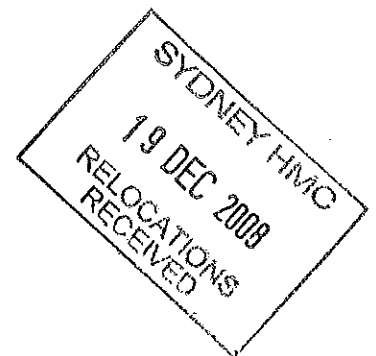
[REDACTED]

Due to the lease being lapsed and a requirement to utilise the property for other means, you are hereby given notice of eviction from [REDACTED] NSW effective the evening of Sunday the 21st of December 2008. Rent is to be paid up to and inclusive of Sunday the 21st of December 2008.

Ernesto Carlo Stella
01 Dec 08

[REDACTED]

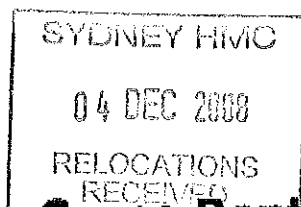
APPROVED AS FEL.
16/1/09
A



RA Comp.

713197

af300

Defence Housing
AUSTRALIA**Cease Rent Allowance****Final rent receipt must be attached to enable DHA to action cease****To be completed by member in receipt of Rent Allowance**

Rank	Service No	Employee No (PMKeys)
		→

Surname	Initials	Current Unit
		FHQ

Contact phone number(s)

I declare that I occupy / occupied an approved Rent Allowance residence at:

07 Jul 07

I am in receipt of:

<input type="checkbox"/>	Member Without Dependant (MWOD) Rent Allowance
<input checked="" type="checkbox"/>	Member With Dependant (MWD) Rent Allowance
<input type="checkbox"/>	Member With Dependant Unaccompanied [MDW(U)] Rent Allowance
<input type="checkbox"/>	MWD(U) Food Allowance
<input type="checkbox"/>	Furniture Rental Assistance

I am sharing this rental property?

<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
------------------------------	--

Forwarding address

(Unit address / location if home address unknown)

Final date rent was paid to

21 Dec 08

Pre-pack date for removal

08 Dec 08.

Reason for ceasing Rent Allowance
(Select **one** of the following)

Posted out of locality	Unit Posted To
Discharging	Effective Date
	/ /
Moving to own home	Settlement date
	/ /
<input checked="" type="checkbox"/> Moving to another Rent Allowance property	Occupation Date
	/ /
Occupying a service residence (SR)	Occupation Date
	/ /
Occupying Living in Accommodation (LIA)	Effective Date
	/ /
Change to categorisation	
Other	

IMPORTANT INFORMATION:-

Final rent receipt: I have attached a copy of my final rent receipt or alternatively a tenant history from my real estate agent. **I acknowledge that if not supplied I will incur a debt to the Commonwealth.**

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

Final receipt will follow with lease and extra! receipt for new property.

I certify that the above information is correct and I have read the important information:

Signature

Date

03 / DEC / 08

1677237

ENLIST:	20-January-2001
---------	-----------------

Rent Adv	Recovery	Amount

Bedroom Ent: ~~N/A~~ 3

Lease Start : 07-Jul-07 End: 06-Jul-08
LEASE MONTHS: 12
RELEASE CLAUSE: YES

[illegible]

Employee ID: [REDACTED] (Navy) Case ID: 713197

Summary

Log Notes

Movement Plan History Movement Plan Letter Confirmation Letter

Movement Plan Sent: Yes 08/12/2008 User ID: [REDACTED]

Relocation Details		Itinerary Details	
Current Rank/Title	[REDACTED]	Trips	Sydney - Sydney
Surname	[REDACTED]	Travel Status	Confirmed
First Name	[REDACTED]	Departure Date	16/12/2008
Middle Name	[REDACTED]	Arrival Date	16/12/2008
Service No	[REDACTED]	Trip Legs	16/12/2008 Own Means Confirmed
Employee Id	[REDACTED]	Passengers	[REDACTED]
Case ID	713197	Type	Age
Dependant Status	MWD		
Losing Locality	Sydney HMC		
Gaining Locality	Sydney HMC		
Current Residential Arrangement	Rental Allowance MWD		
Reason for Relocation	CIPC		
Accommodation Requirement in the Gaining Locality	Other		
Posting Effective Date	21/12/2008		
Number of Moves	3		
		Temporary Accommodation	
		Losing	
		Location Type	Losing
		Hotel Name	Novotel Sydney Olympic Park
		Status	Confirmed
		Check In Date	15/12/2008
		Check In Time	14:00
		Check Out	

Removals Details		Date	16/12/2008
Entitlement Date	15/12/2008	Check Out Time	10:00
Future Vacancy Date (Rent)	15/12/2008	Guests	
Inventories		Type	Age
1. F&E Sydney - Sydney			
Contractor	N/A		
Contact Phone	N/A		
Prepack Date	15/12/2008		
Uplift Date	16/12/2008	Allowance Details	
Delivery Date	16/12/2008	Disturbance Allowance	\$539.00
Removal Status	TOLL Pending	Disturbance Allowance	\$480.00
		Telephone re-connection	\$59.00
		Status	Normal Payment Transferred
		TAA Allowance	\$94.33
		TAA Losing Locality	\$94.33
		Status	Normal Payment Transferred
		Total	\$633.33

From: Sydney RA Team
Sent: Tuesday, 9 December 2008 9:19 AM
To: [REDACTED]
Cc: Taffi, Toni
Subject: Further Paperwork Required for RA [SEC=UNCLASSIFIED]

Attachments: af313-defence-release-clause.doc

Good Morning [REDACTED],

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-r
 elease-clause.d...

Kind Regards

[REDACTED] | Relocations Processor
 Rental Assistance Team | Defence Housing Australia

Level 5, 79 George Street, Parramatta NSW 2150
 Tel: 02 [REDACTED] | Fax: 02 [REDACTED]
 [REDACTED]@dha.gov.au | www.dha.gov.au

[REDACTED]

From: [REDACTED]
Sent: Tuesday, 9 December 2008 9:24 AM
To: Sydney RA Team
Subject: RE: Further Paperwork Required for RA [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi [REDACTED]

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,

[REDACTED]

[REDACTED]

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: S [REDACTED] [mailto:[REDACTED]@dha.gov.au]
Sent: Tuesday, 9 December 2008 09:19
To: [REDACTED]
Cc: [REDACTED]
Subject: Further Paperwork Required for RA [SEC=UNCLASSIFIED]

Good Morning [REDACTED]

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)

10/12/2008

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

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

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10/12/2008

[REDACTED]
[REDACTED]
From: [REDACTED]
Sent: Monday, 22 December 2008 4:08 PM
To: [REDACTED]@fastconnect.net.au'
Cc: [REDACTED]
Subject: Please submit Final rent receipt

Importance: High

Hi [REDACTED] could you please send [REDACTED] or [REDACTED] 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 [REDACTED]

RENTAL AFTER OCCUPANCY

RANK:

Approval:

Date _____

Miscellaneous Credit RAR001: \$520.00

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

Name _____

MISCELLANEOUS CREDIT

SERVICE NUMBER:

NAME:

INITIALS:

RANK:

PMKEYS:

Reimbursement of lease preparation fee

TOTAL	\$15.00
-------	---------

Approval:

RA OIC

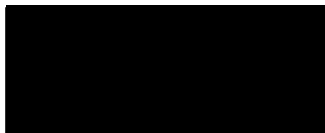
Signature

Date

20/1/09

440 - 78977

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 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.

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:

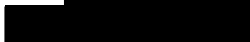
- Centre link
- Australian Taxation Office
- Commonwealth or State Departments/Agencies where there is an obligation to provide it
- Department of Family and Community Services
- Law enforcement agencies including the police

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

MEMBER INFORMATION				CASE #: 713197	
Emp ID	SVC#	Rank	Unit	HMAS SUDNEY	
Name	Surname		first name		
Contact	(m)	(w)	(h)		
Type	<input checked="" type="checkbox"/> MWD RA		<input type="checkbox"/> MWOD FRA / PRA		<input type="checkbox"/> MWD(U) FRA / PRA
Reason	<input type="checkbox"/> MWOD+5 yrs		<input type="checkbox"/> LIA unavailable	<input type="checkbox"/> LIA 1,2,3 only	<input checked="" type="checkbox"/> Eviction from LIA/RA
	<input type="checkbox"/> SR unavailable		<input type="checkbox"/> MAR/DEF Recog.	<input type="checkbox"/> Other	
Removal	<input type="checkbox"/> Yes <input type="checkbox"/> No	Disturbance Allowance	<input type="checkbox"/> Yes <input type="checkbox"/> No	WEF RA ent.	/ /
Total Lease rent ent.	\$	MWD bdr ent.		Share#	0
Address					UPRN:
<input type="checkbox"/> Bond \$	<input type="checkbox"/> RIA \$	<input type="checkbox"/> Utilities \$	<input type="checkbox"/> Repay P/F	<input type="checkbox"/> Repay at Vacation	

Process Tracking	
1. <input type="checkbox"/> Received Case/HS sub-case/created 'member expense' case in CRM	11. <input type="checkbox"/> Update TMS member Admin screen
<input type="checkbox"/> Contact member - 5 days from case rec'd Discuss entitlement & options (RA/Bond/RIA/utilities)	12. <input type="checkbox"/> Update tenancy checklist screen
<input type="checkbox"/> Copy of RA Guide, approval letter (al105-7) & paperwork to member (copy to file)	13. <input type="checkbox"/> Set reminder on CPA sub-case to commence subsidy (within 10 days sup. Doc Rec'd)
4. <input type="checkbox"/> Paper file created & trimmed	14. <input type="checkbox"/> Complete data entry of tenancy in checklist, i.e. transfer trigger
5. <input type="checkbox"/> Set reminder to follow-up on paperwork (7 days or day after arrival) (CRM/Diary)	15. <input type="checkbox"/> Commence sent to ADF Pay
6. <input type="checkbox"/> Case into applicable work folder	16. <input type="checkbox"/> Cease sent to ADF Pay
7. <input type="checkbox"/> Claim form sent to ADF Pay	17. <input type="checkbox"/> Vary transaction sent to ADF Pay
8. <input type="checkbox"/> All completed docs received	18. <input type="checkbox"/> Sent RA subsidy letter to member
9. <input type="checkbox"/> Completed RA Calculator Summary page (copy on file)	19. <input type="checkbox"/> RA/Housing contribution spreadsheet signed by delegate returned to HO (KPI 5)
10. <input type="checkbox"/> Summary page given to Delegate (approval within 48 hours)	a) <input type="checkbox"/> RPO \$ WEF
	b) <input type="checkbox"/> RAO \$ WEF

Supporting Documentation			
Documents	Date	Documents	Date
RA Application Form (af303)	5/12/08	<input type="checkbox"/> Email from DE	/ /
<input checked="" type="checkbox"/> AFR	9/12/08	<input type="checkbox"/> Review Documents (af304, al112-5)	/ /
<input type="checkbox"/> NOR	/ /	<input type="checkbox"/> PRA-FRA Notification Form (af323)	/ /
<input checked="" type="checkbox"/> Initial Rent Receipt <input type="checkbox"/> Utility Receipt	19/12/08	<input type="checkbox"/> Furniture rental contract	/ /
<input checked="" type="checkbox"/> Front Lease <input checked="" type="checkbox"/> Lease Signature Page	19/12/08	<input type="checkbox"/> Furniture rental receipt	/ /
<input type="checkbox"/> Categorisation Form AA157 / AD291	/ /	<input type="checkbox"/> FWSN (DCO supporting documents)	/ /
<input type="checkbox"/> Owner Statement - af308	/ /	<input checked="" type="checkbox"/> LIA or RA eviction notice	19/12/08
<input type="checkbox"/> Member Statement - af309	/ /	<input type="checkbox"/> Notice of Intent	/ /
<input checked="" type="checkbox"/> Bond Receipt/Lodgement	19/12/08	<input type="checkbox"/> Contract of Sale	/ /
<input type="checkbox"/> Tenancy Approval letter / Application	19/12/08	<input type="checkbox"/> LIA Booking request form (af302)	/ /
<input checked="" type="checkbox"/> Defence Release Clause	19/12/08	<input type="checkbox"/> LIA Availability form (af320)	/ /
<input type="checkbox"/> Share Statement (af307)	/ /	<input type="checkbox"/> Cease RA Letter (al109)	/ /
<input type="checkbox"/> Current Rent Receipt/Tenant Ledger	/ /	<input checked="" type="checkbox"/> Final rent receipt (Needed to cease RA)	/ /
<input type="checkbox"/> Ceiling Increase letter (al128 & al129)	/ /	<input checked="" type="checkbox"/> Cease RA Form (af300)	5/12/08
<input type="checkbox"/> Proof of Search af316	/ /	<input type="checkbox"/> Break lease documents	/ /
<input checked="" type="checkbox"/> MWD Chit	/ /	<input type="checkbox"/>	

Comments:

 Client Management (PROD)

Member...

Members

Contractors

Lessor

Search Results

Member Details

Service Navy / GRE RB2 / Marital status MWD

Employee ID

Dashboard

Contact Details

Interactions

Notes

History

All Interactions Interaction 6221782

Interaction

Key

6221782

05/07/2011 10:13

Source

Phone (Member to DHA)

Description

Reconciliation actioned for the 21/07/11 pay day, file sent for approval.

1. 2011 GRS WEF: 12/05/11 (Fortnightly RA: \$722.56)

2. Rent increase WEF: 22/05/11 (Fortnightly RA: \$782.56)

View Full Description

Raised Issues

N/A

Referenced Issues

N/A

Attachments

N/A

173390 CXL

173391 WRS

173393 RL

1.6.5 PROD Java 1.6.0_23

[REDACTED]

From: [REDACTED]
Sent: Sunday, 21 August 2011 11:54 PM
To: Sydney Housing North
Cc: [REDACTED]
Subject: [REDACTED]
Attachments: Cease RA Form - [REDACTED] - 21 Aug 11.pdf; Final Rent Payment Receipt - [REDACTED] (21 Aug 11).xps

Hi DHA (previously speaking to [REDACTED]),

Please find attached my Cease RA form and my receipt for final rent payment.

Request acknowledgement of receipt of this email, and my previous correspondence, and advice on whether or not any further details are missing.

Please note that I am on leave, so there is no point sending correspondence to my work address only. Any queries at all please contact me on the mobile phone below.

(
 Cheers,
 [REDACTED]

From: [REDACTED]
To: [REDACTED]@tollgroup.com>
Cc: [REDACTED]@dha.gov.au" <[REDACTED]@dha.gov.au>; [REDACTED]
 <[REDACTED]>; [REDACTED]
Sent: Friday, 19 August 2011 3:28 PM
Subject: Re: Removal - [REDACTED]

Hi [REDACTED],

Thanks for the assistance. You must have the wrong email address for me on your records. Could you please update it to [REDACTED]

(I have since spoken to [REDACTED] from DHA and have clarified things from that end. I can also guarantee the delivery address will be perfectly suitable to move into etc as per your requirements below.

Please find attached the Signed Tender and the Notice to Vacate we submitted to our Real Estate Agent today. We have many different Contracts etc we have signed with the builder, however I hope this one will be sufficient for your needs. Please note we are vacating our current residence on 09 Sep 11, therefore wish to progress with our move on 06 Sep 11, or even delivery on 07 Sep 11 if required.

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

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 help.

Hi [REDACTED] (DHA),

Could you please acknowledge DHA's receipt of this and if you foresee 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 [REDACTED]

As per our discussion earlier I spoke with DHA regarding 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 ceased. DHA advised that you had nominated 15.08.2011 as the date your house would be completed therefore your RA entitlement ceases on 22.08.2011. DHA advised that they had not received any further correspondence from you informing them of any changes.

As discussed I believe you are able to contact DHA in 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 live 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 conditions.

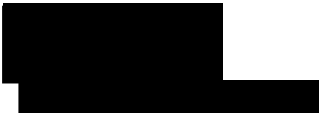
- If the "building site" access is not deemed to be OH&S compliant on delivery day, the items will be delivered to an area such as the garage, if that section of the property is OH&S compliant or the delivery will be returned to the providers storage and held at your expense until such a time that access is deemed compliant and risk free.
- If the goods are delivered into your garage or basement the removalists will not return to move the items from the garage into the property at a later date and the warranty claim would not be entertained 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 conditions set out in this email, you are confirming that you are aware that you may be responsible for any costs incurred if delivery cannot be made to your residence due to OH&S issues as you have not received a certificate of occupancy.

Regards,

[REDACTED]
Case Manager Toll Transitions
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: [REDACTED]@tollgroup.com>
To: [REDACTED]
Sent: Friday, 19 August 2011 7:41 AM
Subject: RE: Removal - [REDACTED]

Good Morning [REDACTED]

Attached is the email I sent to you yesterday ☺

I will start processing your removal for the 6th, 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.

() Could 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 for you.

If you require further information please contact me.

Regards,

[REDACTED]
Case Manager
Toll Transitions
T +61 2 8907 8915

From: [REDACTED]
Sent: Friday, 19 August 2011 12:54 AM
To: [REDACTED]@toll.com.au
Cc: [REDACTED]
Subject: Removal - [REDACTED]

Hi [REDACTED]

() 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 entitlements 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, [REDACTED]
[REDACTED] 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,
[REDACTED]

[REDACTED]
From: Sydney Housing East
Sent: Monday, 18 July 2011 8:51 AM
To: [REDACTED]
Subject: Rent Allowance Follow-up for [REDACTED]

Importance: High

Good Morning [REDACTED]

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,

[REDACTED] | **Housing Consultant**

Sydney HMC | Defence Housing Australia

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

Tel: 02 [REDACTED] | Fax: [REDACTED]
[REDACTED]@dha.gov.au | www.dha.gov.au

*Leave RA form + request
for copy of Occupation Certificate
emailed to mbr today.
26/7/11. [REDACTED]*



more give, less take

NAB Internet Banking

New funds transfer - bank acknowledgement

Bank acknowledgement details

Status: Paid
Confirmation Number: R7483953690
Created: 21/08/11

Your transfer details

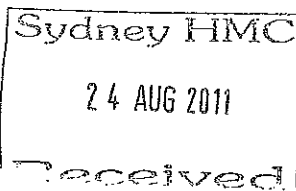
From Account: [REDACTED]
To Account: NATIONAL AUSTRALIA BANK LIMITED
Amount: 1,666.60
Description: [REDACTED]
Remitter Name: RENT - [REDACTED]
Transfer date: 21/08/11

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



[REDACTED]

From: [REDACTED]
Sent: Wednesday, 24 August 2011 11:08 PM
To: Sydney Housing North
Subject: Re: DHA Sydney Contact Details - [REDACTED]
Attachments: Final Rent Receipt (SCANNED) - [REDACTED]

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

[REDACTED]

From: Sydney Housing North <[REDACTED]@dha.gov.au>
To: [REDACTED]
Sent: Wednesday, 24 August 2011 11:10 AM
Subject: RE: DHA Sydney Contact Details

[REDACTED]

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?

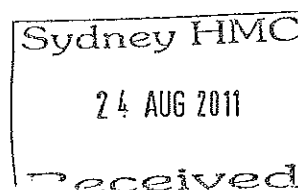
Kind Regards

[REDACTED] Housing Consultant...
Sydney HMC | Defence Housing Australia
Level 13, 2-12 Macquarie St, Parramatta NSW 2150
Tel: 02 [REDACTED] | Fax: 02 [REDACTED]
[REDACTED]@dha.gov.au | www.dha.gov.au

From: [REDACTED]
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.



25/08/2011

Many thanks.

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

To: [REDACTED]

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,

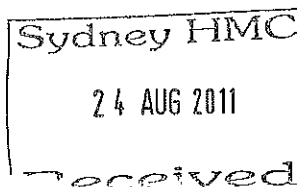
[REDACTED] | Housing Consultant
Sydney HMC | Defence Housing Australia
Locked Bag 5033, Parramatta NSW, 2124
Tel: (02) [REDACTED] | Fax: (02) [REDACTED]
[REDACTED]@dha.gov.au | www.dha.gov.au

Important:

This email and any attachments may be confidential and may be privileged.
Defence Housing Australia take no responsibility for misdirection, or for any loss or damage arising from the use of this email.
Defence Housing Australia will send you correspondence and documents to [REDACTED]
intmr02.dha.gov.au[11738939]

Important:

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Defence Housing Australia take no responsibility for misdirection, or for any loss or damage arising from the use of this email.
Defence Housing Australia will send you correspondence and documents to [REDACTED]
intmr02.dha.gov.au[11745354]



25/08/2011

[REDACTED]

From: [REDACTED]
Sent: Tuesday, 30 August 2011 10:52 AM
To: Sydney Housing North
Cc: [REDACTED]
Subject: RE: DHA Sydney Contact Details - [REDACTED] [SEC=UNCLASSIFIED]
Attachments: doc20110824153133.pdf

UNCLASSIFIED

Hi again DHA,

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

I hope this meets the requirement.

Many thanks.

[REDACTED]

[REDACTED]

Ph: [REDACTED]
Mo [REDACTED]

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: [REDACTED]
Sent: Friday, 26 August 2011 19:54
To: Sydney Housing North
Cc: [REDACTED]
Subject: Re: DHA Sydney Contact Details - [REDACTED]



Hi [REDACTED]

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

31/08/2011

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 <[REDACTED]@dha.gov.au>

To: [REDACTED]

Sent: Friday, 26 August 2011 3:21 PM

Subject: RE: DHA Sydney Contact Details - [REDACTED]

Good Afternoon [REDACTED]

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.

Kind Regards

[REDACTED] Housing Consultant

Sydney HMC | Defence Housing Australia

Locked Bag 5033, Parramatta NSW, 2124

Tel: (02) [REDACTED] | Fax: (02) [REDACTED]

[REDACTED]@dha.gov.au | www.dha.gov.au

From: [REDACTED]

Sent: Wednesday, 24 August 2011 11:08 PM

To: Sydney Housing North

Subject: Re: DHA Sydney Contact Details - [REDACTED]

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 <[REDACTED]@dha.gov.au>

To: [REDACTED]

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?

31/08/2011

Kind Regards

[REDACTED] Housing Consultant

Sydney HMC | Defence Housing Australia

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

Tel: [REDACTED] | Fax: [REDACTED]

[REDACTED]@dha.gov.au | www.dha.gov.au

From: [REDACTED]
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 <[REDACTED]@dha.gov.au>
To: [REDACTED]
Sent: Tuesday, 23 August 2011 4:18 PM
Subject: DHA Sydney Contact Details

Hi [REDACTED]

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

Kind Regards

[REDACTED] | Housing Consultant

Sydney HMC | Defence Housing Australia

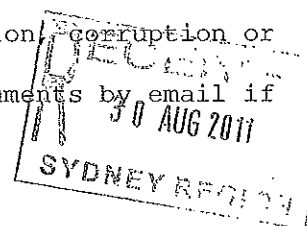
Locked Bag 5033, Parramatta NSW, 2124

Tel: (02) [REDACTED] | Fax: (02) [REDACTED]

[REDACTED]@dha.gov.au | www.dha.gov.au

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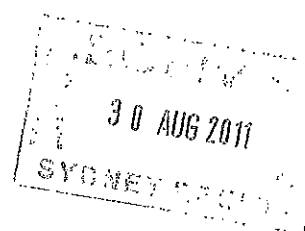
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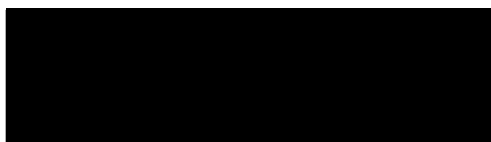
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Defence Housing Australia will send you correspondence and documents by email if
intmr02.dha.gov.au[11785254]




Raine & Horne

This business is independently owned and operated by its
 proprietor Vincent Montano Pty Ltd ABN 59 053 030 740

24 August 2011



Dear [REDACTED]

RE: [REDACTED]

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



Senior 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

THE POWER OF FOUR
 WE GIVE YOU MORE

Raine & Horne

vincentmontano.com.au
 we'll look after you

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, grill, 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



**Defence Housing
AUSTRALIA**

Cease Rent Allowance



You must attach or email a copy of your final rent receipt or a tenant history from your real estate agent/landlord to enable any reimbursement of rent paid after you moved out.

To be completed by member in receipt of Rent Allowance

Service number Employee ID Rank
 Family name Initials
 Current unit
 Contact phone number(s) *leave*

I declare that: I occupy ☐ an approved Rent Allowance residence at:
 I occupied ☒

Are you sharing this rental property? Yes ☐ No ☐

What is your new forwarding address?

Note: If no new home address please advise your new unit address.

What date was the final rent paid to?

09 Sep 11

What is the pre-pack date for removal or date vacating this residence?

05 Sep 11

Reason for ceasing Rent Allowance

Please select one of the following

Posted out of locality ☐ Unit posted to

Discharging ☐ Effective date

Moving to own home ☒ Date of purchase 20.01.10

Moving to another Rent Allowance property ☐ Occupation date

Occupying a service residence (SR) ☐ Occupation date

Occupying Live-in Accommodation (LIA) ☐ Occupation date

Change to categorisation ☐ Effective date

Other ☐

Construction of new home

Building completing
Approx 01/09/11

completing soon

Checkpoint

Final rent receipt

I have attached or emailed a copy of my final rent receipt or a tenant history from my real estate agent/landlord. ☒

Advances

I am aware that though I am/was paying my advance(s) back fortnightly, any outstanding monies still owed from a Bond, utility or Rent Advance must be paid in full to the Department of Defence. ☒

For any questions relating to repayment of your advance(s) contact 1800Defence (1800 333 362)

Signature

Date

21.08.11

RA / PARTIAL
MWD / MWOD / MWD-U

RANK	NAME	INITS	SERVICE	PMKEYS	CASE ID	UPRN
			NAVY		713197	

DOB: 06-January-1983

ENLIST:	24-January-2001
---------	-----------------

RA ADDRESS:	
	[REDACTED]
HOME PH:	
MOBILE:	[REDACTED]

WORK ADDRESS:			
HMAS SYDNEY			
WORK PH:		FAX:	
EMAIL:			

Bond Adv	Recovery	Amount

Rent Adv	Recovery	Amount

Rank Group : **RB2**

RA Region :

SYDNEY

Bedroom Ent : 3

WEEKLY RENT: \$620.00

OCCUPANTS :

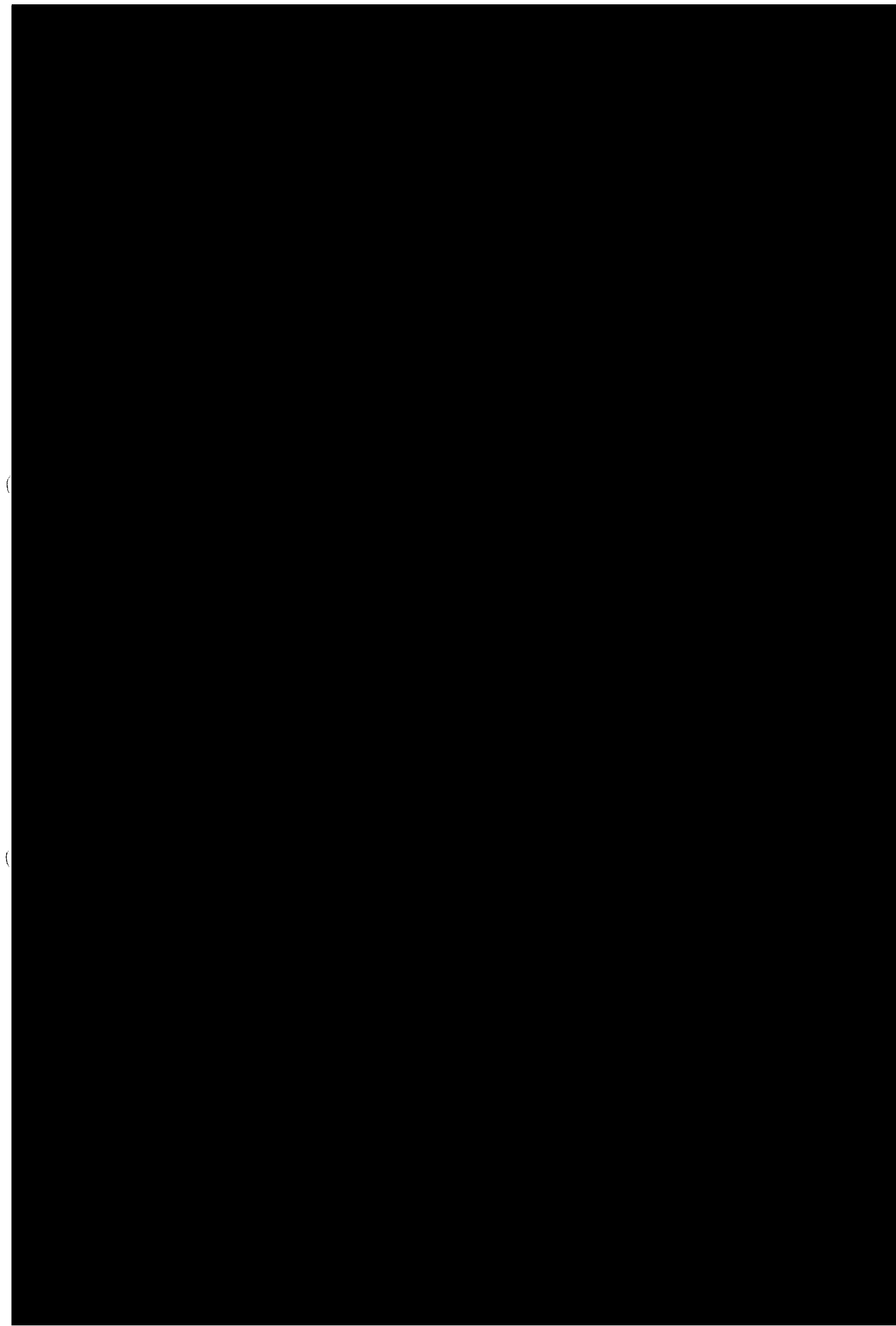
1

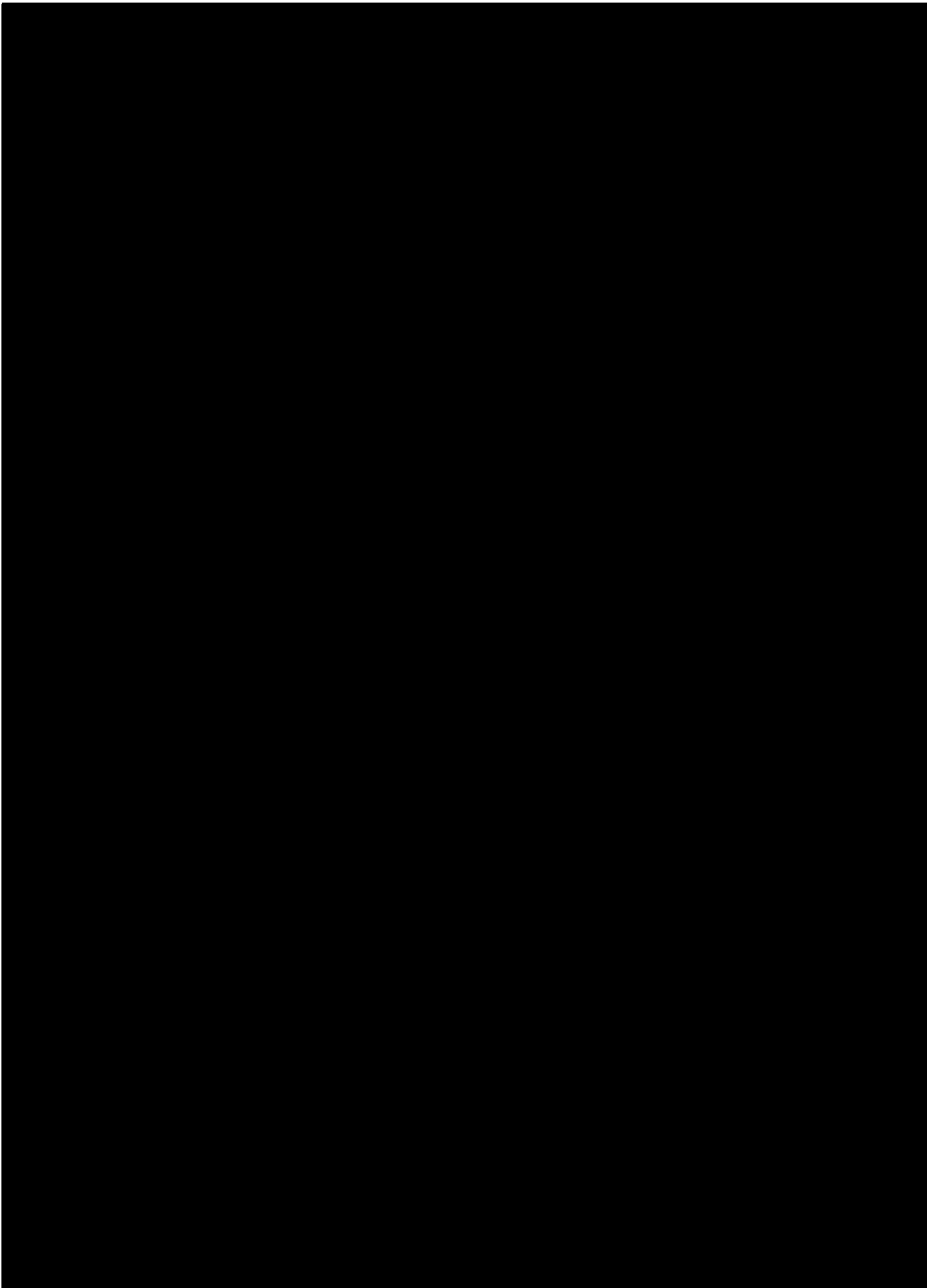
Lease Start : 16-Dec-08 End: 22-Dec-09

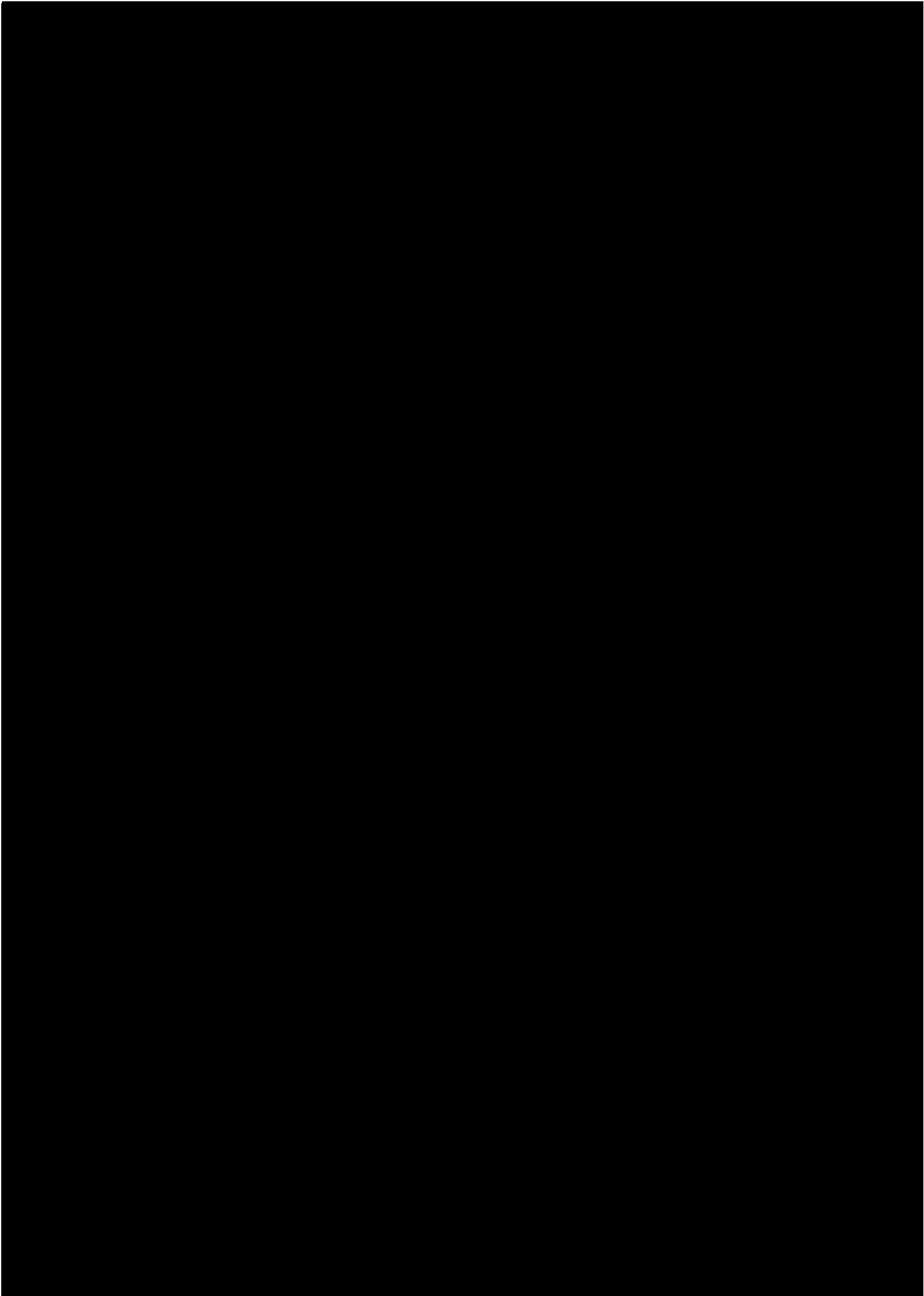
LEASE MONTHS: 12

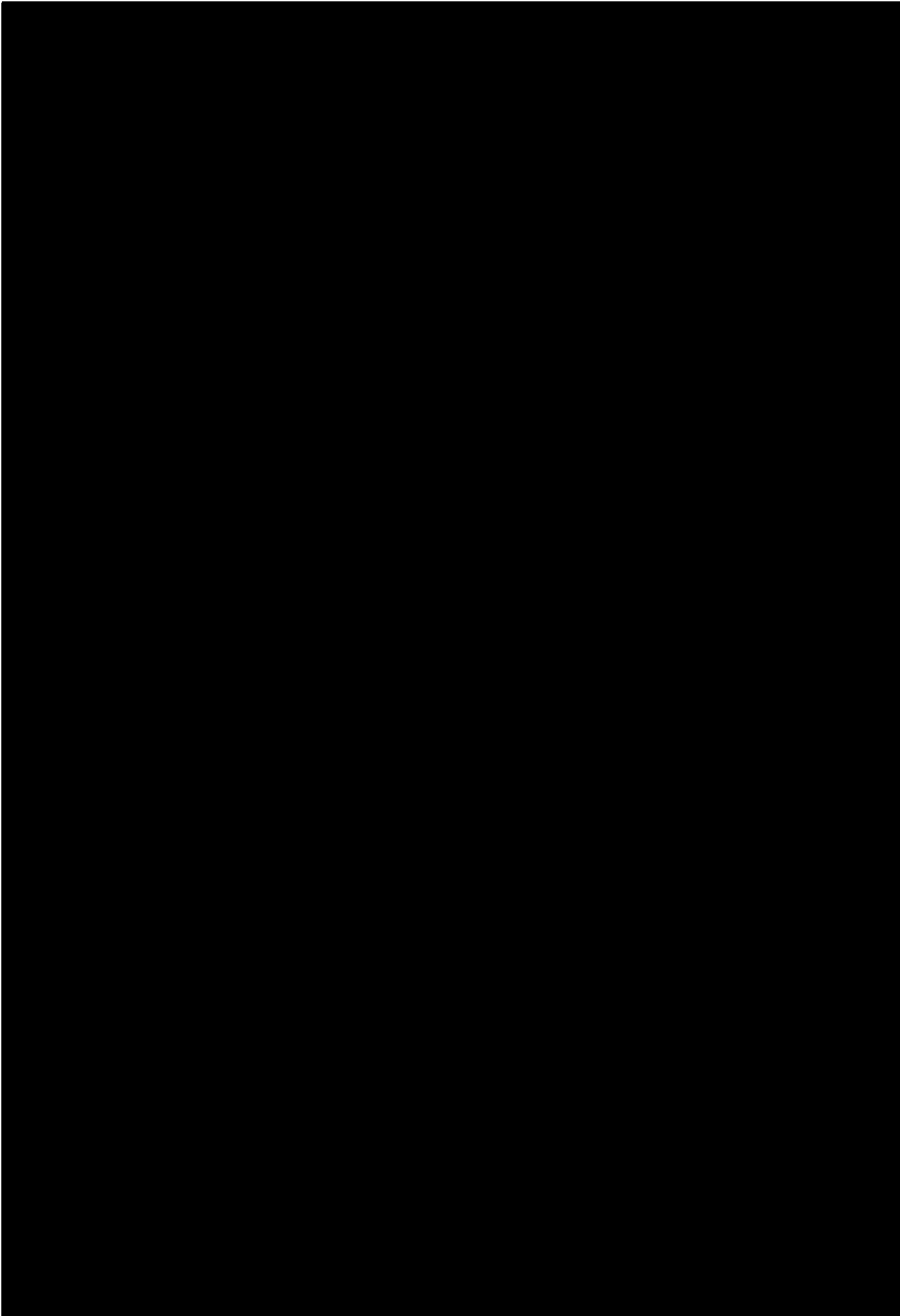
RELEASE CLAUSE: YES

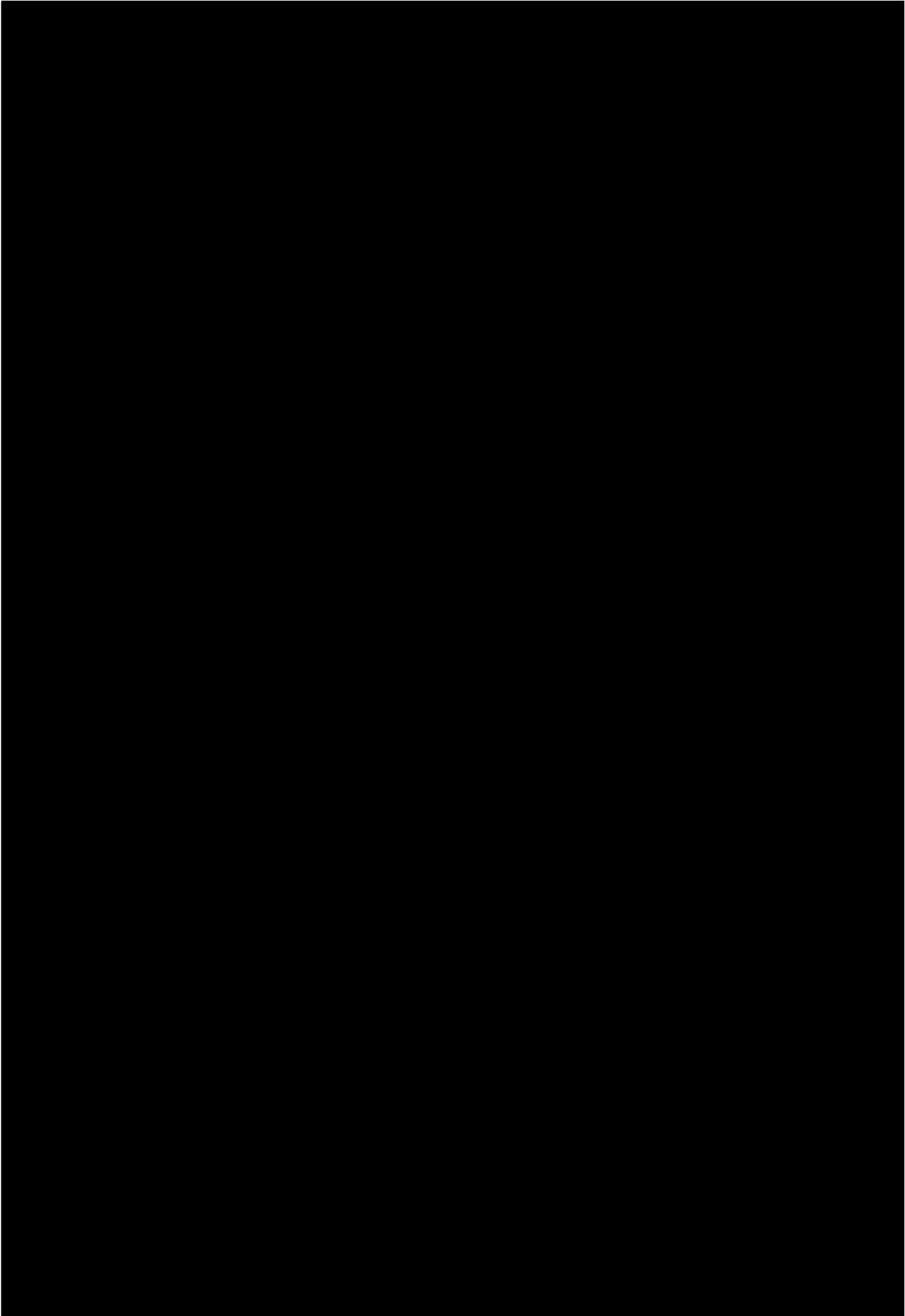
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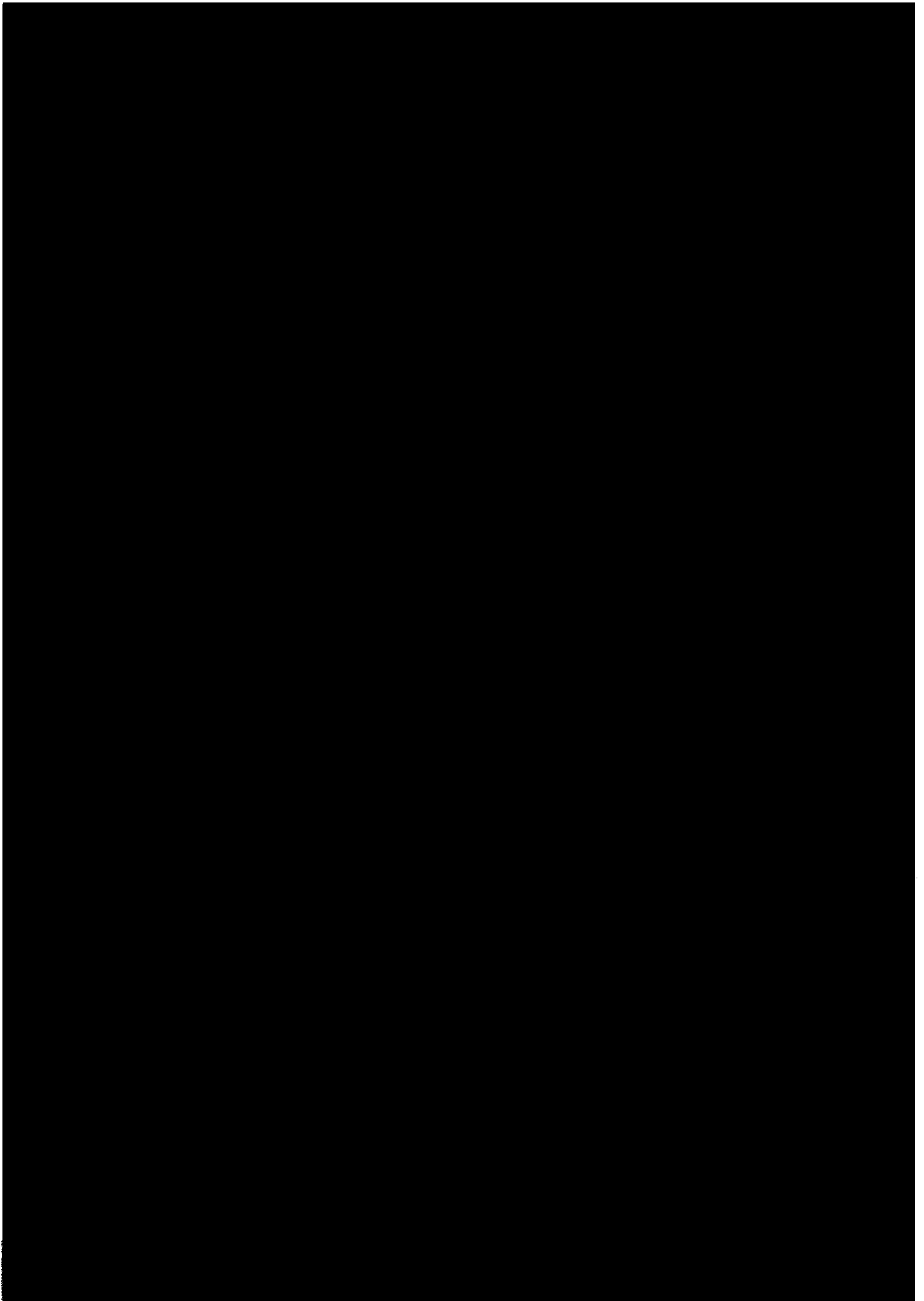




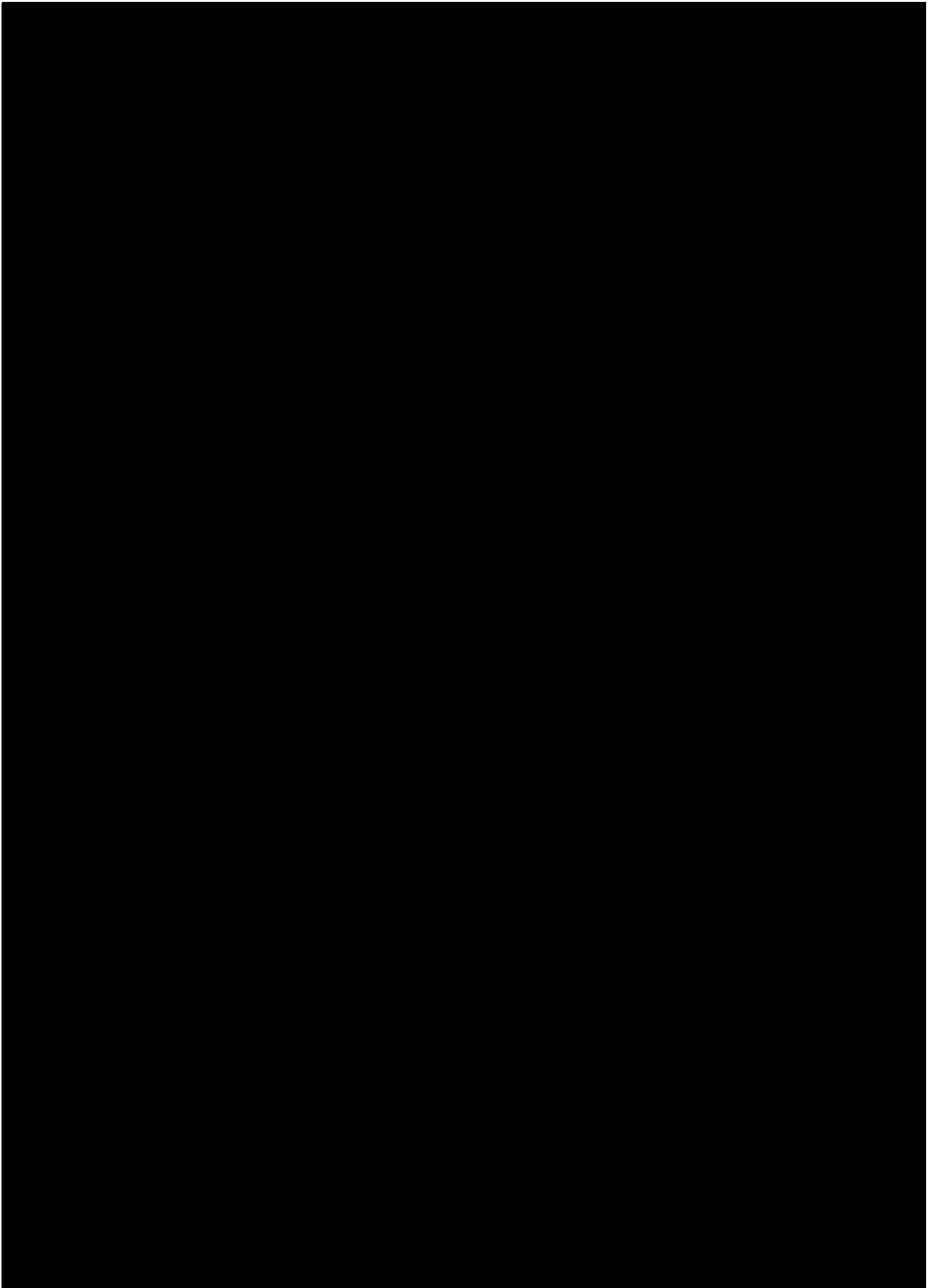


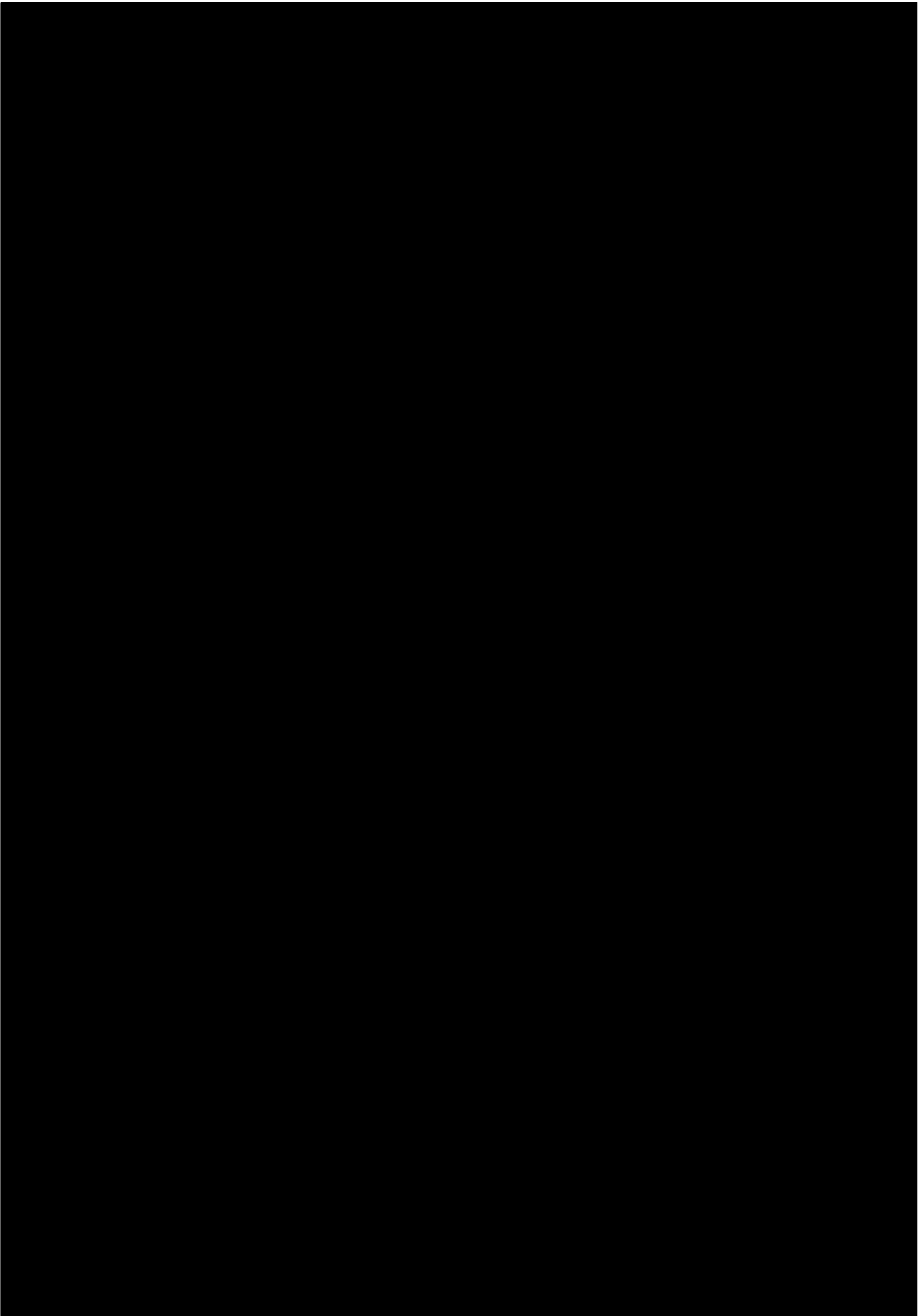






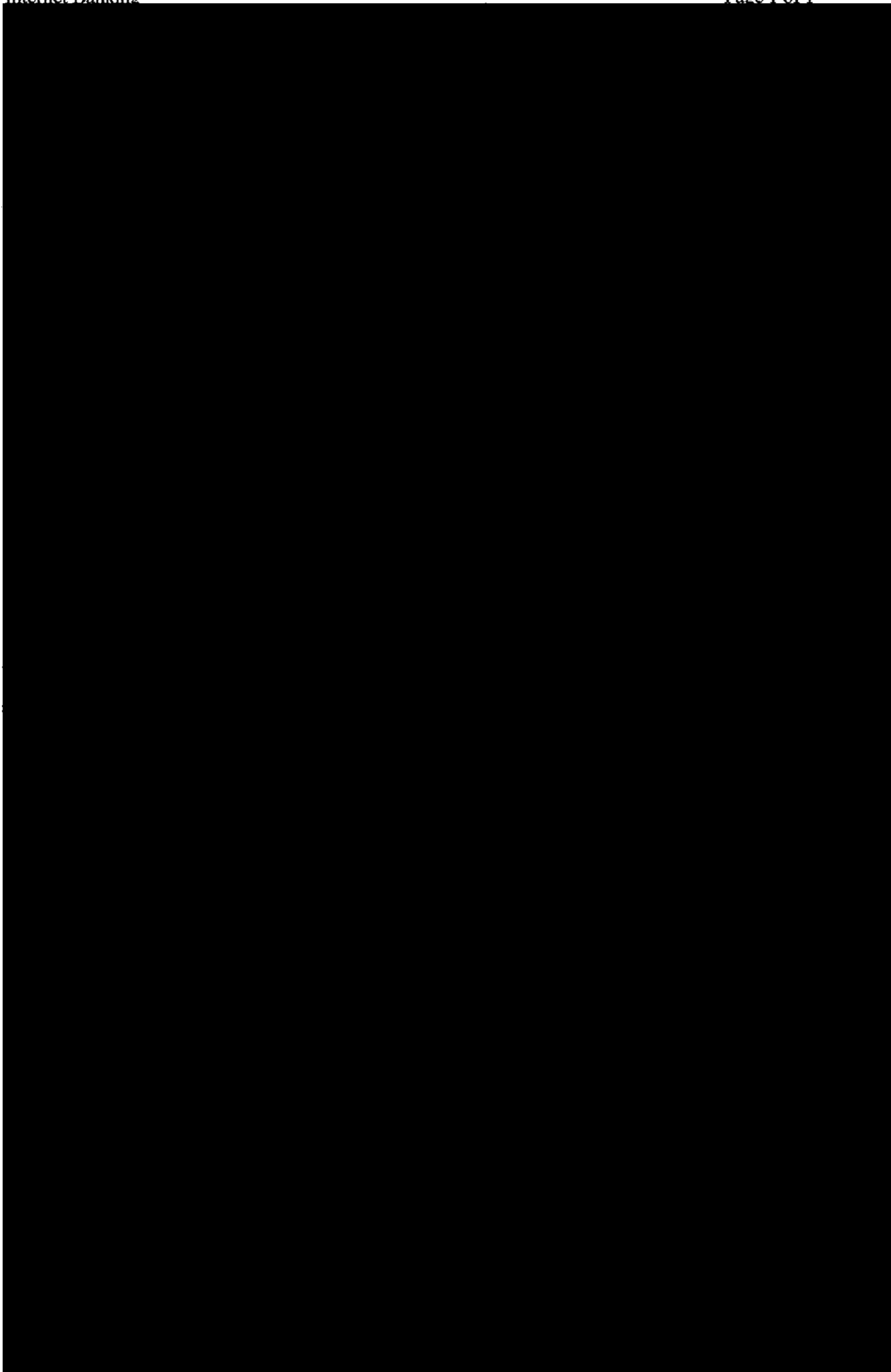
[The following text is a dense, continuous block of text, likely a scan of a document page. It is mostly illegible due to extreme blurring and low contrast. The text appears to be a single paragraph or a series of closely related sentences, but the specific words and structure cannot be discerned.]





HISTORICAL DOCUMENTS

A. B. S. A. S. A. S.



From: Sydney Housing North
Sent: Friday, 19 August 2011 5:38 PM
To: [REDACTED]
Subject: FW: ATTN Green team. FW: Rental Allowance Follow-up for [REDACTED]
 [SEC=UNCLASSIFIED]

Good 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 [REDACTED] email on 26/07/2011.

Thank you

[REDACTED] Property & Tenancy Area Manager
 Sydney HMC | Defence Housing Australia

Level 13, 2-12 Macquarie Street Parramatta NSW 2150
 Tel: 02 [REDACTED] | Fax: 02 [REDACTED]
 [REDACTED]@dha.gov.au | www.dha.gov.au

From: Sydney Housing East
Sent: Friday, 15 July 2011 1:06 PM
To: [REDACTED]
Subject: RE: ATTN Green team. FW: Rental Allowance Follow-up for [REDACTED] [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

[REDACTED] | Property & Tenancy Area Manager
 Sydney HMC | Defence Housing Australia

Level 13, 2-12 Macquarie Street Parramatta NSW 2150
 Tel: 02 [REDACTED] | Fax: 02 [REDACTED]
 [REDACTED]@dha.gov.au | www.dha.gov.au

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

UNCLASSIFIED

Hi [REDACTED]

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.

Cheers,

[REDACTED]

[REDACTED]

Ph: [REDACTED]
Mob [REDACTED]

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From: Sydney Housing East [mailto:[REDACTED]@dha.gov.au]
Sent: Tuesday, 12 July 2011 16:21
To: [REDACTED]

Cc: [REDACTED]
Subject: RE: ATTN Green team. FW: Rental Allowance Follow-up for [REDACTED] [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

[REDACTED] | Property & Tenancy Area Manager
Sydney HMC | Defence Housing Australia

Level 13, 2-12 Macquarie Street, Parramatta NSW 2150
Tel: 02 [REDACTED] | Fax: 02 [REDACTED]
[REDACTED]@dha.gov.au | www.dha.gov.au

From: [REDACTED]
Sent: Tuesday, 5 July 2011 12:38 PM
To: Sydney Housing East
Cc: [REDACTED]
Subject: RE: Rental Allowance Follow-up for [REDACTED] [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi [REDACTED]

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 furniture into the house. I am not allowed, under builder insurance, to start any of these jobs until they give me possession.

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,

[REDACTED]

[REDACTED]
[REDACTED]
Ph: [REDACTED]
Mob [REDACTED]

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From: Sydney Housing East [mailto:[REDACTED]@dha.gov.au]
Sent: Tuesday, 5 July 2011 10:20
To: [REDACTED]
Subject: Rental Allowance Follow-up for [REDACTED]

Good morning [REDACTED]

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.

[REDACTED] Housing Consultant
Sydney HMC | Defence Housing Australia

Level 13, 2-12 Macquarie Street, Parramatta NSW 2150
Tel: 02 [REDACTED] | Fax: 02 [REDACTED]
[REDACTED]@dha.gov.au | www.dha.gov.au

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intmr02.dha.gov.au[10865179]

[REDACTED]

From: Sydney Housing East
Sent: Tuesday, 26 July 2011 7:26 AM
To: [REDACTED]
Subject: Cease RA form and request copy of the Occupation Certificate

Importance: High

Good Morning [REDACTED]

Just a quick note to advise that as per your advice in 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.



**F_RA_HO_Cease
RA Form.pdf**

Kind Regards,

[REDACTED] **Housing Consultant**

Sydney HMC | Defence Housing Australia

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

Tel: 02 [REDACTED] | Fax: 02 [REDACTED]
[REDACTED]@dha.gov.au | www.dha.gov.au

[REDACTED]

From: Sydney Housing East
Sent: Friday, 22 July 2011 2:34 PM
To: [REDACTED]
Subject: RE: Rent Allowance Follow-up for [REDACTED] [SEC=UNCLASSIFIED]

Importance: High

Good Afternoon [REDACTED]

Thank you for your email.

Please note that now have the dates to process cessation of your RA we will ensure to action this promptly effective 22/08/11 to avoid any discrepancies at the end of your tenancy. Please note that all members are paid 2 weeks in arrears and not in advance, the cessation transaction will be processed by our team for pay day 18/08/11 which MPAC will then have control of ensuring your RA is ceased with effect 22/08/11.

Should you require any further assistance please do not hesitate to contact me via email.

Kind Regards,

[REDACTED] Housing Consultant

Sydney HMC | Defence Housing Australia
Level 13, 2-12 Macquarie St, Parramatta NSW 2150
Tel: 02 [REDACTED] | Fax: 02 [REDACTED]
[REDACTED]@dha.gov.au | www.dha.gov.au

From: [REDACTED]
Sent: Tuesday, 19 July 2011 11:18 AM
To: Sydney Housing East
Subject: Rent Allowance Follow-up for [REDACTED] [SEC=UNCLASSIFIED]

JNCLASSIFIED

Hi [REDACTED]

Please see email trail below. As you can see I did respond at short notice, and have been dealing with [REDACTED] to resolve this. [REDACTED] has been very helpful, and I am very grateful for this. Could you please update your records to show this was actioned as I don't like have a red flag as an unreliable client in your database.

Thanks,

Ph: [REDACTED]
Mob: [REDACTED]

From: Sydney Housing East [mailto: [REDACTED]@dha.gov.au]
Sent: Monday, 18 July 2011 08:51
To: [REDACTED]
Subject: Rent Allowance Follow-up for [REDACTED]
Importance: High

Good Morning [REDACTED]

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,

[REDACTED] Housing Consultant

Sydney HMC | Defence Housing Australia
Level 13, 2-12 Macquarie St, Parramatta NSW 2150
Tel: 02 [REDACTED] | Fax: 02 [REDACTED]
[REDACTED]@dha.gov.au | www.dha.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

[REDACTED] | Property & Tenancy Area Manager
Sydney HMC | Defence Housing Australia

Level 13, 2-12 Macquarie Street, Parramatta NSW 2150
Tel: 02 [REDACTED] | Fax: 02 [REDACTED]
[REDACTED]@dha.gov.au | www.dha.gov.au

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

UNCLASSIFIED

Hi [REDACTED],

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,

[REDACTED]

[REDACTED]

Ph: [REDACTED]
Mob [REDACTED]

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From: Sydney Housing East [mailto: [REDACTED]@dha.gov.au]
Sent: Tuesday, 12 July 2011 16:21
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: ATTN Green team. FW: Rental Allowance Follow-up for [REDACTED]
[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

[REDACTED] | Property & Tenancy Area Manager
Sydney HMC | Defence Housing Australia

Level 13, 2-12 Macquarie Street, Parramatta NSW 2150
Tel: 02 [REDACTED] Fax: [REDACTED]
[REDACTED]@dha.gov.au | www.dha.gov.au

From: [REDACTED]
Sent: Tuesday, 5 July 2011 12:38 PM
To: Sydney Housing East
Cc: [REDACTED]
Subject: RE: Rental Allowance Follow-up for [REDACTED] [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi [REDACTED]

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.

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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,
[REDACTED]

[REDACTED]
[REDACTED]
Ph: [REDACTED]
Mo [REDACTED]

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From: Sydney Housing East [mailto:[REDACTED]@dha.gov.au]
Sent: Tuesday, 5 July 2011 10:20
To: [REDACTED]
Subject: Rental Allowance Follow-up for [REDACTED]

Good morning [REDACTED]

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.

[REDACTED] Housing Consultant
Sydney HMC | Defence Housing Australia

Level 13, 2-12 Macquarie Street, Parramatta NSW 2150
Tel: 02 8 [REDACTED] Fax: 02 [REDACTED]
[REDACTED]@dha.gov.au | www.dha.gov.au

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Client Management PROD 2013-09-05-release built 05-Sep-2013 15:02:13



Sydney HMC | Sign Out

Members Contractors Lessors Estate Agents |

Members

Employee ID

New Interaction

Service Navy / GRE RB3 / Marital status MWD / Email / Phone

Dashboard Details Interactions Housing History

All Interactions Interaction 6407264 All Notifications

Interaction

Modify

Key 6407264 15/07/2011 13:08

Source Email

Description

View Full Description

Own Home Building Completion date 15/08/2011..RA entitlement to cease 7 days from 15/08...Member advd in writing...

Attachments

Attachment 1

2011-05-15-1307.msg

60.50 KB

Previous Interaction

Next Interaction

Rendered in 0.208 seconds

2013-09-05-release built 05-Sep-2013 15:02:13 Java 1.7.0_05