

**All persons listed on your property's lease agreement with Defence Housing Australia (DHA) must sign this form. Please take care to complete all applicable fields and attach any required documents. DHA cannot process rent payments until this information is received.**

Collection, storage and use or disclosure of personal information is subject to the Australian Privacy Principles set out in Schedule 1 of the *Privacy Act 1988* (Cth) Defence Housing Australia (DHA) will collect and use or disclose the information for the following purposes:

- To contact you in response to an enquiry by you about our products or services
- To perform our business activities and functions and to provide the best possible quality of customer service
- To provide you with access to online services and any protected areas of our website
- For planning, product or service development, marketing, quality control or research purposes
- To provide your personal information to the relevant owners corporations, contractors or service providers for the performance and administration of our business operations
- To comply with applicable laws or rules, such as the *Privacy Act*, *Defence Housing Australia Act 1987* (Cth) and the *Public Governance, Performance and Accountability Act 2013* (Cth)

If you are having difficulties completing this form, please update your version of Adobe Reader. <http://www.adobe.com/au/downloads/updates.html>

## Section 1 – Leased property address

<b>Provide the property address</b>	Property ID (if known)	<input type="text"/>	
	Address:	<input type="text"/>	
		<input type="text"/>	
		Suburb	<input type="text"/>
		State	Postcode
		<input type="text"/>	

**You must complete either Section 2 Company details or Section 3 and 4 Landlord details**

## Section 2 – Company details (if applicable)

<b>If the property is owned or managed by a company, please confirm their details</b>	Company name	<input type="text"/>			
		ABN	<input type="text"/>	ACN	<input type="text"/>
	Company contact name	<input type="text"/>			
	Position	<input type="text"/>			
	Postal address	<input type="text"/>			
		<input type="text"/>			
		Suburb	<input type="text"/>		
		State	Postcode		
		<input type="text"/>			
	Contact details	<input type="text"/>			
	Mobile	<input type="text"/>			
	Work ( )	<input type="text"/>			
	Email (must be provided)				

▶ **Go to Section 5**

## Section 3 – Landlord 1 (primary landlord) contact details

<b>Nominate a primary landlord by completing this section with their contact details</b>	Title	<input type="text"/>			
	Given name	<input type="text"/>		Middle initial	<input type="text"/>
	Family name	<input type="text"/>			
	Postal address	<input type="text"/>			
		<input type="text"/>			
	<input type="text"/>				
	Suburb	<input type="text"/>			
	State	Postcode			
	<input type="text"/>				

Tick your preferred contact method

Contact details

Home ( )

Mobile

Work ( )

Email (must be provided)

**Giving notices electronically**

Does the landlord give consent to the electronic service of notices and documents? No  Yes

DHA has a complimentary electronic portal dedicated to property information, statements and reports. An email will be sent to the nominated address detailing how to access **DHA online services**

**Conflict of interest**

Is the landlord or any related party an employee of DHA? No   
Yes

Name of employee

**Section 4 – Other landlord details (if applicable)**

If more than one person is listed on your DHA Lease Agreement, please confirm each of their details

**LANDLORD 2**

**Note:** If there are more than two (2) persons named on your DHA Lease Agreement, please copy this page before completing the details and attach it to this form

Title

Given name  Middle initial

Family name

Tick your preferred contact method

Contact details

Home ( )

Mobile

Work ( )

Email

**Giving notices electronically**

Does the landlord give consent to the electronic service of notices and documents? No  Yes

DHA has a complimentary electronic portal dedicated to property information, statements and reports. An email will be sent to the nominated address detailing how to access **DHA online services**

**Conflict of interest**

Is the landlord or any related party an employee of DHA? No   
Yes

Name of employee

**Section 5 – Bank account details for electronic funds**

**Nominate the bank account you would like your rent electronically paid to**

**NOTE:** If you are nominating a loan account please contact your bank prior to advising DHA to ensure third party payments will be accepted directly into the loan account

Account name as it appears on your statement

BSB number (must be 6 digits)  -

Account number

## Section 6 – Additional property details

**Utilities**

Is electricity supplied to the premises from a privately owned and managed (embedded) network? No  Yes

Is gas supplied to the premises from a privately owned and managed (embedded) network? No  Yes

**Smoke alarms**

Indicate whether the smoke alarms installed in the residential premises are hardwired or battery operated

Hardwired  Are the back-up batteries in the smoke alarms of a kind the tenant can replace?  
No  Yes  Specify the type of back-up battery that needs to be used if the back-up battery in the smoke alarm needs to be replaced

Battery operated  Are the batteries in the smoke alarms of a kind the tenant can replace?  
No  Yes  Specify the type of battery that needs to be used if the battery in the smoke alarm needs to be replaced

Is the owners corporation of the strata scheme responsible for the repair and replacement of smoke alarms in the residential premises? No  Yes

**Strata by-laws**


Are there any strata or community scheme by-laws applicable to the residential premises? No  Yes  Please attach


**Condition report**

 If you have a completed condition report - please attach

## Section 7 – Signatories

By signing this form, I/we confirm that the information on this form is true and correct

 **Note:** If there are more than two (2) persons on your DHA Lease Agreement please copy this page and attach it to this form

<b>LANDLORD 1</b>	<input type="text"/>
Signature	
Printed name	<input type="text"/>
Date	<input type="text"/>
<b>LANDLORD 2</b>	<input type="text"/>
Signature	
Printed name	<input type="text"/>
Date	<input type="text"/>

## Thank you for taking the time to complete this form

Please return this form and any required documents via email to the DHA representative who supplied it to you. DHA cannot process rent payments until this form is completed in full and received by DHA at least one week prior to lease commencement.

### Glossary

**Property ID** means the unique property identification number used by DHA.

**Primary landlord** means the person nominated to be the primary contact for all matters relating to the DHA Lease Agreement and Property Care Contract.

**Embedded network** Embedded Network means electricity or gas provided to properties such as an apartment block, where the owner of a site, body corporate or similar entity purchases in bulk and on sells to owners/occupiers within the development. This is known as an embedded network.

**Condition report** means the full inspection of the property at lease commencement, noting the condition of the property as agreed by DHA and the landlord.

**Online services** means the portal dedicated to property information including lease information, statements and reports. The portal is accessed with a username and password. An email will be sent to the nominated address detailing your password and how to access DHA online services. You can expect to receive this within ten (10) business days of the lease commencing.