

This form is to be used in lieu of a rent receipt, where you are residing in a private rental agreement without regular receipts of rent payment.

**Note:** If you normally have a lease and rent receipts, this statement is not sufficient for processing any rent after you have moved in or out.

## PART A – Member to complete

I, (Member's full name)  Employee ID

declare that I live at:

State  Postcode

My contact details are: Phone number (  )  Email

The total amount of rent for the property is \$  per week.

I commenced payment of rent on

I ceased payment of rent on

I have paid rent up to

**Occupants of the property** List all occupants of the property, including yourself. Indicate their relationship to you and the amount of rent paid by each occupant.

Please note, your recognised dependants are covered under your share of rent.

Please check your dependants details are updated on DHA Online Services.

Family name	Given name	Relationship to you (please indicate)	Share rent amount (\$)/week
		<input type="checkbox"/> Self	
		Non-Defence recognised dependant <input type="checkbox"/> Owner occupier <input type="checkbox"/> ADF Member <input type="checkbox"/> Civilian	
		Non-Defence recognised dependant <input type="checkbox"/> Owner occupier <input type="checkbox"/> ADF Member <input type="checkbox"/> Civilian	
		Non-Defence recognised dependant <input type="checkbox"/> Owner occupier <input type="checkbox"/> ADF Member <input type="checkbox"/> Civilian	
		Non-Defence recognised dependant <input type="checkbox"/> Owner occupier <input type="checkbox"/> ADF Member <input type="checkbox"/> Civilian	

*If more than five occupants, please add their details in the return email, using the format above.*

## PART B – Owner to complete

I, (Owner's full name)  am the owner of the property named above where the ADF member lives.

My contact details are: Address

State  Postcode

Phone number (  )  Email

I received a bond of: \$  on  I confirm the details relating to the property in PART A are correct

Comments

### Declaration by Member and Owner

- 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.

### Member's signature

Date

### Owner's signature

Date