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- 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
- To assess the performance of the website and to improve its operation
- 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 respond to any communications from you or complaints made by you
- 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)
- To your nominated representative with your permission

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 – Landlord and property information

<b>Details as they appear on your statement</b>	Primary landlord name	<input type="text"/>	
	Property ID	<input type="text"/>	
	Leased property address	<input type="text"/>	
		Suburb	<input type="text"/>
State		Postcode <input type="text"/>	

## Section 2 – Changes to your landlord details

<b>What information are you changing/amending?</b>	Name change	<input type="checkbox"/>	<b>Complete PART A and B</b>
	Contact details	<input type="checkbox"/>	<b>Complete PART A</b>
	Ownership details	<input type="checkbox"/>	<b>Complete PART A and B</b>
	Deceased estate	<input type="checkbox"/>	<b>Complete PART A and B</b>
	Banking details	<input type="checkbox"/>	<b>Complete PART C</b>

### PART A – Changes to landlord name and/or contact details

<b>Only enter information that has changed</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"/>		
		Suburb	<input type="text"/>	
State		Postcode <input type="text"/>		
Contact details	Tick your preferred contact method			
	Home ( )	<input type="checkbox"/>		
	Mobile	<input type="checkbox"/>		
	Work ( )	<input type="checkbox"/>		
	Email	<input type="text"/>	<input type="checkbox"/>	

**PART B – Declaration of documents**

To assist DHA in keeping our records up-to-date, you are required to declare and provide copies of any legal documents that affect the ownership or person(s) acting on your behalf regarding the leased property  
If the name of the person(s) acting on the account has changed since the inception of the lease, please provide the relevant documentation so that DHA can update the details. Examples include but are not limited to; Power of Attorney, Probate, Transfer, Marriage Certificate, Deed of Name Change or Nominated Signatories

What document(s) have you attached?


**PART C – Changes to bank account details for electronic funds**

**Only enter information that has changed**

**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

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BSB number (must be 6 digits)

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Account number

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**Section 3 – Conflict of interest**

Is the landlord or any related party an employee of DHA?

No

Yes

Name of employee

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**Section 4 – Additional information**


**Section 5 – Signatories**

I/We confirm that the information provided on this form is true and correct

**Note:** All owners or nominated signatories for the leased property must sign this form to initiate any change in details during the term of the lease

**Landlord 1**

**Signature**

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Printed name

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Date

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**Landlord 2**

**Signature**

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Printed name

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Date

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

Please return the form and any required documents via email to the DHA representative that supplied it to you or alternatively email: [psoadmin@dha.gov.au](mailto:psoadmin@dha.gov.au)