

# Guidelines to pursuing a secondary market rent valuation

Defence Housing Australia (DHA) has prepared the following guidelines to assist should you choose to pursue a secondary market rent valuation of your property.

We recommend referring to the edition of the applicable DHA Lease Agreement for your property and the relevant section on market rent review, as terms and conditions can vary.

Please find general information below relating to the secondary market rent valuation process.

## About the annual market rent review 2023-24

Each year DHA engages an independent registered market valuer to review your property's market rent as set out in your DHA Lease Agreement.

Your property's market rent was assessed as of **31 December 2023**.

This assessment is based on rents achieved from comparable properties in the surrounding area and in accordance with Australian Property Institute guidelines.

Written notification of the market valuer's assessment and a copy of your rental certificate is available in [Online Services](#).

## What do I need to do?

If you disagree with the market valuer's assessment and your DHA Lease Agreement provides for the option, you can pursue a secondary market rent valuation.

You have until **10 February 2024** to complete the secondary market rent valuation process.

Please follow these steps to initiate the process:

### Contact DHA

- Advise DHA you intend to pursue the secondary market rent valuation process by logging into [Online Services](#), choose your property and click the Secondary Review Process button.
- If you need help, contact the DHA Valuations team at [annual@dha.gov.au](mailto:annual@dha.gov.au) or call 139 342.

### Engage a valuer of your choice

- Ensure your valuer is a certified practising and registered member of the Australian Property Institute in the state or territory that your DHA leased property is located.
- Advise your valuer that they are required to contact the DHA Valuations Team and the DHA appointed market valuer as part of the review process.
- Provide your valuer with a copy of your DHA Lease Agreement and the [DHA guidelines for lessor valuer](#).
- Confirm your valuer understands the market rent valuation is to be undertaken as at 31 December 2023. Their valuation report should only include rents achieved for comparable properties leased before this date (i.e. not listed rentals), and should not include DHA leased properties. Further information is provided in the [DHA guidelines for lessor valuer](#).
- Submit your valuer's report for the secondary market rent valuation to DHA by **10 February 2024**. You can do this through [Online Services](#) or by emailing [annual@dha.gov.au](mailto:annual@dha.gov.au)