

Collection, storage and use or disclosure of personal information is subject to the Information Privacy Principles set out in section 14 of the *Privacy Act 1988*.
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.
- 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 – Lessor details

Details as they appear on your statement.

Creditor number	<input type="text"/>
Lessor name	<input type="text"/>
Leased property address	<input type="text"/>
	Suburb
	State Postcode

Section 2 – Contact details

Are you updating your contact details?

No **Go to Section 3**

Yes Postal address

	<input type="text"/>
	Suburb
	State Postcode
Phone numbers	Work () <input type="text"/> Home () <input type="text"/>
	Mobile <input type="text"/>
Email	<input type="text"/>

How would you prefer to be contacted?

Email Mobile Work phone Home phone

Section 3 – Bank account details for electronic funds

Are you updating your account details?

No **Go to Section 4**

Yes **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)

<input type="text"/>	-	<input type="text"/>
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Contact your bank if you have a query regarding this number

Account number

Section 4 – Declaration of documents

To assist DHA in keeping our records up-to-date, we encourage you 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.

Have you attached documents?

No **Go to Section 5**

Yes What document(s) have you attached?

Section 5 – Additional information

Section 6 – Employment at DHA

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

No

Yes Name of employee

Section 7 – 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.

LESSOR 1

Signature

Printed name

Date

LESSOR 2

Signature

Printed name

Date

LESSOR 3

Signature

Printed name

Date

LESSOR 4

Signature

Printed name

Date

Thank you for taking the time to complete this form.

If you have any questions in relation to this form, please call 139 DHA (139 342) or email DHA.Vendor@dha.gov.au

Please return the form using the reply paid envelope provided.

Or: By post: Defence Housing Australia
Attention DHA Vendor
PO Box 4923
Kingston ACT 2604

By email DHA.Vendor@dha.gov.au