

**By completing this form you will authorise an Agent to act on your behalf in relation to the handback of your property. All owners listed on your Defence Housing Australia (DHA) Lease Agreement must sign this form.**

## Authorised activities

The authorised Agent will have responsibility to:

- attend the final inspection
- take physical possession of the property
- receive the keys to the property
- sign the *Acknowledgment and Release document*, and
- negotiate with DHA representatives, including: on maintenance works or monetary value in lieu of works as agreed on the *Acknowledgment and Release document*.

## Section 1 – Property details

**Provide the property details.**

Property ID (if known)

Provide address of property

Suburb

State

Postcode

## Section 2 – Agent details

**Provide the Agent's details.**

Title

Given name

Family name

Position

Organisation/company name

ABN (if applicable)

Postal address

Suburb

State

Postcode

Contact numbers

Phone ( )

Mobile

Email

## Section 3 – Agent's declaration and consent

**I understand that to be eligible for appointment I must be at least 18 years of age and consent to the appointment.**

Agent's Signature



Date

**I declare that I am eligible to be appointed as an Agent and consent to this appointment.**

Printed name

## Section 4 – Company details (if applicable)

If the property is owned or managed by a company, please confirm their details.

Company name	<input type="text"/>	
ABN	<input type="text"/>	ACN <input type="text"/>
Position	<input type="text"/>	

## Section 5 – Signatories

By signing this form, I/we agree to authorise the Agent to act on my/our behalf and undertake the authorised activities as set out on page 1.

<b>OWNER 1</b>		
Signature	<input type="text"/>	Date <input type="text"/>
Printed name	<input type="text"/>	
<b>OWNER 2</b>		
Signature	<input type="text"/>	Date <input type="text"/>
Printed name	<input type="text"/>	
<b>OWNER 3</b>		
Signature	<input type="text"/>	Date <input type="text"/>
Printed name	<input type="text"/>	
<b>OWNER 4</b>		
Signature	<input type="text"/>	Date <input type="text"/>
Printed name	<input type="text"/>	

### Additional information

To prepare for the handback of your property, please visit our webpage [www.dha.gov.au/investing/information-for-lessors/handback](http://www.dha.gov.au/investing/information-for-lessors/handback)

### Privacy

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.
- 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.
- 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).
- With your permission, DHA will provide relevant information to your Agent.