

All persons listed on your property's lease agreement with Defence Housing Australia (DHA) must sign this form. Please take care to complete all applicable fields and attach any required documents. DHA cannot process rent payments until this information is received.

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.
- 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.
- 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 nominated representative.

Section 1 – Property details

Provide the property details.	Property ID (if known)	<input type="text"/>	
	Address	<input type="text"/>	
	Suburb	<input type="text"/>	
	State	<input type="text"/>	Postcode <input type="text"/>

Section 2 – 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 3 – Lessor 1 (primary lessor) contact details

Nominate a 'primary lessor' by completing this section with their contact details. Note: This person will be the primary contact for all DHA leasing matters, including emergencies.	Title	<input type="text"/>	Lessor ID (if existing lessor and known)	<input type="text"/>
	Given name	<input type="text"/>	Middle initial	<input type="text"/>
	Family name	<input type="text"/>		
	Physical address	<input type="text"/>		
		Suburb <input type="text"/>		
		State <input type="text"/>	Postcode <input type="text"/>	
	Postal address (if different to above)	<input type="text"/>		
		Suburb <input type="text"/>		
		State <input type="text"/>	Postcode <input type="text"/>	
	Phone numbers	Work (<input type="text"/>) <input type="text"/>	Home (<input type="text"/>) <input type="text"/>	
	Mobile <input type="text"/>			
Email	<input type="text"/>			
Is the Lessor or any related party an employee of DHA?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Name of employee <input type="text"/>	
How would you prefer to be contacted?	Email <input type="checkbox"/>	Mobile <input type="checkbox"/>	Work phone <input type="checkbox"/>	Home phone <input type="checkbox"/>

Section 4 – Other lessor details (if applicable)

If more than one person is listed on your DHA Lease Agreement, please confirm each of their details.

Note: If there are more than four (4) persons named on your DHA Lease Agreement, please copy this page before completing the details and attach it to this form.

LESSOR 2

Title	<input type="text"/>	Lessor ID (if applicable and known)	<input type="text"/>
Given name	<input type="text"/>	Middle initial	<input type="text"/>
Family name	<input type="text"/>		
Phone numbers	Work () <input type="text"/>	Home () <input type="text"/>	
	Mobile <input type="text"/>		
Email	<input type="text"/>		
Is the Lessor or any related party an employee of DHA?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Name of employee <input type="text"/>

LESSOR 3

Title	<input type="text"/>	Lessor ID (if applicable and known)	<input type="text"/>
Given name	<input type="text"/>	Middle initial	<input type="text"/>
Family name	<input type="text"/>		
Phone numbers	Work () <input type="text"/>	Home () <input type="text"/>	
	Mobile <input type="text"/>		
Email	<input type="text"/>		
Is the Lessor or any related party an employee of DHA?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Name of employee <input type="text"/>

LESSOR 4

Title	<input type="text"/>	Lessor ID (if applicable and known)	<input type="text"/>
Given name	<input type="text"/>	Middle initial	<input type="text"/>
Family name	<input type="text"/>		
Phone numbers	Work () <input type="text"/>	Home () <input type="text"/>	
	Mobile <input type="text"/>		
Email	<input type="text"/>		
Is the Lessor or any related party an employee of DHA?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Name of employee <input type="text"/>

Section 5 – Bank account details

Nominate the bank account you would like your rent electronically paid to.

Note: If you are nominating a loan account please contact your bank to ensure third party payments will be accepted.

Bank	<input type="text"/>		
Branch	<input type="text"/>		
Account name (exactly as it appears on your statement or loan documents)	<input type="text"/>		
BSB number (must be 6 digits)	<input type="text"/>	–	<input type="text"/>
Account number	<input type="text"/>		

Contact your bank if you have a query regarding this number

Section 6 – Financial statement delivery

DHA's preferred method of statement delivery is via our secure website, DHA Online Services.

I/We wish to access financial statements online

Please use this email address as the username

DHA Online Services is accessed with a username and password. The username must be an email address.

I/We do not have an email address and will require postal delivery

Please confirm your required method of statement delivery.

Note: If you elected to access your financial statements online, an email will be sent to the nominated address detailing your password and how to access DHA Online Services. You can expect to receive this within ten (10) business days of the lease commencing.

Section 7 – Pest inspection scheduling service

Reminders

Under your DHA Lease Agreement, you are responsible for pest inspections and treatments, as well as for organising and paying the cost of any damage caused by pests, including termites. This area is not part of DHA Property Care Services. However, on your behalf, DHA can arrange **pest inspections** by qualified contractors at your expense. The reports will be viewable through your DHA Online Services account.

Please note: Some properties (usually in the north of Australia) rely solely on chemical termite barriers which act to prevent termite infestation. These barriers need replenishment on a regular basis. It is your responsibility to make yourself aware if your property is in this category and if so, to ensure that the barrier is sufficiently replenished accordingly. If in doubt, check with DHA if your property relies on a chemical barrier.

For more information about your responsibilities please read **'Important pest and termite information'** below:

Would you like DHA to arrange pest inspections on your behalf?

No **Go to Section 8**

Yes DHA will create a schedule for your property during the lease term and the cost will be deducted from your rental payments.

How frequently would you like your property inspected?

24 monthly

12 monthly

6 monthly

If you have ticked 'Yes' above, and no frequency is selected, a pest inspection will be scheduled 12 monthly from the lease commencement date or date of ownership change.

Please provide the date of last inspection (if known)

*Important pest and termite information

Cancellation: You will need to notify our team by contacting pest@dha.gov.au or 139 342 if you wish to cancel this pest inspection scheduling service.

Contractors: If you have ticked "Yes" above, DHA will engage a contractor for you from its panel of registered contractors. DHA cannot however, guarantee or take responsibility for the performance or standards of the contractors it engages for pest inspection. You remain free to select and organise your own chosen inspection contractor by selecting "No" above.

Service limitations: Pest contractor inspection reports usually contain extensive disclaimers, and termite infestations can occur between inspections. Please consider this when selecting the frequency of your scheduled inspections. Even though DHA is scheduling this service on your behalf, this does not absolve or remove the Lessors retained responsibilities and risks as described within the DHA Lease Agreement.

Moreover, DHA cannot guarantee or take on your responsibility for:

- The sufficiency/frequency of the inspection service or regime;
- Poor performance of the contractor; and damage directly or indirectly caused by pest infestations, (including termites). This will remain your responsibility to rectify at your cost.

Scope: DHA's pest inspection scheduling service does not cover any treatment for pests on your property, repair of damage that they have caused, or replenishment of barriers (see information above), nor treatments for active termites. If your property requires barrier replenishment, further treatments or repair of damage (which may include structural repair), the associated cost is your responsibility. If agreed in writing, DHA can seek a quote on your behalf from a registered contractor and provide contact information as required.

Standards: The pest inspection contractors agree in their contracts with DHA to provide the service in accordance with Australian Standards.

Section 8 – Signatories

By signing this form, I/we confirm that the information on this form is true and correct.

I/We acknowledge and agree to my/our lessor responsibilities and the information, with respect to pests and termites in Section 7.

If I/we have requested DHA to arrange pest inspections, I/we agree to DHA arranging a schedule of regular pest inspections on my/our property and deducting the cost from my/our rental payments.

Note: All owners or nominated signatories for the DHA leased property must sign this form.

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 completing this form.

Please return it and any required documents to the person that supplied it to you (i.e. DHA staff member or your solicitor/conveyancer) as soon as possible.

DHA cannot process rent payments until this form is completed in full and received by DHA.

If you are having difficulties completing this form, please update your version of Adobe Reader.

<http://www.adobe.com/au/downloads/updates.html>