

This form should be submitted to the on-base Accommodation Management Office, following the issue of an emergency accommodation key. Rooms are provided for no longer than one night or until the next working day (if a weekend).

If the Member requires longer occupation, they will need to request a transit or permanent room through Online Services or the LIA Contact Centre on 139 342.

Emergency accommodation keys are to be signed back to the Accommodation Management Office or the Garrison Duty Officer.

Service Providers must send a copy of this form to the LIA Contact Centre via email liasupport@dha.gov.au

Arrival date	<input type="text"/>	Departure date	<input type="text"/>
Arrival time	<input type="text"/>	Departure time	<input type="text" value="1000"/>

Accommodation details

Building number	<input type="text"/>
Room number	<input type="text"/>

Member details

PM keys	<input type="text"/>			
Title/Rank	<input type="text"/>			
Full name	<input type="text"/>			
Unit	<input type="text"/>			
Unit visiting	<input type="text"/>			
Reason for visit	<input type="text"/>			
Work related	<input type="checkbox"/>	Non-work related	<input type="checkbox"/>	<i>Note: Non-work related will attract a charge in accordance with Defence policy (FINMAN).</i>
Contact numbers	Mobile <input type="text"/>	Other <input type="text"/>		

Declaration

It is the Member's responsibility to fill out this form. The on-base Accommodation Management Office will be notified of your occupation the next working day.

If you are a Member With Dependents (MWD) with other accommodation in this posting location, you are required to obtain approval from your Unit CO/OC to occupy a room on-base, including emergency rooms. A higher rate of contribution could apply to your room if you have other suitable accommodation in locality.

- **I certify that the above details are correct.**
- **I have read and understood the information.**
- **I will vacate the room by 1000 on the next working day.**
- **I acknowledge that lost or damaged keys will be replaced at my own expense.**
- **I understand a contribution may be payable for this room and will be automatically processed through Defence Pay.**

Signature	<input type="text" value="🖋️"/>	Date	<input type="text"/>
-----------	---------------------------------	------	----------------------