

Things to know before applying

- You must be posted to a new location within Australia with a full removal entitlement.
- You are not eligible if you own a property or are planning to purchase a property in the new location.
- If a member travels alone, they must live in if practicable and get meals from a mess at the new location.
- Approval for members posting Member with Dependants (MWD) will be for the member and one adult dependant.
- Approval for a members posting Member with Dependants Unaccompanied (MWOD(U)) or Member Without Dependants (MWOD) will be for the member only.
- A maximum of 3 days and 3 nights can be reimbursed.
- Only weekday travel can be approved for viewing Service Residences and MWOD/MWD(U) Member Choice Accommodation properties.
- If you do not select a property you may have to repay any payment received for the house hunting trip.
- You must contact Toll Transitions on 1800 819 167 to discuss your trip if approved.

Member to complete

Employee ID	<input type="text"/>	Rank	<input type="text"/>	Preferred contact number	<input type="text"/>
Family name	<input type="text"/>		Given name	<input type="text"/>	
Email	<input type="text"/>				

What date do you intend to occupy housing in the new posting location?

Note: A housing hunting trip should be planned for the period 3 to 6 weeks prior to the date you intend to occupy housing.

What date(s) do you plan on making the house hunting trip?	From	Date	To	Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

What will your categorisation be at the new posting location?

Member with Dependants Member without Dependants Member without Dependants (unaccompanied)

Please indicate the circumstance that applies to you

An adult dependant will be accompanying me on the house hunting trip (MWD only) Name of adult dependant accompanying you

I am unable to attend and my spouse/partner will attend on my behalf (MWD/MWODU only) Name of the spouse/partner attending on your behalf

I will be travelling on my own

What type of housing are you seeking?

Service Residence Rent Allowance property MWOD/MWD(U) Member Choice Accommodation

To support your application and assessment of eligibility under PACMAN 7.1.22.1, please provide the address(es) of property(s) you will inspect on this house hunting trip.

1	<input type="text"/>	2	<input type="text"/>
3	<input type="text"/>	4	<input type="text"/>

You must arrange inspections for the above properties prior to making the trip.

Declaration by member

Please tick the box to confirm your understanding of the following requirements:

I must retain all receipts relating to travel and accommodation in order to seek reimbursement or for the acquittal of any payments in advance for Toll Transitions.

I must notify DHA of the property secured on the trip or provide reasons why a property was not secured.

- I declare that:
- The details provided are true and correct
 - I have leave approval from my Commanding Officer/Officer Commanding

Signature  Date

DHA staff to complete

House hunting trip is: Approved for Person(s) Declined

Decision Statement of Reasons

DHA Delegate Signature  Date