

This form should be used if you wish to claim a ceiling increase over the applicable ceiling for your posting locality, rank and sharing situation. You will need to provide supporting documentation for this application.

Note: Ceiling increases have limitations for approval which only include market fluctuation and special need considerations. Other issues may be considered however, Defence Housing Australia (DHA) must adhere to Department of Defence policy outlined in the Pay and Conditions Manual (PACMAN).

You will need to provide a list of the properties that you had available to you in the posting locality. These properties must meet the needs of your family in regards to housing policy (i.e. meet bedroom entitlement/within posting locality etc). If you need more information about housing policy contact your DHA Consultant.

Member's details

Service number	<input type="text"/>	Employee ID	<input type="text"/>	Rank	<input type="text"/>
Family name	<input type="text"/>		Initials	<input type="text"/>	
Current unit	<input type="text"/>				
Contact phone number(s)	Work (<input type="text"/>)	Home (<input type="text"/>)	Mobile <input type="text"/>		
Email address	<input type="text"/>				

Details of the property you are making an application for

Address	<input type="text"/>			
	<input type="text"/>			
	State	Postcode		
Rent	\$ <input type="text"/>	Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	Monthly <input type="checkbox"/>
Reason for your application	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			

If insufficient space please attach a separate sheet.

Categorisation

MWD

Are you a family with special needs? No **Go to the Declaration**

Yes Are you making an application for a ceiling increase because housing issues are affected by your special needs considerations?

No Yes **Note:** You will need to have the special needs recognised by the Department of Defence during this relocation. Please provide a copy of the approval documentation to DHA.

MWD(U)

Are you going to rent furniture? No

Yes **Note:** You will need to provide the furniture contract and the initial receipt of payment. Rent, Try, Buy schemes offered by rental companies are not covered by the Department of Defence.

Property search details

Note: It is at DHA discretion to determine the number of searches required.

Property 1 Address of rental property

Rent amount per week Number of bedrooms
\$
Date available to occupy

Comments - i.e. furnishings/amenities

Property 2 Address of rental property

Rent amount per week Number of bedrooms
\$
Date available to occupy

Comments - i.e. furnishings/amenities

Property 3 Address of rental property

Rent amount per week Number of bedrooms
\$
Date available to occupy

Comments - i.e. furnishings/amenities

Property 4 Address of rental property

Rent amount per week Number of bedrooms
\$
Date available to occupy

Comments - i.e. furnishings/amenities

Property 5 Address of rental property

Rent amount per week Number of bedrooms
\$
Date available to occupy

Comments - i.e. furnishings/amenities

Property 6 Address of rental property

Rent amount per week Number of bedrooms
\$
Date available to occupy

Comments - i.e. furnishings/amenities

Declaration by member

- I declare the information provided above to be true and accurate. I understand that my application will be determined in accordance with the Department of Defence policy by DHA staff.
- I have attached the supporting documentation as outlined above:

-  Special needs paperwork documents
- Furniture contract and receipt

Signature  **Date**