

This form should be completed:

- if you are moving out of your MCA Residence or ending your MCA tenancy, and
- you no longer require DHA to provide subsequent permanent housing, and
- you choose not to use, or are not entitled to, a removal at Commonwealth expense.

Member details

Employee ID number/ PM Keys	<input type="text"/>	Title/Rank	<input type="text"/>
Family name	<input type="text"/>	Given name(s)	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
	State	Postcode	
Current unit/base	<input type="text"/>		
Service	Army <input type="checkbox"/>	Navy <input type="checkbox"/>	Airforce <input type="checkbox"/>
Telephone number(s)	Work (<input type="text"/>)	Home (<input type="text"/>)	Mobile <input type="text"/>
Email (Work)	<input type="text"/>		
Email (Home)	<input type="text"/>		

Reason for vacation

Purchase own home	<input type="checkbox"/>	What is the 'Settlement' date?	<input type="text"/>
Change to categorisation	<input type="checkbox"/>		
Discharge	<input type="checkbox"/>	What is the 'Effective' date?	<input type="text"/>
Other	<input type="checkbox"/>	Please specify	<input type="text"/>
What date will you be vacating the MCA residence?	<input type="text"/>		
What is your forwarding address?	<input type="text"/>		
	<input type="text"/>		
	State	Postcode	

Declaration

Please confirm your understanding by reading the following and signing below.

The information I have provided on this form is true and accurate. I am aware that the giving of false or misleading information, documents or statement to DHA is a serious offence under the *Commonwealth's Criminal Code 1995* and the *Defence Force Discipline Act 1982* and that this legislation imposes substantial penalties, including imprisonment, for committing these offences.

Signature

Date

DHA staff to complete

Date received	<input type="text"/>	Time	<input type="text"/>	Copy of form retained by Property and Tenancy Admin	<input type="checkbox"/>
PVI booked	<input type="text"/>	Date entered into TMS	<input type="text"/>	Original form to Housing Consultants	<input type="checkbox"/>