

This form should be completed:

- if you are moving out of your Service Residence, 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.

For example: if you are moving to your own home; relocating as a Defence Civilian; you are Foreign Defence Exchange personnel or Philanthropic personnel; or you are going on an overseas posting.

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"/>	Date of birth	<input type="text"/>
Address	<input type="text"/>					
	<input type="text"/>					
Current unit/base	<input type="text"/>					
Service	Army <input type="checkbox"/>	Navy <input type="checkbox"/>	Airforce <input type="checkbox"/>	Other <input type="checkbox"/>	i.e. Foreign Defence Exchange Personnel, Defence Civilian, Salvation Army or Everyman	
	<input type="text"/>					
	Foreign Defence Exchange personnel <input type="checkbox"/>	Country <input type="text"/>				
Contact phone 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"/>
Returning to country of origin	<input type="checkbox"/>		
Other	<input type="checkbox"/>	Please specify	<input type="text"/>

What date will you be vacating the Service Residence?

What is your forwarding address?

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