

Privacy – Collection, storage and use or disclosure of personal information is subject to the Australian Privacy Principles set out in Schedule 1 of the *Privacy Act 1988* (Privacy Act).

Defence Housing Australia (DHA) will collect, store, use and disclose the personal information you provide about yourself and your recognised family including recognised other persons if applicable, including sensitive personal information where relevant to your housing needs to:

- arrange suitable housing and related services in accordance with Defence policy
- provide Defence members with access to HomeFind and Online Services.

DHA usually gives some or all of the information to the Department of Defence for the purpose of administering Defence member housing entitlements. Defence is not permitted to use or disclose your personal information, without your consent, for a purpose other than which the information was given to them, unless permitted under the Privacy Act.

Your personal information may also be used and disclosed for other purposes in accordance with the Privacy Act. It is your responsibility to read the following detailed information before proceeding:

- *DHA privacy collection notice* – <https://www.dha.gov.au/docs/default-source/privacy/collection-notice---defence-member-and-dependents.pdf>
- Privacy Policy – <https://www.dha.gov.au/policies/privacy>

1. Indicate the reason for submitting this form

(Select ONE only)

- Lockdown a Service Residence (SR), Member Choice Accommodation (MCA) or a Surplus Service Residence (SSR) when self-moving in the same housing benefit location
- ADF, Lateral Recruit or Foreign Exchange Officer (FEO) personnel relocating from overseas to lockdown a SR or MCA
- Additional occupant sharing with another member who is already occupying a MCA or SSR property
- Transfer an SR or MCA tenancy between a member and their resident family and/or a recognised other person who is also a serving member

2. Are you moving within Australia at your own expense, or relocating to Australia from overseas?

- Yes Please complete all relevant details below.
- No **Don't use this form. You will need to contact Toll Transitions.**

3. Employee ID number

4. Title/Rank

5. Full name

Family name

Given name(s)

6. Service

ADF

FEO

Other

Navy

Navy

Army

Army

Air Force

Air Force

Country

Reserve

7. Date of birth

8. Gender

Male

Female

Indeterminate/Intersex/Unspecified

9. Address and contact details

Current residential address

State Postcode

Work address

Position/Job title
Unit
Base

Contact details

Tick the box to indicate the preferred contact phone number and email

Home phone
 Work phone
 Mobile phone
 Home email
 Work email

10. Date of entry/enlistment

11. Your categorisation for housing
(Select ONE only)

ARF Accompanied resident family Date ARF categorisation recognised by ADF

URF Unaccompanied resident family Address where resident family and/or recognised other persons live/reside

State Postcode

MBR Member (no resident family) **Go to Question 14**

MBR ROP Member (no resident family) who has recognised other persons **Note:** List recognised other persons at Question 13.

12. Details of your partner (ARF only)

Family name Given name(s)

ADF or Australian Public Service (APS) member No Yes

Employee ID/AGS number

Navy Army Air Force Reserve

APS

Current rank/grade

Note: If you both serve in the ADF, the more senior ranking member must complete this form.

Preferred email address

Preferred phone number

Do you authorise your partner to contact DHA on your behalf? No Yes

13. Do you have any resident family and/or recognised other persons who will accompany you on this relocation? (ARF only)

No Go to Question 14

Yes Provide their details below and indicate if they are resident family or a recognised other person.

Family name		Given name(s)	
<input type="text"/>		<input type="text"/>	
Resident family	<input type="checkbox"/>	Recognised other person	<input type="checkbox"/>
Relationship to you (e.g. child, parent)		Date of birth	Indicate school attendance
<input type="text"/>		<input type="text"/>	Does not attend school <input type="checkbox"/>
Gender			Infants/primary <input type="checkbox"/>
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Indeterminate/Intersex/Unspecified	<input type="checkbox"/>		Secondary <input type="checkbox"/>
			Tertiary <input type="checkbox"/>

Family name		Given name(s)	
<input type="text"/>		<input type="text"/>	
Resident family	<input type="checkbox"/>	Recognised other person	<input type="checkbox"/>
Relationship to you (e.g. child, parent)		Date of birth	Indicate school attendance
<input type="text"/>		<input type="text"/>	Does not attend school <input type="checkbox"/>
Gender			Infants/primary <input type="checkbox"/>
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Indeterminate/Intersex/Unspecified	<input type="checkbox"/>		Secondary <input type="checkbox"/>
			Tertiary <input type="checkbox"/>

Family name		Given name(s)	
<input type="text"/>		<input type="text"/>	
Resident family	<input type="checkbox"/>	Recognised other person	<input type="checkbox"/>
Relationship to you (e.g. child, parent)		Date of birth	Indicate school attendance
<input type="text"/>		<input type="text"/>	Does not attend school <input type="checkbox"/>
Gender			Infants/primary <input type="checkbox"/>
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Indeterminate/Intersex/Unspecified	<input type="checkbox"/>		Secondary <input type="checkbox"/>
			Tertiary <input type="checkbox"/>

Family name		Given name(s)	
<input type="text"/>		<input type="text"/>	
Resident family	<input type="checkbox"/>	Recognised other person	<input type="checkbox"/>
Relationship to you (e.g. child, parent)		Date of birth	Indicate school attendance
<input type="text"/>		<input type="text"/>	Does not attend school <input type="checkbox"/>
Gender			Infants/primary <input type="checkbox"/>
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Indeterminate/Intersex/Unspecified	<input type="checkbox"/>		Secondary <input type="checkbox"/>
			Tertiary <input type="checkbox"/>

Family name		Given name(s)	
<input type="text"/>		<input type="text"/>	
Resident family	<input type="checkbox"/>	Recognised other person	<input type="checkbox"/>
Relationship to you (e.g. child, parent)		Date of birth	Indicate school attendance
<input type="text"/>		<input type="text"/>	Does not attend school <input type="checkbox"/>
Gender			Infants/primary <input type="checkbox"/>
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Indeterminate/Intersex/Unspecified	<input type="checkbox"/>		Secondary <input type="checkbox"/>
			Tertiary <input type="checkbox"/>

14. What is your current housing arrangement? Live-in accommodation Service residence Own home
Rent allowance Other

15. When will you be moving out of your current housing arrangement? **Note:** This date is not required when transferring a tenancy to resident family and/or recognised other persons who are also serving members.

16. What is your preferred date to occupy the property or, if you are arriving from overseas, what is your arrival date into Australia? **Note:** Your welcome visit will be scheduled for the business day prior to this date.
If you are transferring the tenancy between two serving members, please provide the date the transfer commences.

17. Do you have any pets? No **Go to Question 18**
Yes Provide their details below

Type of pet (e.g. cat, dog)	Sex (M/F)	Desexed?	Age	Breed and size (small, medium, large)
		No <input type="checkbox"/> Yes <input type="checkbox"/>		
		No <input type="checkbox"/> Yes <input type="checkbox"/>		
		No <input type="checkbox"/> Yes <input type="checkbox"/>		
		No <input type="checkbox"/> Yes <input type="checkbox"/>		

18 It is your responsibility to inform DHA of any properties you or your resident family and/or recognised other persons own as this may impact your housing benefit. Update your owned property details in online services.

19 Declaration by member
Please confirm your understanding by reading and ticking the box.

I confirm that:

- I have read the *DHA privacy collection notice* and consent to the collection, storage, use and disclosure of my personal information and sensitive information contained in this form and any supporting documents I provide for the purposes set out in the privacy notice.
- I have obtained consent from my recognised family, including recognised other persons if applicable, and/or have legal authority, to provide their personal information to DHA.

I understand that:

- it is my responsibility to update my personal information and the personal information of my recognised family, including recognised other persons if applicable, if contact details or circumstances change by using self-service in Online Services or contacting DHA by phone or email.
- I may appoint an agent in Online Services to act on my behalf and that in doing so, my authorised agent will have access to personal information held about me in Online Services or DHA's other IT systems.

I acknowledge that:

- it is DHA's usual practice to give some or all of my personal information and sensitive information (including relocation details) to the agencies and organisations identified in the *DHA privacy collection notice*.

I declare that:

- the information I have provided in this form is true and accurate.
- I am aware that the giving of false or misleading information, documents or statements to the 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. Any entitlement provided to me as a result of such conduct may be recovered.

I have read and I understand the information above.

Member's signature



Return this form and any supporting documents:

- by submitting and tracking an **online** enquiry via your Online Services account at <https://online.dha.gov.au/>, or
- if you do not have an Online Services account, by **email** to housing@dha.gov.au