

This form is to be used in lieu of a rent receipt, where you are residing in a private rental agreement without regular receipts of rent payment.

**Note:** If you normally have a lease and rent receipts, this statement is not sufficient for processing any rent after you have moved in or out.

**Privacy** – Defence Housing Australia (DHA) is collecting your personal information in accordance with the *Privacy Act 1988* (Privacy Act) to provide housing services to Defence members. 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>

## PART A – Member to complete

I, (Member's full name)

Employee ID

**declare that I live at:**

Suburb	State	Postcode
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**My contact details are:**

Phone numbers  Home  Mobile

Email

The total amount of rent for the property is \$  per week. I commenced payment of rent on

I ceased payment of rent on

I have paid rent up to

### Occupants of the property

List all occupants of the property, including yourself. Indicate their relationship to you and the amount of rent paid by each occupant.

**Note:** Your resident family and/or recognised other persons are covered under your share of rent.

Check your resident family and/or recognised other persons' details are updated on DHA Online Services.

Family name	Given name	Relationship to you (please indicate) <b>Note:</b> Do not enter your recognised family or recognised other persons	Share rent amount (\$)/week
		<input type="checkbox"/> Self	\$
		<input type="checkbox"/> Owner occupier <input type="checkbox"/> ADF Member <input type="checkbox"/> Civilian <input type="checkbox"/> Other	\$
		<input type="checkbox"/> Owner occupier <input type="checkbox"/> ADF Member <input type="checkbox"/> Civilian <input type="checkbox"/> Other	\$
		<input type="checkbox"/> Owner occupier <input type="checkbox"/> ADF Member <input type="checkbox"/> Civilian <input type="checkbox"/> Other	\$
		<input type="checkbox"/> Owner occupier <input type="checkbox"/> ADF Member <input type="checkbox"/> Civilian <input type="checkbox"/> Other	\$

*If more than five (5) occupants, please provide their details on the return email, using the format above.*

## PART B – Owner to complete

I, (Owners full name)

am the owner of the property named above where the ADF member lives.

My contact details are:

Address

Address		
Suburb	State	Postcode

Phone numbers

Home

Mobile

Email

I received a bond of:

\$

on

I confirm the details relating to the property in PART A are correct

Comments

## PART C – Declaration by Member and Owner

- 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 Defence Housing Australia or the Department of Defence is a serious offence under the *Commonwealth Criminal Code 1995* and the *Defence Force Discipline Act 1982* and that this legislation imposes substantial penalties, including imprisonment, for committing these offences.
- I understand that any entitlements provided to me as a result of such conduct may be recovered.
- As a property owner, I understand my personal information will be collected, stored, used and disclosed for the purpose of DHA providing suitable housing to the Defence member in accordance with DHA's [Privacy Policy](#) and may be included in disclosures to Defence and other entities as outlined in the [DHA privacy collection notice](#) for Defence members.

Member's signature



Owner'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/>