

Visitors to your approved Rent allowance (RA) property may affect the amount of RA you receive. This depends on the length of their stay and whether they have a permanent home at another location. If your visitor is staying for a period of four (4) weeks or longer you must complete this form.

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>

Member details

Employee ID	<input type="text"/>		
Rank	<input type="text"/>		
Family name	<input type="text"/>	Initials	<input type="text"/>
Current unit/ base	<input type="text"/>		
Contact numbers	Work	<input type="text"/>	
	Home	<input type="text"/>	
	Mobile	<input type="text"/>	
Current residential address	<input type="text"/>		
		State	Postcode

Visitor details

Please list ALL visitors currently staying at your residence. Do not include your resident family or recognised other persons.

List the dates they occupied and/or vacated and their permanent address. If no other permanent address, write 'No other permanent address'.

Name	<input type="text"/>		
Start occupancy	<input type="text"/>	End occupancy	<input type="text"/>
Permanent address	<input type="text"/>		
		State	Postcode
<hr/>			
Name	<input type="text"/>		
Start occupancy	<input type="text"/>	End occupancy	<input type="text"/>
Permanent address	<input type="text"/>		
		State	Postcode
<hr/>			
Name	<input type="text"/>		
Start occupancy	<input type="text"/>	End occupancy	<input type="text"/>
Permanent address	<input type="text"/>		
		State	Postcode

Name	<input type="text"/>		
Start occupancy	<input type="text"/>	End occupancy	<input type="text"/>
Permanent address	<input type="text"/>		
		State	Postcode

Name	<input type="text"/>		
Start occupancy	<input type="text"/>	End occupancy	<input type="text"/>
Permanent address	<input type="text"/>		
		State	Postcode

Declaration

- 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.

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 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 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 privacy collection notice.

Defence 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/>