

**Use this form to request a ceiling increase over the applicable ceiling for your housing benefit location, rank and sharing situation. You will need to provide supporting documentation for this application.**

**Note:** When considering a request for a rent ceiling increase, Defence Housing Australia (DHA) must adhere to Department of Defence policy outlined in the Pay and Conditions Manual (PACMAN) which provides specific instances where an increase can be approved including market fluctuation and special needs housing considerations.

**Instructions for completing this form:**

If you are:

- **seeking a ceiling increase because the rent has increased at your current property** – Complete sections A, B and D of the form.
- **seeking a ceiling increase for a property that you have not yet secured or occupied** – Complete all sections of the form.
- **seeking a ceiling increase to accommodate a recognised housing requirement due to special needs** – Complete all sections of the form. You will need to have the special needs recognised by the Department of Defence during this relocation.
- **a member with unaccompanied resident family and you will be renting furniture** – Complete all sections of the form.

**Note:** You must provide the furniture rental contract and initial receipt for payment.

**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).

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>

## Section A – Member details

Member	Employee ID	<input type="text"/>	Rank	<input type="text"/>
	Family name	<input type="text"/>	Initials	<input type="text"/>
	Preferred email	<input type="text"/>		
	Preferred phone	<input type="text"/>		

## Section B – Property details

Details of the property you are making an application for	Address of property	<input type="text"/>			
	Suburb	State	Postcode		
	Rent	\$ <input type="text"/>	Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	Monthly <input type="checkbox"/>
	Property type	House/Townhouse <input type="checkbox"/>	Unit <input type="checkbox"/>		
	Reason for your application – <i>If insufficient space please attach a separate sheet</i>				
	<div style="border: 1px solid black; height: 150px;"></div>				

## Section C – Property search details

Provide details of properties available to you in the housing benefit location.

Properties must meet the needs of your resident family and/or recognised other persons in regard to Defence housing policy (i.e. meet bedroom entitlement/ within housing benefit location etc).

**Note:** It is at DHA's discretion to determine the number of searches required.

<b>Property 1</b>	Address of rented property			
		State	Postcode	
	Rent amount per week \$	Number of bedrooms	Date available to occupy	
	Comments - i.e. furnishings/amenities			

<b>Property 2</b>	Address of rented property			
		State	Postcode	
	Rent amount per week \$	Number of bedrooms	Date available to occupy	
	Comments - i.e. furnishings/amenities			

<b>Property 3</b>	Address of rented property			
		State	Postcode	
	Rent amount per week \$	Number of bedrooms	Date available to occupy	
	Comments - i.e. furnishings/amenities			

<b>Property 4</b>	Address of rented property			
		State	Postcode	
	Rent amount per week \$	Number of bedrooms	Date available to occupy	
	Comments - i.e. furnishings/amenities			

<b>Property 5</b>	Address of rented property			
		State	Postcode	
	Rent amount per week \$	Number of bedrooms	Date available to occupy	
	Comments - i.e. furnishings/amenities			

<b>Property 6</b>	Address of rented property			
		State	Postcode	
	Rent amount per week \$	Number of bedrooms	Date available to occupy	
	Comments - i.e. furnishings/amenities			

## Section D – Member’s declaration

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### I declare that:

- the information provided above is true and accurate. I understand that my application will be determined in accordance with the Department of Defence policy by DHA staff.
- I have attached the supporting documentation as outlined on page 1 (if applicable):



Furniture contract and receipt

### 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 resident family 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.

**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/>