

Member choice accommodation (MCA) or Service residence (SR) clearance

This form should be completed:

- if you are moving out of your MCA or SR property, and
- you no longer require Defence Housing Australia (DHA) to provide subsequent permanent housing, and
- you choose not to use, or are not entitled to, a removal at Commonwealth expense.

Privacy – 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>

Member details

Employee ID number/PM Keys	<input type="text"/>	Title/Rank	<input type="text"/>
Full name	<input type="text"/>		
Address	<input type="text"/>		
		State	Postcode
Current unit/base	<input type="text"/>	Navy <input type="checkbox"/>	Army <input type="checkbox"/> Air Force <input type="checkbox"/>
Telephone number(s)	Work <input type="text"/>	Home <input type="text"/>	Mobile <input type="text"/>
Email	Work <input type="text"/>		
	Home <input type="text"/>		

Reason for vacation

Purchase own home <input type="checkbox"/>	▶ What is the 'Settlement' date?	<input type="text"/>	Note: If you are building a home, this is the date the occupancy certificate is issued.
Change to categorisation <input type="checkbox"/>			
Discharge <input type="checkbox"/>	▶ What is the 'Effective' date?	<input type="text"/>	
FEO - Return to home country <input type="checkbox"/>			
Overseas posting <input type="checkbox"/>			
Other <input type="checkbox"/>	▶ Please specify	<input type="text"/>	
Date you will be vacating the property	<input type="text"/>		
Forwarding address	<input type="text"/>		
		State	Postcode

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 statement 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.
- I understand my personal information is being collected by DHA and will be stored, used and disclosed by DHA for the purposes outlined in the *DHA privacy collection notice* and DHA's Privacy Policy.

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/>