

Things to know before applying

- You must be posted to a new housing benefit location within Australia with a full removal entitlement.
- You are not eligible if you own a property or are planning to purchase a property in the new location.
- If a member travels alone, they must live in if practicable and get meals from a mess at the new location.
- Approval for members posting who have accompanied resident family and/or recognised other persons, will be for the member and an adult who is resident family only.
- Approval for a members posting who have unaccompanied resident family (URF), member (MBR), no resident family or MBR with recognised other person/s, will be for the member only.
- A maximum of 3 days and 3 nights can be reimbursed.
- Only weekday travel can be approved for viewing Service residences and member choice accommodation.
- If you do not select a property you may have to repay any payment received for the house hunting trip.
- You must contact Toll Transitions on 1800 819 167 to discuss your trip if approved.

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>

Member to complete

Employee ID	<input type="text"/>	Rank	<input type="text"/>
Family name	<input type="text"/>		
Given name	<input type="text"/>		
Preferred contact number	<input type="text"/>		
Email	<input type="text"/>		

What date do you intend to occupy housing in the new housing benefit location?

Note: A house hunting trip should be planned for the period 3 to 6 weeks prior to the date you intend to occupy housing.

What date(s) do you plan on making the house hunting trip?

From	<input type="text"/> Day	<input type="text"/> Date
To	<input type="text"/> Day	<input type="text"/> Date

What will your categorisation be at the new location?

Accompanied resident family

Member (no resident family)

Unaccompanied resident family

Select the circumstances that apply to you.

An adult resident family member will be accompanying me on the house hunting trip (ARF only)
Name of adult resident family member

I am unable to attend and my partner will attend on my behalf (ARF/URF only)
Name of partner

I will be travelling on my own

- What type of housing are you seeking?
- Service residence
 - Rent allowance property
 - Member choice accommodation

To support your application and assessment of eligibility under PACMAN 7.1.22.1, please provide the addresses of the properties.

1		State	Postcode
2		State	Postcode
3		State	Postcode
4		State	Postcode

You must arrange inspections for the above properties prior to making the trip.

Declaration by member

Please tick the box to confirm your understanding of the following requirements:

I understand that:

- I must retain all receipts relating to travel and accommodation in order to seek reimbursement or for the acquittal of any payments in advance for Toll Transitions.
- I must notify DHA of the property secured on the trip or provide reasons why a property was not secured.
- 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.

I declare that:

- the information I have provided in this form is true and correct.
- I have leave approval from my Commanding Officer/Officer Commanding

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/>

DHA staff to complete

House hunting trip is: Approved for person(s)
 Not approved

Decision Statement of Reasons

DHA Delegate

DHA Delegate's signature

