

**Please complete and return this form by 1700 hours on the first working day after viewing the Service residence.**

**Privacy** – DHA is collecting your personal information in accordance with the *Privacy Act 1988* 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>

It is important you understand, the following information which provides a summary regarding the rejection of a Service residence as described in the Defence Pay and Conditions manual: PACMAN located in Chapter 7. Please refer to PACMAN for detailed information.

From 7.6.33 Acceptance or rejection of reasonable offer

[https://pay-conditions.defence.gov.au/pacman/chapter-7/part-6/div-7#\\_633-acceptance-or-rejection-of-reasonable-offer](https://pay-conditions.defence.gov.au/pacman/chapter-7/part-6/div-7#_633-acceptance-or-rejection-of-reasonable-offer)

An offer of a Service residence by Defence Housing Australia is reasonable if the home meets one of the following.

- a. It is a suitable Service residence under section 7.6.4.
- b. It is at the rent band listed for the member's rank group in section 7.6.13.  
**Note:** This subparagraph includes those on-base Service residences which are taken to hold a market-rent-based classification.
- c. If no Service residence is available in the rent band for the member's rank group under section 7.6.13, it is a Service residence in the rent band above or below the member's rent band.
- d. It is rent band choice accommodation which the member accepts.

To continue to be eligible for housing assistance, the member must either accept a reasonable offer or reject it in writing for a reason in clause 7.6.34

[https://pay-conditions.defence.gov.au/pacman/chapter-7/part-6/div-7#\\_634-reasons-for-rejecting-a-reasonable-offer](https://pay-conditions.defence.gov.au/pacman/chapter-7/part-6/div-7#_634-reasons-for-rejecting-a-reasonable-offer)

Example: The member accepts a Service residence by signing a tenancy agreement.

A member might reject a reasonable offer for reasons not in clause 7.6.34. If the CDF does not consider the reasons to be sufficient grounds to reject the Service residence, and Defence Housing Australia cannot offer the Service residence to another member within one month, the member's name will be removed from the Service residence waiting list. They will not be eligible for temporary accommodation allowance, rent allowance or storage at Commonwealth expense during the remainder of their posting.

From 7.6.34 Reasons for rejecting a reasonable offer

[https://pay-conditions.defence.gov.au/pacman/chapter-7/part-6/div-7#\\_634-reasons-for-rejecting-a-reasonable-offer](https://pay-conditions.defence.gov.au/pacman/chapter-7/part-6/div-7#_634-reasons-for-rejecting-a-reasonable-offer)

An offer is not reasonable if the member rejects it for any of these reasons. This means that the member is still eligible for a Service residence.

- The home is at the classification that applies two or more groups below the member's rank group
- The home has a swimming pool. (Related information: Pool cleaning, safety and maintenance is the member's responsibility).
- The home and grounds are unsuitable for their pet. However, any pets must meet both these conditions - They must be domestic and not owned for business or commercial purposes and they must be able to be kept at the location without breaking any relevant laws or body corporate rules.
- The home has two bedrooms
- The home is a rent band choice home and the member does not accept the offer
- The member is one of the following and the home is not suitable for the purpose for which their posting location was extended under section 7.1.15 or section 7.1.17.
  - A flexible housing trial member under section 7.1.15.
  - A Puckapunyal housing trial member under section 7.1.17.

**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/>

## Personal details

Employee ID

Rank

Family name

Initial

## Service residence details

<b>Property 1</b>	Address of Service residence offered		
		State	Postcode
	Number of bedrooms	<input type="text"/>	Rent band classification <input type="text"/>
<b>Property 2</b>	Address of Service residence offered		
		State	Postcode
	Number of bedrooms	<input type="text"/>	Rent band classification <input type="text"/>
<b>Property 3</b>	Address of Service residence offered		
		State	Postcode
	Number of bedrooms	<input type="text"/>	Rent band classification <input type="text"/>
<b>Property 4</b>	Address of Service residence offered		
		State	Postcode
	Number of bedrooms	<input type="text"/>	Rent band classification <input type="text"/>
<b>Property 5</b>	Address of Service residence offered		
		State	Postcode
	Number of bedrooms	<input type="text"/>	Rent band classification <input type="text"/>
<b>Property 6</b>	Address of Service residence offered		
		State	Postcode
	Number of bedrooms	<input type="text"/>	Rent band classification <input type="text"/>

## Declaration

- I have inspected the service residences above. My reasons for rejection are:  
*If insufficient space please attach a separate sheet*

- I acknowledge I have read and understood the Defence guidelines in regards to the rejection of a Service residence, supplied to me by Defence Housing Australia. I still wish to reject the above Service residences offered to me, due to the reasons outlined above.
- 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.
- I certify that the details I have provided on this form are correct.

**Member's  
signature**

