

Complete this form to apply for a temporary extension of occupancy in a Defence Housing Australia (DHA) Service residence (SR) after your discharge date.

Please note:

- Your housing subsidy will cease on your last day of service (discharge date).
- Should your application be approved, full market rent will be charged from the date of your discharge. An invoice will be issued to you from Defence.
- A pre-vacation inspection is still required.
- You may be required to provide supporting documentation for this application.
- Incomplete forms will not be processed.
- Requests received less than 4 weeks prior to your discharge date are not guaranteed to be processed before this date.

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>

Member details

Employee ID	<input type="text"/>	
Full name	<input type="text"/>	
Contact phone numbers	Work <input type="text"/>	Home <input type="text"/>
	Mobile <input type="text"/>	
Email addresses	Work <input type="text"/>	
	Personal <input type="text"/>	

Service residence details

Service residence address	<input type="text"/>	
	<input type="text"/>	
	State	Postcode

Discharge details

Confirmed discharge date	<input type="text"/>
Proposed vacate date	<input type="text"/>

Reason for application

- Reason for application
- Special needs
 - Request due to compassionate reasons
 - Uplift date scheduled after discharge date
 - Other

Please provide a brief explanation of the reason for your application

Declaration by member

In applying for a temporary extension of occupancy, I declare the information provided above to be true and accurate.

I understand and agree to the following:

- I will pay market rent for the time I remain in the SR, in advance.
- I will vacate the property on the agreed upon date.
- I will provide DHA with any supporting documentation requested to assist in a determination.
- Conditions of occupation of an SR after discharge remain as per the Defence Housing Australia Residential Agreement (DRA).
- DHA determination is discretionary and subject to property availability.
- Approval is based upon the information provided by the applicant at the time of the application. DHA must be notified of any changes to these details, which may affect an existing approval.

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 family and 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 *DHA 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/>