Furniture inventory form

This form provides a list of the furniture inventory supplied with a DHA property.

The large furniture items are intended as a temporary supply to assist you whilst waiting for your own furniture to arrive from your home country. Please contact DHA via an Online Services enquiry to request collection prior to your furniture arriving, providing at least 14 days notice.

Whitegoods items and garden items (as required) are permanent fixtures within the property and will be supplied for the duration of your occupancy.

Kitchen, bedroom and bathroom essentials are supplied for your use, these will not be recovered at the end of your occupancy for re-use, you may retain these items.

When to return this form

If you require items to support an infant, being a high chair and/or crib, complete the "Optional selections" part of this form, complete your details, and submit to DHA via an Online Enquiry.

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).

Defence Housing Australia (**DHA**) will collect, store, use and disclose the personal information you provide about yourself as a member of a foreign military organisation and, your family members or other recognised persons where applicable. This will also include your sensitive personal information.

DHA collects this information to:

- arrange suitable housing and related services in accordance with Defence Policy
- provide you with access to DHA's Online Services.

DHA may disclose some or all of the information to the Australian Department of Defence (**Defence**) for the purposes of administering your housing entitlements. Defence is not permitted to use or disclose your personal information, without your consent, for the purpose for which it was collected, or as otherwise permitted under the Privacy Act 1988 (Cth) (**Privacy Act**).

Your personal information may also be used and disclosed for other purposes in accordance with the Privacy Act, as set out in following Privacy Collection notice and policy. It is your responsibility to read these documents before proceeding:

- DHA Privacy Collection Notice: Defence member and family privacy collection notice | dha
- DHA Privacy Policy: https://www.dha.gov.au/privacy-policy

Section 1 – Furniture inventory

Large furniture – temporary supply

Number	Description	Additional information
1	Coffee table	
4-6	Dining chairs	Property size dependent
1	Dining table	Seats 4 or 6, property size dependent
1	Dresser	
1	End table	
1	Night stand	1 per bedroom
1	Queen mattress	1 per main bedroom
1	Queen size bed	1 per main bedroom
1	Single mattress	1 per subsequent bedroom
1	Single bed	1 per subsequent bedroom
1	Sofa couch or armchair	To seat number of allowable occupants per property
1	Table lamp	2 per main bedroom 1 per subsequent bedroom

OFFICIAL

Whitegoods – ongoing supply

Item	Housing type	Capacity
Dishwasher	1-2 bed or 3 bed+	N/A
Dryer	1-2 bed or 3 bed+	8 kg
Fridge-freezer combination	1-2 bed 3 bed+	300-498L 450-550L
Microwave	1-2 bed 3 bed+	20-29L 30-56L
Washing machine – front loader	1-2 bed 3 bed+	8 kg 10 kg

Kitchen essentials – retained by personnel

Number listed is per person unless stated otherwise

Number	Item
1	Bottle opener/corkscrew
2	Bowls – cereal/soup
1	Can opener
1 set	Cooking utensils: spatula, serving spoon, tongs
4	Cutting board
2	Dinner plates
2	Drinking glasses/cups
2	Mugs
1	Saucepan with lid
2	Side plates
2	Utility/chef's knife

Bedroom essentials – retained by personnel

Number listed is per person per bed unless stated otherwise

Number	Item
2	Blanket/doona set – Queen bed
2	Blanket/doona set – Single bed
	Clothes hangers
1	Doona – Queen bed
1	Doona – Single bed
1	Mattress protector – Queen bed
1	Mattress protector – Single bed
2	Pillows
2	Sheet set – Queen bed
2	Sheet set – Single bed

Bathroom essentials – retained by personnel

Number listed is per person per bed unless stated otherwise

Number	Item
1	Bath mat – single bath mat only
2	Bath towels
2	Hand towels
	Toilet paper - starter rolls
2	Wash cloths

Gardening essentials – ongoing supply

Number	Item
1	Garden hose
1	Lawn mower
1	Line trimmer

Section 2 Optional selections

Infant crib ○ Required ◉ Not required

Infant high chair ○ Required ◉ Not required

Section 3 Member details

ID number

Rank/title

Full name

Service

Address of property reserved

The property you have reserved or locked down via Online Services

Section 4 - Declaration

Please confirm your understanding by reading and signing in the box below.

☐ I have read and I understand the information above.

Members' signature

Section 5 – Form return

☐ Return this form by submitting and tracking an online enquiry via your Online Services account at https://online.dha.gov.au

Section 6 – Example inventory



Dining room



Kitchen



Kitchen



Family room



Main bedroom



Main bedroom



Ensuite/bathroom



Other bedroom



Laundry