

**This form is to be used in lieu of a rent receipt, where you are residing in a private rental agreement without regular receipts of rent payment.**

**Note:** If you normally have a lease and rent receipts, this statement is not sufficient for processing any rent after you have moved in or out.

## PART A – Member to complete

I, (Member's full name) , Employee ID

**declare that I live at:**

State  Postcode

**My contact details are:**

Phone number  ( )

Email

**My rent is:** \$  per week I commenced payment of rent on   
*(Note: if sharing indicate your share of the RENT ONLY)* I ceased payment of rent on   
**Do not include other expenses,** such as lawn mowing, electricity, other utilities, food etc. I have paid rent up to

**Are you the sole occupant of this property?** Yes  No  **The following people (military and/or civilian, including children) also live at this address**

Family name	Given name	Date of occupation

*(if more than five (5) other occupants please add their details on a separate sheet)*

## PART B – Owner to complete

I, (Owner's full name)  am the owner of the property named above where the ADF member lives.

**My contact details are:**

Address

State  Postcode

Phone number  ( )

Email

**I received a bond of:** \$  on

**I confirm the details relating to the property in PART A are correct**

Comments

### Declaration by Member and Owner

- The information I have provided in this form is true and accurate.
- I am aware that the giving of false or misleading information, documents or statements to Defence Housing Australia or the Department of Defence is a serious offence under the *Commonwealth 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 that any entitlements provided to me as a result of such conduct may be recovered.

**Member's signature**    
Date

**Owner's signature**    
Date