

Case ID	<input type="text"/>	Family name	<input type="text"/>
Applicable ceiling	<input type="text"/>	Service number/Employee ID	<input type="text"/>
Applicable contribution	<input type="text"/>	<b>Please supply the indicated documents by</b>	<input type="text"/>

## Documents required

**NOTE:** Rent Allowance (RA) will not commence without all indicated documents.

**Application for Rent Allowance**

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**Application for advance** (part of the application for Rent Allowance)

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**Application for ceiling increase**

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**Direct credit authorisation** (end of year advance processing only)

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**Notification of housing change – Member expense** (only if no removal or allowance being processed)

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**Rent receipt**                      Initial     Current     Final     OR payment history from Real Estate

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**Signed lease** – Tenancy Agreement, to include both the front detail and signature pages  
OR  
 Letter from Real Estate which must outline the detail listed below\*

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**Private rent** – Use **Owner/Member statement**

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**Cease rent allowance** form

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Bond receipt or a lodgement form

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Categorisation form (Defence form(s) as located on Defence Restricted Network)

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Contract for sale of own home

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Clarification of Living in Accommodation (LIA) availability

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Defence release clause – optional

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Eviction notice from Real Estate/Unit/Service Provider

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Furniture rental                      Contract     Receipt

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Proof of search documentation (Real Estate web site information can be used)

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Share statement (ALL people, military, civilian and children with whom you have shared residence, date occupied and vacated)

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Special needs documents – Member with Dependants (as provided by the Defence Community Organisation)

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Statutory declaration                      Member     Spouse

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Other – please specify

\* **Tenancy approval letter/Statement from Owner/Member/Real Estate must contain the following information:**

- Name and contact details of Owner/Landlord/Real Estate
- Member's name
- Address of rental property
- Weekly rent – rent only, no other costs i.e. gardening, utilities
- Date member's rent commenced
- Name of **ALL** occupants – **civilian and ADF personnel** (during member's occupation)