

### Things to know before applying

- You must be posted to a new location within Australia with a full removal entitlement.
- You are not eligible if you own a property or are planning to purchase a property in the new location.
- If a member travels alone, they must live in if practicable and get meals from a mess at the new location.
- Approval for members posting Member with Dependants (MWD) will be for the member and one adult dependant.
- Approval for a members posting Member with Dependants Unaccompanied (MWOD(U)) or Member Without Dependants (MWOD) will be for the member only.
- A maximum of 3 days and 3 nights can be reimbursed.
- Only weekday travel can be approved for viewing Service Residences and MWOD/MWD(U) Member Choice Accommodation properties.
- If you do not select a property you may have to repay any payment received for the house hunting trip.
- You must contact Toll Transitions on 1800 819 167 to discuss your trip if approved.

### Member to complete

Employee ID	<input type="text"/>	Rank	<input type="text"/>	Preferred contact number	<input type="text"/>
Family name	<input type="text"/>		Given name	<input type="text"/>	
Email	<input type="text"/>				

**What date do you intend to occupy housing in the new posting location?**

Note: A housing hunting trip should be planned for the period 3 to 6 weeks prior to the date you intend to occupy housing.

**What date(s) do you plan on making the house hunting trip?**

From	Date	To	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Day	

**What will your categorisation be at the new posting location?**

Member with Dependants     Member without Dependants     Member without Dependants (unaccompanied)

**Please indicate the circumstance that applies to you**

An adult dependant will be accompanying me on the house hunting trip (MWD only)  **Name of adult dependant accompanying you**

I am unable to attend and my spouse/partner will attend on my behalf (MWD/MWODU only)  **Name of the spouse/partner attending on your behalf**

I will be travelling on my own

**What type of housing are you seeking?**

Service Residence     Rent Allowance property     MWOD/MWD(U) Member Choice Accommodation

**To support your application and assessment of eligibility under PACMAN 7.1.22.1, please provide the address(es) of property(s) you will inspect on this house hunting trip.**

1	<input type="text"/>	2	<input type="text"/>
3	<input type="text"/>	4	<input type="text"/>

You must arrange inspections for the above properties prior to making the trip.

**Declaration by member**

Please tick the box to confirm your understanding of the following requirements:

I must retain all receipts relating to travel and accommodation in order to seek reimbursement or for the acquittal of any payments in advance for Toll Transitions.

I must notify DHA of the property secured on the trip or provide reasons why a property was not secured.

- I declare that:
- The details provided are true and correct
  - I have leave approval from my Commanding Officer/Officer Commanding

**Signature**  **Date**

**DHA staff to complete**

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House hunting trip is: Approved  for  Person(s) Declined

Decision Statement of Reasons

DHA Delegate  **Signature**  **Date**