



This form is to be completed and forwarded to your local DHA Housing Management Centre (HMC). If your request for a house hunting trip is approved, DHA will provide advice to Toll Transitions for the payment or reimbursement of your allowances.
Note: You must keep all receipts relating to your travel and accommodation costs during the house hunting trip. Send a DHA signed copy of this form and all receipts to your regional Toll Transitions Regional Support Centre 1800 819 167 for listing.

Member to complete

Note: Your case number will be provided to you by Toll Transitions

Toll Case Number

Service number Employee ID Rank

Family name Given name

Contact phone number(s)
 Work () Home () Mobile

Email

What is the date you require housing?

Note: A trip to view Service Residences can only be taken during weekdays when DHA staff are able to provide you the access needed and assist you with any queries regarding those properties.

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

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

The maximum period of travel is three (3) days and three (3) nights in the locality

Note: A maximum of two (2) adult dependants can be approved for a house hunting trip. Any additional people will not be covered for payment or reimbursement.

Will you be accompanied on the trip? No
 Yes Name(s) of the person(s) who will accompany you

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

What type of housing are you seeking? Service Residence Rent Allowance property

Do you have specific properties to inspect? No
 Yes Address(es) of property(s) to inspect

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

Declaration by member

I understand 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 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

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

Additional comments

DHA Housing Manager **Signature** **Date**