

Defence Home Ownership Assistance Scheme

Subsidy Authorisation Request

Who can assist you?

You can contact the Department of Veterans' Affairs (DVA) on **1300 4 DHOAS** (**1300 434 627**) or www.dhoas.gov.au for information about the Defence Home Ownership Assistance Scheme (DHOAS), or assistance with this form. A range of home loan products are available to you from a panel of three Home Loan Providers (HLP).

They are:

Australian Military Bank
 Defence Bank Limited (Defence Bank)
 National Australia Bank (NAB)
 Telephone: 1800 033 139
 Telephone: 13 22 65

Who should use this form?

You should complete this form if you are:

- Drawing down a home loan and want to commence receiving DHOAS subsidy.
- At the time your home loan is drawn down, you must hold a DHOAS Subsidy Certificate that is valid and you must meet all the DHOAS scheme conditions in order to commence payments.

Your eligibility and entitlement under DHOAS is reassessed at the time of payment commencement and may result in a different decision to that advised at Subsidy Certificate approval time.

The information provided below is your declaration to the Department of Defence to confirm that you are meeting the scheme conditions. You must complete this form accurately and in full. Incomplete and unsigned forms will not be accepted. DHOAS staff cannot alter this information on your behalf. If you are required to make amendments to the form you will need to resubmit a full declaration form. Your DHOAS subsidy payment will not be authorised until you have submitted a completed and signed declaration form. Please contact us if you are unsure about how to correctly complete this section.

Contacts

Post: DHOAS

GPO Box 9998 Brisbane QLD 4001

Telephone: 1300 4 DHOAS

(1300 434 627)

Fax: **07 3815 9430**

For calls from outside Australia:

+61 7 38159450

Website: www.dhoas.gov.au

E-mail: dhoas@dva.gov.au

How to submit a Subsidy Authorisation Request

- Complete this form to enable subsidy to commence.
- Forward your signed and completed form to DVA at the postal address or fax number below, or email a scanned copy of the completed signed document to dhoas@dva.gov.au.

DVA will notify you of the outcome of the subsidy authorisation request.

Note: All decisions relating to the administration of the Defence Home Ownership Assistance Scheme are made pursuant to the *Defence Home Ownership Assistance Scheme Act 2008* (the Act). Whilst due care is taken in the preparation of advice by the Department of Veterans' Affairs as the Scheme Administrator, in the event of any inconsistencies between this information and the Act, the Act will take precedence.





Subsidy Authorisation Request

If completing this form by hand please use a:									
BLACK pen and BLOCK LETTERS e.g.		J O H N Q U I L L							
✗ in boxes where appropriate		×							
PART A		Your Personal Details							
1.	Title/Rank (optional)								
2.	Full name Family name								
	First given name								
	Other given names								
3.	Employee ID/PMKeyS number (if applicable)		_						
4.	Date of birth	DD MM YYYY							
5.	Postal address								
			_						
			_						
6.	Email address (Please provide your primary email								
	address)	@							
		Alternative Email address (optional)	\neg						
		@							
7.	Contact numbers Preferred contact number (please tick)	Home Home	_						
	(production)	Work							
		Fax							
		Mobile							

NOTE: It is important you keep your contact details up to date to ensure you receive correspondence about your entitlement. For example, you must notify DHOAS about a change from your Defence email address to a private email address on discharge;

and confirm your contact details when you move locations.

PART B	Property and Loan Details
	All questions must be completed.
8. Address of Mortgaged and Subsidised Property (Section 28	I hereby apply for authorisation of subsidy under the DHOAS Act on a home loan secured by a mortgage over an interest in land located at:
and 31 of the Defence Home Ownership Assistance Scheme Act (DHOAS Act))	
(2.13.13.134))	
My postal address is different to my subsidised property address because:	
	Please update my DHOAS contact address to my subsidised property address from the date of occupancy listed in Question 12
9. Loan settlement date	My DHOAS loan settlement/expected settlement date on the property referred to above is:
	DD MM YYYY
BSB number	3r
DHOAS Home Loan Account number	er
Account nam	е
10. Regarding the property referred to in Question 8, I declare that:	I own/will own a 100 % interest in the property.
Please note: This question does not relate to your equity in the	I and my partner, together, own/will own a 100 % interest in the property.
property. It relates to the parties on the Certificate of Title and	I (or I and my partner, together) own/will own a 50% or greater interest in the property.
what percentage is owned by those parties. The eligible person	The remaining interest is owned/will be owned by another person/s.
must be one of the parties on the title for the subsidy to be payable on the property/loan.	Their name is:
	Their relationship to me is:
	Other. Please provide details of the interest that you own/will own in the property. DVA will contact you regarding your eligibility.

11. Use of loan (Section 30)	I declare that I am using the home loan subject to this application solely to (please select applicable item):
PURCHASE OF NEW HOME ▶	Buy an interest in the property referred to in Question 8 , which contains a habitable house.
CONSTRUCTION/RENOVATION LOAN ON LAND PURCHASED WITH THIS LOAN	Buy an interest in the property referred to in Question 8 and undertake building work consisting of either: 1. Construction or completion of a house (excluding a unit) on the property referred to in Question 8 ; 2. Enlargement, renovation or repair of a house on the property referred to in Question 8 ; 3. Construction of another permanent improvement on the property referred to in Question 8 that is primarily for private or domestic purposes in association with an existing or proposed house.
CONSTRUCTION/RENOVATION OF HOME ON PREVIOUSLY PURCHASED LAND	I have an interest in the land referred to in Question 8 and will undertake building work on that land consisting of either: 1. Construction or completion of a house on the above land (excluding a unit); 2. Enlargement, renovation or repair of a house on the above land; 3. Construction of another permanent improvement on the above land that is primarily for private or domestic purposes in association with an existing or proposed house.
REFINANCE OF EXISTING HOME ▶	To refinance an existing loan the balance of which is solely related to the repayment of a previous loan made for one of the above purchase or building work purposes.
12. Occupancy of the property	I declare that (please select applicable item): ▼
(Section 32) Please note: You must be occupying your subsidised	I (or I and my dependant/s) will occupy the property from: DD MM YYYY
property for DHOAS subsidy to commence.	I (or I and my dependant/s) currently occupy the property - specify date occupancy commenced. DD MM YYYY
	My dependant/s will occupy the property from: DD MM YYYY
	Name of dependant/s meeting occupancy on my behalf. Relationship to me of dependant/s meeting occupancy on my behalf.
	My dependant/s currently occupy the property - specify date occupancy commenced. DD MM YYYY Name of dependant/s meeting occupancy on my behalf.
	Relationship to me of dependant/s meeting occupancy on my behalf. I will not be occupying the property until the completion of building work - specify expected occupancy date. DD MM YYYY
13. Occupancy requirement	I understand that I (or my dependant/s) must occupy the subsidised property for 12 months from commencement of subsidy payments for this application for Subsidy Certificate.

14.	. Do you currently hold a posting order which will prevent you from meeting the 12 month occupancy requirement?	No Yes Details		
		I understand that subsidy may cease if I stop occupying the property within the 12 months following the commencement of subsidy payments or the completion of building work.		
		If I am unable to occupy the home for the 12 month occupancy period, I understand that I must be approved a shorter period of occupancy to be eligible for continued subsidy payments. I also understand that I must apply for a reduced occupancy period within a reasonable period of time of vacating the DHOAS subsidised property.		
		Where I am performing building work, I understand that I have two years from the commencement of subsidy payments to complete the building work and move into the home.		
15.	• Property Use (Section 33) (Where use of land is defined as: land or any building on the land)	I declare that (please select applicable item): The land or any building on the land will not be used for the purpose of carrying on a business, trade or profession; or I will be carrying on a business, trade or profession on the land or any		
		building on the land of the following nature: ▼		
PAI	RT C	Lump Sum		
16.	Have you requested the lump sum on your current Subsidy Certificate? (Section 34)	No. If you want the lump sum please complete and submit PART G of the application for Subsidy Certificate form.		
	(If you select 'Yes' you must be able to agree to both statements 1 and 2 to be eligible for the lump sum (unless you are applying as a surviving partner). If you cannot confirm 'Yes' to both of these statements, you are not eligible for the lump sum.)	Yes. I confirm the declarations made on my application for Subsidy Certificate form are correct in that:		
		1: I expect that I will continue to provide service in the Australian Defence Force (ADF), where that service is considered effective for DHOAS purposes, for a period of at least 12 months after payment of subsidy is authorised. *I acknowledge that the Scheme Administrator or the Department of Defence may recover an amount equal to the lump sum subsidy payment paid to me if I cease to be a member of the ADF within 12 months after payment of subsidy is authorised; and		
		2: Whilst I have been a member of the ADF, I have not previously purchased a home, other than the one that is the subject of this application for Subsidy Certificate, and this property was purchased after received my Subsidy Certificate.		
		NOTE: If you have less than 12 months of entitlement remaining after you receive the lump sum payment, and subsequently transfer to the Reserves, your monthly DHOAS payments may cease.		

*Declaration 1 above does not apply if you are applying for a lump sum as a surviving partner.

- I will advise DVA if any of the above declarations made in anticipation are not subsequently confirmed during the home purchase and loan processes.
- I will advise DVA either on a "D9155 Notification of change in circumstances" form, or via email or phone, within a reasonable time from my becoming aware of the following:
 - · A reasonably significant change to my loan agreement;
 - · A change that affects the way my service credit or tier level is worked out, including a change in my service status;
 - Where there is a reasonably significant change to the house or a permanent improvement on the property referred to in **Question 8**;
 - Where I am undertaking building work, when I complete that building work:
 - Where there is a change in my or my partner's ownership of the property referred to in **Question 8**;
 - Where my partner and I own the subsidised property referred to in Question 8, and the partnership is dissolved;
 - · If I move out of my home within 12 months of subsidy commencing:
 - If the house and/or land (excluding the common property associated with a strata or similar title property) starts being used, to a reasonably significant extent, for the purpose of carrying out a business, trade or profession;

Failure to advise any of the above may result in your subsidy being stopped.

- Giving false information is a serious offence and may be prosecuted under section 137 of the *Criminal Code Act* 1995.
- I declare that the information given in this form and any other attached document is complete and correct.
- I consent to the disclosure and use of personal information as notified in the Privacy Notification and Consent section of the application for Subsidy Certificate form.

	Date				
E	/ /				
Name of signatory (print)					