



# 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](http://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 Telephone: **1300 234 627**
- Defence Bank Limited (Defence Bank) Telephone: **1800 033 139**
- National Australia Bank (NAB) 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](http://www.dhoas.gov.au)

E-mail: [dhoas@dva.gov.au](mailto: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](mailto: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.





**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**  
(Section 32)

Please note: You must be occupying your subsidised property for DHOAS subsidy to commence.

**I declare that** (please select applicable item): ▼

- I (or I and my dependant/s) will occupy the property from: 

DD	MM	YYYY					
- 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.

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Relationship to me of dependant/s meeting occupancy on my behalf.

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- My dependant/s currently occupy the property - specify date occupancy commenced. 

DD	MM	YYYY					

Name of dependant/s meeting occupancy on my behalf.

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Relationship to me of dependant/s meeting occupancy on my behalf.

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- 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.



**Declaration**

- 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

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Name of signatory (print)