

Property Claim Form

POLICY DETAILS

Insured

Policy no.

Expiry date

Underwriter

INSURED DETAILS

Contact name

ABN

Registered for GST?

Yes

No

Input tax credit

%

Address

%

State

Post code

 Contact
numbers

 Business
/ Private

Mobile

Email

DETAILS OF LOSS / DAMAGE

Date of loss / damages

Approx. Time

am

pm

Are you?

Owner

Tenant

 Address / location where
loss or damage occurred

Who discovered the loss / damage?

Date

Were there any witnesses?

Yes

No

Is anybody other than family occupying the premises?

Yes

No

If yes to either question, please provide details

Please describe in as much detail as possible how the loss/damage occurred

If storm water damage, how did the water enter the premises?

Do you owe any money on the lost / stolen / damaged property?

Yes

No

If yes, lender's name

Approx. amount owing \$

STATEMENT OF CLAIM

Please list the details of your lost / stolen / damaged property

Full description of item	Date of purchase	Purchase price	Replacement cost	Repairable?	
		\$	\$	Yes	No
		\$	\$	Yes	No
		\$	\$	Yes	No
		\$	\$	Yes	No
		\$	\$	Yes	No
		\$	\$	Yes	No
		\$	\$	Yes	No

BURGLARY DETAILS (If applicable)

At the time of the burglary, were the premises occupied? Yes No

If no, when were they last occupied? Date Approx. Time am pm

How was entry gained to the property?

If alarmed, did it activate? Yes No Did security company attend? Yes No

Have any emergency repairs been done to make the property secure? Yes No

If yes, please provide details

DETAILS OF PREVIOUS LOSS OR DAMAGE

Have you suffered any loss, theft or damage at this address or elsewhere in the last 5 years? Yes No

If yes, type of claim	Date	Amount paid on claim
		\$
		\$
		\$

POLICE DETAILS (If Applicable)

Please tick if the following apply Police attended the incident Incident was reported to a police station

Name of officer Station

Date reported Report number

REMINDER - ATTACHED DOCUMENTATION

Police report, if incident has been reported to the police	Attached?	Yes	No
Proof of ownership (ie. photos, original receipts, etc) for lost / stolen items	Attached?	Yes	No
Quotes for repair / replacement of items	Attached?	Yes	No
Certification from authorised repairer that item is unrepairable (if applicable)	Attached?	Yes	No
Other correspondence	Attached?	Yes	No

DECLARATION

I/we hereby declare that the information and answers are true and correct and that no information has been withheld.

I/we understand that in the event of theft and the property is recovered it becomes the property of the insurer.

Signature of Insured

Date

The *Privacy Act 1988* requires us to tell you that we as a broker and the insurer may collect your personal and sensitive information in order to calculate your loss and entitlements, and liability. If you wish to access this information please contact us or the insurer. If you are not satisfied with the outcome of this claim the matter can be referred to the insurers internal dispute resolution process or the industry's external independent complaints scheme, contact us for details.

Further comments

SUBMIT YOUR CLAIM

