

Landlord Insurance

CLAIM FORM

Cover Highlights

Please lodge your claim form before commencing repairs as we may need to appoint a loss adjuster. NB All malicious damage and theft claims must be reported to the police.

Section 1: Policy, Contact and Tenant Details

Policy Details

Insured property address where loss or damage occurred:

Insured's name:

Insured's phone:

Insured's email:

Insured's tax status: Registered business Yes No If yes, ABN:

The proportion of the GST you will be claiming as an input tax credit: %

Contact Details

Person submitting the claim: Agent Landlord

Name of person submitting the claim:

Real estate agency (if applicable):

Phone:

Email:

Defaulting Tenancy Details *(we will endeavour to recover costs from tenants which will assist in keeping premiums at a minimum)*

Full name of defaulting tenant/s:

Tenant contact details:

Address:

Phone:

Email:

Section 2: DETAILS OF LOSS

Please provide a full description of what has happened:

If the cause of damage is storm or rainwater please describe how the rain or hail entered the premises.

Loss of Rent

Date tenant moved in:

Date tenant moved out:

Lease expiry date:

Did the tenant give any notice to leave the property? Yes No If yes, when:

Was the tenant evicted by court order? Yes No If yes, when:

Bond held: \$ Date rent paid up to (excluding bond):

Rent sum: \$ per Day Week Fortnight Month

Has the property been re-let?: Yes If yes, date: No If no, why:

Details of damage

Date damage was found: Did the above mention tenant cause the damage? Yes No

If no, please provide the name of the person/s responsible:

Phone:

Email:

Type of loss (tick all appropriate boxes)

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Malicious damage | <input type="checkbox"/> Accidental damage | <input type="checkbox"/> Deliberate damage | <input type="checkbox"/> Electric motor burnout |
| <input type="checkbox"/> Fire or explosion | <input type="checkbox"/> Flood | <input type="checkbox"/> Scorching | <input type="checkbox"/> Impact |
| <input type="checkbox"/> Storm or rainwater | <input type="checkbox"/> Theft | <input type="checkbox"/> Water damage | <input type="checkbox"/> Pet damage |
| <input type="checkbox"/> Other (specify) | | | |

Malicious damage/theft - has it been reported to the police? Yes No Police report number:

Electric motor burnout - damage by an electric current to motors of contents/buildings items:

Appliance:

Make/model:

Kilowatts of motor:

Age:

Note: if the motor has been repaired in the last 12 months it may be covered under warranty; please refer to the provider in the first instance.

Documents Required

To reduce delays in the settlement of this claim, complete all questions and attach copies of the following supporting documents.

| Documents: Permanent Tenancies | Loss Of Rent | Tenant Damage | Water Damage | Storm Damage | Electric Motor Burnout |
|--|--------------|---------------|--------------|--------------|------------------------|
| Copy of tenant's rental history ledger (showing full rental history) | ✓ | ✓ | | | |
| Copy of all breach notices, termination notices, court applications, orders issued against the tenant | ✓ | | | | |
| Copy of lease agreement for the defaulting tenant (only pages containing tenancy details and signature) | ✓ | ✓ | | | |
| Copy of lease agreement for the new tenant if re-let (only pages containing tenancy details and signature) | ✓ | | | | |
| Copy of managing agency agreement and invoice (for court attendance claims, professionally managed) | ✓ | | | | |
| Evidence of dated advertising done to relet the property (must include date/s listed and address) | ✓ | | | | |
| Copy of application for tenancy (enables us to seek recovery) | ✓ | | | | |
| Copy of all invoices for allowable re-letting expenses used by bond | ✓ | ✓ | | | |
| Copy of entry and exit property condition reports and routine inspections throughout the tenancy | | ✓ | | | |
| Last two routine inspections | | | | ✓ | |
| Labelled clear colour photos of damage caused | | ✓ | ✓ | ✓ | |
| Itemised quotes/invoices for the restoration or repair of the property damage | | ✓ | ✓ | ✓ | |
| Tradesman's report with details of what caused the leak and that it has been repaired | | | ✓ | | |
| Tradesman's report with details to determine how the water entered the property | | | | ✓ | |
| Full itemised report from the electrical contractor who inspected the motor | | | | | ✓ |
| Itemised quotes/invoices for the repair or the replacement of the electric motor only | | | | | ✓ |
| If you can not supply any of the documents please advise the reason why: | | | | | |

Bond: List below all bond expenses (attach quotes/invoices)

| | |
|--|----|
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |

Damage: List below all the damage expenses (attach itemised quotes/invoices)

| | |
|--|----|
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |

Payment Options: Please select one of the following options

EFT Account name: _____ BSB: _____ Acct #: _____
 Cheque Cheque Payee: _____ Postal address: _____

Declaration:

By submitting this claim I declar the statements and particular provided to be true and correct. No information likely to affect this claim has been withheld.

Signature: _____ Date: _____

Name in Full: _____