

claim form

queensland

landlord preferred policy

- If the property damage or theft will exceed \$2000, you must call Terri Scheer Insurance Pty Ltd and request assistance for a loss adjuster*.
- All malicious damage and theft claims must be reported to the police*.
*Failure to follow these guidelines may result in your claim being reduced or declined.

Real Estate Agent:
Telephone No.: Facsimile No.:
Full name of Landlord:
Address of Property where loss or damage occurred:
Details of other insurances on the property:.....
Tax Status: Registered Business YES NO ABN Taxable %:%

Tenancy Details

Full name of defaulting tenant:
Forwarding Address or further information for defaulting tenant:

Please give a description of what happened:- **Please provide as much information as possible, this will assist in fast settlement.**

Lease Term from:..... to:.....
Date Tenant moved in: Date Tenant moved out:.....
Did the tenant give any notice to leave the property:- NO YES When:.....
Was tenant evicted by court order: NO YES When:.....
Date rent paid up to and (excluding bond):
Has the property been relet: YES NO If NO, why:.....If YES, what date:

Loss of Rent Claims

Weekly rent:
Bond:

LOSS OF RENT fromto.....Days \$.....
Less **POLICY EXCESS** \$.....
Equals **SUBTOTAL** \$.....
MAXIMUM amount claimable (per policy limit) \$.....

NOTE: you cannot claim for additional reletting expenses if they exceed the bond, you can only claim for outstanding rent.

Other **Types of Loss** (tick appropriate box)

- | | | | |
|---|--|--|--------------------------------|
| <input type="checkbox"/> Water / Storm | <input type="checkbox"/> Legal Expenses | <input type="checkbox"/> Theft | <input type="checkbox"/> Other |
| <input type="checkbox"/> Malicious Damage | <input type="checkbox"/> Fire & Other Events | <input type="checkbox"/> Fusion | |
| <input type="checkbox"/> Legal Liability | <input type="checkbox"/> Legal Cost | <input type="checkbox"/> Accidental Damage | |

Who caused the loss or damage:.....

Brief description of the loss or damage:.....

Name and address of any witness(es):.....

When was the damage discovered?.....Time:.....Date:.....

To which Police Station was the loss or damage reported? (Malicious damage/Theft) Report No:.....

Police Station:.....Name of Officer:.....

Claimable Costs (e.g. Malicious Damage)

Bond Expenditure (e.g. cleaning, rubbish removal)
(Required when claiming tenant damage)

Invoice*

.....	\$.....	\$.....
.....	\$.....	\$.....
.....	\$.....	\$.....
.....	\$.....	\$.....
.....	\$.....	\$.....
.....	\$.....	\$.....
.....	\$.....	\$.....

Total deductions: \$.....(A)

Total of loss claimed: \$.....

Bond credit (bond amount less A): \$.....(B)

Deduct any bond credit (B) \$.....

Deduct excess applicable: \$.....

Total claim: \$.....

(Subject to policy limits)

IMPORTANT: To reduce delays in the settlement of this claim, complete all questions and attach copies of the following supporting documents, if you cannot supply any of the requirements please advise the reason why.

- Copy of Lease Agreement for the defaulting tenant confirming lease commencement and expiry dates.
- Proof of advertising (copy of advertisement or internet listing)
- Copy of Lease Agreement for the new tenant (if relet).
- Copy of tenants rental history ledger - showing FULL rental history
- Copy of breach notices, termination notices, court applications, orders issued against tenant.
- Copy of application for tenancy to enable us to seek recovery from the tenant.
- Copy of Police Complaints card or report (if claiming malicious damage/theft).
- Copy of Entry and Exit Condition Reports (if claiming damage/theft).
- Management agreement between agent and landlord (if claiming court attendance costs).
- Invoices for property damage eg malicious, accidental etc.
- Invoices for bond expenses (for tenant damage claims only)

Declaration: I do hereby solemnly and sincerely declare the foregoing statements and particulars to be true and correct and I make this true and solemn declaration by conscientiously believing the statements and particulars contained herein to be true in every particular.

Date at.....this..... day of

SignatureName in full

For recovery purposes only

Please note this information will only be used for recovery purposes and will not affect your claim settlement.

Has the tenants bond been disbursed? YES NO

If YES, was there any bond remaining to apply to rent loss after paying for re-letting expenses and, if so, how much?

\$.....