

# Scheer Short Stay

- If it is likely that the property damage or theft will exceed \$2000, you must call Terri Scheer Insurance. We may then appoint 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.

## claim form

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 guest: \_\_\_\_\_

Forwarding Address or further information for defaulting guest: \_\_\_\_\_

Period of booking from: \_\_\_\_\_ to: \_\_\_\_\_

Date guest arrived: \_\_\_\_\_ Date guest departed: \_\_\_\_\_

Date rent paid up to: \_\_\_\_\_

When is the next guest due to arrive: \_\_\_\_\_

### Loss of Rent Claims

Was a security bond taken?  YES  NO

If so how much \$ \_\_\_\_\_ Daily rent is: \$ \_\_\_\_\_

What was the retained security bond spent on? (Please ensure invoices are attached)

\_\_\_\_\_ \$

\_\_\_\_\_ \$

\_\_\_\_\_ \$

\_\_\_\_\_ Total Deductions \$ \_\_\_\_\_

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

**Loss of Rent** from: \_\_\_\_\_ to: \_\_\_\_\_ Days  \$ \_\_\_\_\_

Less **Unused bond** (security bond less total deductions) \$ \_\_\_\_\_

**Total rent claimed** \$ \_\_\_\_\_



terri scheer

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