

# Landlord - Cancellation / No Longer Managed / Change of Managing Agent Form

**This form must be filled in and signed by the policy holder.**

**This form can be completed electronically, responses can be typed directly into the fields below.**

Date: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Policy Holder Full Name: \_\_\_\_\_

Insured Property Address: \_\_\_\_\_

Policy Holder Residential Postal Address: \_\_\_\_\_

Policy Holder Contact Number/Email: \_\_\_\_\_

**Policy Type** (please select):      Landlord Preferred      Scheer Short Stay      Building Insurance

**Please choose one of the following options:**

**1. Change of Managing Agent**

Previous managing agent: \_\_\_\_\_

New managing agent: \_\_\_\_\_

**2. Cancel the policy effective from (DD/MM/YY):** \_\_\_\_\_

**Reason** (please select):

Property Sold      Owner Occupied      Self Managed      Insured Elsewhere

Other (provide details): \_\_\_\_\_

**Refund to be sent to:**      Real Estate Agent      Direct to Landlord

**Please provide the bank account details for the refund:**

BSB Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

I confirm that the information provided in this form is true, complete and accurate. (To be signed by all names listed on the policy)

Signature of policy holder/s: \_\_\_\_\_

Printed name/s: \_\_\_\_\_

Please ensure all sections have been completed and email to [customerservice@terrischeer.com.au](mailto:customerservice@terrischeer.com.au)