

Claim form

- ◆ If the property damage or theft will exceed \$2,000, you must call Terri Scheer Insurance Pty Ltd as we may need to appoint a loss adjuster
- ◆ All malicious damage and theft claims must be reported to the police

Address of property where loss or damage occurred:

Policy number: _____ Landlord's name: _____

Landlord's phone: _____ Landlord's email: _____

Landlord's tax status: Registered business Yes No If yes, please complete ABN, premium and claim ITCE%

ABN: _____ Premium ITCE%: _____ Claim ITCE %: _____

Real Estate Agent (if applicable): _____

Phone: _____ Email: _____

Tenancy Details

Full name of defaulting tenant: _____

Current forwarding contact details for the defaulting tenant: Email: _____

Address: _____ Phone: _____

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 When: _____

Was the tenant evicted by court order? Yes No When: _____

Date rent paid up to (excluding bond): _____

Weekly Rent is: \$ _____ or Daily Rent: \$ _____ Bond held is: \$ _____

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

Details of damage

Date damage was found: _____

Did the above mentioned tenant cause the damage? Yes No

If no, please provide Name: _____

Phone: _____ Email: _____

Other Details: _____

Types of loss (tick appropriate boxes)

Malicious Damage
 Accidental Damage
 Deliberate Damage
 Electric Motor Burnout
 Fire or Explosion
 Flood
 Scorching
 Impact
 Storm or rainwater
 Theft
 Water Damage
 Pet Damage
 Other (Earthquake, Glass Breakage, Lightning, Oil Leakage, Riot or Civil Commotion)

Please provide a FULL description of what has happened:

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

Malicious Damage/Theft Has the damage been reported to the police? Yes No

Electric Motor Burnout (damage by an electric current to motors of contents/building items):

Appliance	Make/Model	Kilowatts of motor	Age
			Years

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

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 documents please advise the reason why.

Documents		Loss of rent	Tenant damages	Water damage	Storm damage	Electric motor burnout
Permanent Tenancies	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 require pages containing tenancy details and signature)	✓	✓			
	Copy of Lease Agreement for the new tenant (if re-let) (only require 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 re-let the property (must include date(s) listed and insured property address)	✓				
Holiday Let Tenancies	Written booking confirmation for defaulting tenant and future tenants	✓				
	Copy of tenant's Receipt of Stay and evidence of deposits or security bond taken	✓				
Both	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 the 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 to determine how the water entered the property				✓	
	Full itemised report from electrical contractor who inspected the motor					✓
	Itemised quotes/invoices for the repair or the replacement of the electric motor only					✓

Please list all bond expenses and damage claimed below: (please ensure itemised quotes/invoices are attached)

Bond

_____	\$
_____	\$
_____	\$
_____	\$
_____	\$

Damage

_____	\$
_____	\$
_____	\$
_____	\$

Payment Options (please select one)

EFT Account name: _____ BSB: _____ Account number: _____

OR

Cheque Cheque payee: _____

Declaration

By submitting this claim form I declare the statements and particulars provided to be true and correct.

Name in full: _____ Today's date: _____