



PROPERTY CLAIM FORM

POLICY DETAILS

Name of Insured: _____

Policy Number: _____

Policy Expiry Date: _____

Contact Name: _____

Address: _____

_____ Postcode: _____

Contact Details: Business Ph: _____

Mobile Ph: _____

E-mail: _____

Bank Account Details (where claim settlements should be paid to)

Name of Bank or Institution: _____

Name of Account Holder: _____

BSB Number: _____ Account Number: _____

Australian Business Number (ABN): _____

Have you/will you claim an Input Tax Credit (ITC) on your insurance premium? Yes No

Have you/will you claim a total or partial ITC? Total Partial %

CLAIM OR CIRCUMSTANCE DETAILS

Date of loss, or damage or the date of when it was first discovered: _____

Address where the loss or damage happened: _____

How did the loss or damage happen? If the loss or damage was a result of theft from a building, please state how entry was gained:

Please give names and addresses of other parties who may have an interest in the Property?

IF THE PROPERTY WAS LOST OR STOLEN, PLEASE ANSWER THE FOLLOWING:

Describe the nature and extent of damage: _____

Was any other person responsible for the loss or damage? If yes, please provide details

Name: _____

Address: _____ Postcode: _____

Contact Phone or email: _____

Have you made a claim against any other party or person? Yes No

Were the Police Notified? Yes No

When and at which Police Station was the report made?

Date: _____ Time: _____

Police Station: _____

Occupancy of the premises: _____

Are you the sole occupier Yes No

If no, please give details of other occupant(s): _____

Were the premises occupied at the time of loss? Yes No

What was the last time and date when you were on the premises prior to the loss?

Time: _____ am/pm Date: _____

If the property is also insured against loss or damage with any other insurer, please provide the following information:

Name of Insurer: _____ Policy Number: _____

Has a thorough search been made and notification been sent to others who might be able to assist in locating the property? If so, please provide details:
