

# Property

## Claim form.

### GUIDE FOR COMPLETION

Please complete all sections of this form and note the following:

- 1 The completion of this form does not constitute policy acceptance by the insurer.
- 2 Failure to notify a matter immediately after the event or after you become aware of the event may enable the insurer to reduce or avoid any liability incurred.
- 3 Please ensure that you answer all questions in full and honestly. The form must be signed and dated.
- 4 If you do not believe a question is applicable, please write 'n/a'.
- 5 Original hard copy records are required by the insurer. Should you require them to be returned, please include a written request advising same. Photocopies are not acceptable for audit reasons.
- 6 All communications with the Insurer and Aon should be marked 'Private and Confidential'.
- 7 If anyone holds you responsible for their accident or injury, please insist that their claim must be in writing.
- 8 Do not admit liability to any claimant and do not disclose to the claimant the existence of any insurance you may have in place.
- 9 If there is insufficient space or further comment on any area is considered necessary, please use additional pages.
- 10 Salvage remains the property of the insurer.
- 11 Any attachments will form part of this claim report and the declaration will include them.

### PRIVACY AND COLLECTION STATEMENT

The insurer includes information about how they manage your personal information in their Product Disclosure Statements and Policy booklets. You can obtain a copy of the insurer's statement from their website or contact the Compliance Manager.

**A. INSURED DETAILS**

Name of insured \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Private telephone number \_\_\_\_\_ Work telephone number \_\_\_\_\_

Occupation \_\_\_\_\_ Contact person \_\_\_\_\_

**B. INCIDENT DETAILS**

Date of the loss, theft or damage \_\_\_\_\_ time \_\_\_\_\_ am/pm \_\_\_\_\_

Please describe what happened \_\_\_\_\_

\_\_\_\_\_

Address where the loss, theft or damage happened \_\_\_\_\_

\_\_\_\_\_

Are you the only occupier of the premises?  yes  no  
If 'no', please provide details \_\_\_\_\_

Who discovered the loss, theft or damage and include their name, date discovered and time \_\_\_\_\_

Do you know who is responsible for the loss, theft or damage?  yes  no  
If 'yes', please provide their name, address and any other information about the person/s responsible \_\_\_\_\_

Were the premises broken into?  yes  no  
If 'yes', please advise the time and date when the premises were last occupied \_\_\_\_\_

Were the premises securely locked? \_\_\_\_\_  
How was entry gained? \_\_\_\_\_

Have steps been taken to improve the security of your premises? \_\_\_\_\_

*You must report any loss, theft or vandalism of property to the Police and obtain a copy of their report.*

### C. WITNESSES

Were there any witnesses to the loss, theft or damage?

yes  no

If 'yes', please advise their name, address and telephone number

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### D. POLICE DETAILS

Name of the police station where you reported the matter

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Name of police officer

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Police offence report number

Date reported

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### E. SCHEDULE

Please complete for loss of property/contents/valuables

Description of property for which loss is claimed	Owner address	Date of purchase or acquisition	Replacement cost (inc GST)	Less Input Tax Credit (as %)*	Value of salvage (if any)	Amount of loss or damage claimed
Total amount of loss claimed						\$

\*Less Input Tax Credit you can claim on the purchase of these items as a % of the total GST payable.

If you need additional space, please attach a list describing each item.

### F. THE PROPERTY

Do you owe any money on the property lost, stolen or damaged?

yes  no

If 'yes', please provide the lender's name, address and the approximate amount owing

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Is the property repairable?

yes  no

If 'yes', please attach a quote for repairs.

If 'no', please attach the original receipts, valuations, quote for replacement or a certification from an authorised repairer that the item is unrepairable

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Some of the property lost, stolen or damaged may be covered under other policies, including health insurance. Please list any other insurance you have which might cover these items

Name of the Insurer

Policy Number

Type of Insurance

Address

Postcode

Have you had any previous losses or made any claims for loss, theft or damage on any insurer in the past 5 years, whether you claimed for them or not?  yes  no

If 'yes' please advise what happened including the value of the item, the date of loss and the name of the insurer

Has any insurer refused or cancelled cover or required special items to insure you?  yes  no  
If 'yes', please advise what happened

Have you been charged with, or convicted of, any criminal offence in the last 10 years?  yes  no  
If 'yes', please provide details

## G. GOODS AND SERVICES TAX

To ensure that you do not incur any unnecessary GST liabilities on this claim please complete these details.

Are you registered for GST?  yes  no What is your ABN?

Have you claimed or intend to claim an input tax credit on the GST component of the premium applicable to the Policy?  yes  no

Will you be claiming an amount less than 100%?  yes  no Specify amount claimed %

Are you entitled to claim an input tax credit for repairs or replacement of the item that has been lost or damaged?  yes  no Specify amount claimed %

## H. DECLARATION

I/We declare that:

1. I/We the Insured do solemnly and sincerely declare that I/we have complied with the terms and conditions of the Policy and in no manner caused the said loss or damage or sought unjustly to benefit thereby by any fraud or wilful misrepresentation and that the information shown on this form is true and that I/we have not concealed any information relating to this claim.
2. I/We understand the claim may be refused or reduced if information is withheld.
3. I/We authorise the insurer to disclose information contained herein to their advisors, reinsurers and to other insurers. I/We authorise the insurer to obtain from any other party information that is, in the insurer's view relevant to this claim.

Signature of insured

date