

claim form

landlord residential building policy

Policy Number

Claim Number

- **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.***
 - **Malicious damage and theft claims must be reported to the police.***
- *Failure to do so may result in your claim being reduced or declined.**

Real Estate Agent:

Telephone No: Facsimile No: Email:

Landlord Name:

Landlord phone: Landlord email:.....

Preferred Contact Real Estate Agent Landlord

Address of Property where loss or damage occurred:

Details of other insurances on the property:

Tax Status: Registered Business YES NO ABN: Taxable %: %

Type of Loss (tick appropriate box)

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Glass | <input type="checkbox"/> Fire & Storm | <input type="checkbox"/> Accidental Damage |
| <input type="checkbox"/> Malicious Damage | <input type="checkbox"/> Impact | <input type="checkbox"/> Other |
| <input type="checkbox"/> Legal Liability | <input type="checkbox"/> Theft | |

When did the loss occur? Time: Date:

Who discovered the loss? When?

Description of loss:

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Third Parties

Do you know who was responsible for the damage? YES NO

Name of third party: Phone No.

Address:

..... Postcode:

Other details (eg.registration no.) Date of Birth:

Is the person who caused the damage the current tenant? YES NO

If yes: Lease Term From: To: Date tenant vacated:.....

Police Details

Have the Police been notified? YES NO

Police Station: Reporting Officer:

Police Report No.: Date Reported:.....

