

claim form

long stay* tenancies – queensland

- If the property damage or theft will exceed \$2000, 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^.

^Failure to follow these guidelines may result in your claim being reduced or declined.

*Long stay tenancies are those which are governed by the Residential Tenancies Act in your state or territory.

Real Estate Agent:

Phone: Facsimile No: Email:

Landlord Name:

Landlord phone: Landlord email:

Address of Property where loss or damage occurred:

Details of other insurances on the property:

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

Tenancy Details

Full name of defaulting tenant:

Forwarding Address or further information for defaulting tenant:

Lease term from: to:

Date Tenant moved in: Date Tenant moved out:

Did the tenant give any notice to leave the property:- NO YES When:

Was tenant evicted by court order:- NO YES When:

Date rent paid up to (excluding bond):

Has the property been relet: YES NO If NO, why: If YES, what date:

Loss of Rent Claims

Weekly Rent is: Bond held (A) is: \$

LOSS OF RENT from to Days in total \$

Less **POLICY EXCESS** \$

Equals **SUBTOTAL** \$

MAXIMUM amount payable (per policy limit) \$

NOTE: Re-letting expenses which exceed the bond amount are not payable under insurance.

Bond Expenditure

– for loss of rent only claims, please insert bond credit (C) below (for recovery purposes).

– for tenant damage claims, please complete below in full and attach invoices.

..... \$

..... \$

..... \$

..... \$

..... \$

..... \$

..... \$

Total Deductions \$ (B)

Bond Credit (A-B) \$ (C)

Other Types of Loss (tick appropriate box)

- Water/ Storm Damage Legal Expenses Theft Electric Motor Burnout Fire
- Malicious Damage Legal Cost Legal Liability Accidental Damage Other

When was the loss discovered? Time: Date:

Who caused the loss or damage?

Brief description of the loss or damage:

.....

Name and address of any witness(es):

.....

Police Details

Police Station: Reporting Officer:

Report No: Date Reported:

Other Claims (e.g. Malicious Damage - please ensure itemised invoices/ quotes are attached)

.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
Total Expenses	\$.....
Less bond credit (C)	\$.....
Less excess	\$.....
Total claim	\$.....

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.

- Copy of Lease Agreement for the defaulting tenant confirming lease commencement and expiry dates.
- Proof of advertising (copy of advertisement or internet listing).
- Copy of Lease Agreement for the new tenant (if relet).
- Copy of tenants rental history ledger – showing FULL rental history.
- Copy of breach notices, termination notices, court applications, orders issued against the tenant.
- Copy of application for tenancy to enable us to seek recovery from the tenant.
- Copy of Police Complaints card or report (if claiming malicious damage/theft).
- Copy of all invoices for allowable reletting expenses.
- Copy of Entry and Exit Property Condition report/Inventory (if claiming damages/theft).
- Copy of Managing Agency Agreement and invoice (for court attendance claims).
- Itemised invoices/quotes for property damage, eg. malicious, accidental etc.

Please give a description of what happened. **Please provide as much information as possible, this will assist with fast settlement.**

.....
.....

Payment Options (please select one)

Cheque EFT Account Name:
BSB:Account Number:

Declaration:

I do hereby solemnly and sincerely declare the foregoing statements and particulars to be true and correct and I make this true and solemn declaration by conscientiously believing the statements and particulars contained herein to be true in every particular.

Date at this day of

Signature Name in full