

claim form

short stay* tenancies

- 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.

*Short stay tenancies are those where no one individual booking exceeds 12 weeks in duration.

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/ contact details for this tenant:

Booking period from: to:

Date tenant moved in: Date moved out:

Date rent paid to (excluding bond money):

When is the next guest due to arrive?

Loss of Rent Claims

Bond held (if any): \$ (A) Daily rent: \$

If a bond was taken please list what it was spent on? (ensure invoices are attached)

..... \$

..... \$

..... \$

..... \$

..... \$

Total Deductions \$ (B)

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

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

LOSS OF RENT from to Days in total \$

Less **BOND CREDIT** (C) \$

Equals **SUBTOTAL** \$

MAXIMUM amount payable (per policy limit) \$

(Where multiple tenancies are affected by a single event that results in loss or damage, then a separate claim form needs to be submitted for each of those tenancies).

