



## Landlords Residential Claim Form

The issue or acceptance of this form is not to be construed as an admission of liability on the part of the company.

### Section 1 - Applicant Details:

Insured Name:

Policy Number:

Expiry Date:

Phone No: (h)

Phone No: (w)

Mobile:

Is the person, business or entity that paid the premium for this insurance registered for GST ?

ABN:

Will the GST components related to this claim be claimed as an ITC ?

Real Estate Agent

### Section 2 - Damage Report:

Date of Occurrence:

Address of premises where loss or damage occurred:

Your claim may be the result of several different events. Each event will be treated as a separate claim and each claim will attract the policy excess. For example, a number of spillages in a room – each spillage is a separate event attracting a separate excess.

**Please list all separate identifiable events including the date that each event occurred.**


Was the tenant responsible for any of the loss or damage?

No  Yes  ▶ please provide details


### Section 3 – Other Details

Name and address/ forwarding address of tenant and/or drivers licence, passport details


Have you made a claim on any other insurance policy for the loss or damage claimed here?

No  Yes  ▶ Please provide details

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All theft and tenant deliberate damage must be reported to the police for a claim to be made.

Name of Station reported to:

Date:

Police report no:

Name and address of any witness(es)


### Section 4 - Tenancy Information

Has the term set out in the original lease to the tenant expired?

No  Yes

If a new lease has not been agreed and signed, is the tenant occupying the premises under a Periodic Tenancy Agreement?

No  Yes  ▶ *Attach details of any agreement whether written or verbal*

Has the tenant given you or your agent notice of intention to vacate?

No  Yes  ▶ *Attach documentation with claim*

Have notices to vacate been issued to the tenant?

No  Yes  ▶ *Attach documentation with claim*

Has a claim been lodged with the Tribunal?

No  Yes  ▶ *Attach documentation with claim*

What date did the tenant move into the premises?

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What date did the tenant vacate/or return the keys?

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What date did the tenant pay their rent to?

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Bond on premises

\$
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Weekly rent

\$
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Has the bond been claimed?  
Yes  No  Why Not?

Have the premises been re-let?  
Yes  the Residential Tenancy Agreement must be attached  
No  Why Not?

**Section 5 – Rent Default Claim**

Loss of Rent for period  
From  to  @ \$  Weekly =  **A**  
Bond =  **B**

**Deduct from Bond the cleaning and re-letting expenses as indicated below**

		Less ITC entitlement	Net expense to be deducted from Bond
General Cleaning	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Advertising	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Re-letting fee	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

**Total Expenses**  \$ **C**

**Net Bond to be deducted from settlement** **B less C**  **D**  
(Any expenses in excess of Bond are not claimable)

**Claim Total** **A less D**  **E**

**Note: Maintenance Costs are not allowable re-letting expenses**

Please ensure that you complete all questions to prevent processing delays

**Direct Deposit - Nominated Bank Details**

Bank:

Account Name:

BSB:

Account Number:

**Section 6 – Declaration**

I declare that all particulars stated above and statements made in support hereof are true and correct and that no information relevant to this claim has been withheld and that no other persons have an interest of any kind in said property.

Name in Full  Signature of Insured  Date: /