

# INSURANCE CLAIM INCIDENT REPORT

to ensure prompt attention to your claim, please supply ALL information as requested below. When completed, return the form to SSKB or the Body Corporate Insurance Broker with all supporting documentation relevant to this claim (i.e. police report card, original invoice/quote or repairer's report) **All sections marked with \* must be completed.**

\*Body Corporate \_\_\_\_\_

\*Date Incident/Loss: \_\_\_\_\_ CTS/SP No \_\_\_\_\_

Policy Details Insurer \_\_\_\_\_ Policy Number: \_\_\_\_\_ Excess: \_\_\_\_\_

\*What happened? (full explanation of incident/loss must be provided):

\* Lot/Common Property Area (Where did it happen? Please provide the lot number or description of the common property area where the incident occurred.)

\*Police Notified?  YES  NO

Please note, the police must be notified when property is lost, stolen or maliciously damaged

If yes, please provide the following and attach the original Police Event Report

POLICE STATION	OFFICERS NAME	DATE NOTIFIED	POLICE EVENT NUMBER

Third Party (if applicable, name and address of person who caused the damage if known):

**\*Property Affected:**

DESCRIPTION OF PROPERTY OR ARTICLE LOST/STOLEN/DAMAGED/DESTROYED	ORIGINAL PURCHASE PRICE	REPLACEMENT PURCHASE PRICE	AMOUNT CLAIMED

**Repairer/Supplier:**

Please note: if the estimated result and damage exceeds \$1000.00 the body corporate insurer may appoint an assessor.

**Has the damage been repaired?**    YES    NO                    **OR   Quotation Supplied?**    YES    NO

If YES could you please forward by post/email the original copies of the repairer's invoice(s) or quotations with this report.

If NO – are you intending to arrange for the repairs to be carried out or do you wish for the body corporate to attend to this matter?

Please return this completed report as quickly as possible as this will enable us to finalise this claim with the body corporate's insurer.

**\*DECLARATION:**

I hereby declare the answers to all the questions on this Insurance Claim Incident Report and the description of the property lost or damaged are true and correct and that I have not concealed anything of which the insurer should be aware.

**Additional Claim Information:**

**Glass claims for commercial bodies corporate/owners corporation** must be submitted with a copy of the tenancy agreement showing that the tenant is not responsible for glass breakage (most tenancy agreements state the tenant is responsible for any glass breakage). If owner occupied please advise.

**Resultant water damage claims** (i.e. damage caused by the leakage of water). must be accompanied by a rectification invoice showing that the cause of the water leak has been repaired. (this invoice must show the scope of work carried out).

**Theft claims for common area contents** must be submitted with proof of original purchase (receipt/asset register from the body corporate records).

**APPLICANT (BUILDING MANAGER, OWNER, TENANT ETC)**

PLEASE PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

COMMUNITY MANAGER SIGHTED - SIGNATURE:

DATE: