

Home Property Claim Form

Please answer all questions. This will help us process your claim quickly.

If you need more space to answer any of the questions, please use a separate sheet of paper.

Any attachments will form part of this claim report and the declaration will include them.

1. Current Policy (from your schedule)

Policy number: _____

Expiry Date: _____

2. Insured(s)

Insured(s) Name: _____
[Given Name(s) and surname(s), company, partnership]

Contact person: _____
[for company or partnership claims]

3. Address

 Postcode: _____

4. Contact Details

Private telephone no.: _____

Business telephone no.: _____

Email address: _____

5. GST

a) Are you registered for GST purposes? Yes No

i) What is your ABN? _____

b) Have you claimed or do you intend to claim an input tax credit on the GST applicable to this policy? Yes No

i) If YES, is the amount claimed or intended to be claimed less than 100% of the GST applicable to the premium? Yes No

1) If YES, specify the percentage amount claimed or intended to be claimed: _____ %

c) Are you entitled to claim an input tax credit for repairs or replacement of the damaged item(s)? Yes No

i) If YES, Is the amount claimable less than 100%? Yes No

ii) If YES, specify the percentage claimable: _____ %

6. When did the loss, theft or damage happen?

Date: _____ Time: _____ a.m. p.m.

7. Please describe what happened.

8. Address of Loss

a) Address where loss, theft or damage happened:

b) Are you the only occupier of your premises? Yes No

If NO, please give details:

9. Who discovered the loss, theft or damage?

Name: _____

Date: _____ Time: _____ a.m. p.m.

10. Do you know who is responsible for the loss or theft of, or damage to your property? Yes No

If YES, provide names(s), address(es) and any other information about the person(s) responsible.

11. Were there any witnesses to the loss, theft or damage? Yes No

If YES,

Witness' Name 1: _____ Telephone: _____

Address: _____

Witness' Name 2: _____ Telephone: _____

Address: _____

12. Were your premises broken into? Yes No

a) If YES, when were the premises last occupied?

Date: _____ Time: _____ a.m. p.m.

b) Were the premises securely locked?

c) How was entry gained (e.g. window broken, door forced)?

d) Have steps been taken to improve the security of your premises?

13. Police

Name of police station where you reported it: _____

Name of police officer: _____

Police offence report no.: _____

Date Reported: _____

You must report any loss, theft or vandalism of property to the police. We may need to apply to the police for a copy of this report.

Fire Brigade

Name of fire brigade where you reported it: _____

Date Reported: _____

You must report any loss caused by fire to the brigade

14. Is the property repairable?

- a) If YES, would you like the Insurer to allocate a repairer/supplier? Yes No
- i) If YES, ask your Account Manager to arrange a repairer/supplier with the Insurer. Yes No
- ii) If NO, attach a quote for the repairs

b) If NO, attach original receipts, valuations, quote for replacement or a certification from an authorised repairer that the item is unrepairable.

15. Do you owe money on the property lost, stolen or damaged?

Yes No

If YES,
 Lender's name: _____ Approx. amount owing: \$ _____

Address: _____

16. Please list the details of your lost, stolen or damaged property.

Description of Items

Only complete this column if the items being claimed for are used in connection with your GST registered business.



Item No.	Describe fully each item lost, stolen or damaged	Owner of the item	Name and address of person/company from whom the item was received or purchased, if known	Month/Year received or purchased	Purchase Price (\$)	Input tax credit you can claim on the repair or replacement of these items as a % of the total GST payable.	Amount claimed (\$)
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
TOTAL							\$

If you need additional space, please attach a list describing each item.

After completing 'Description of items' please continue on the next page →

17. Some of the property lost, stolen or damaged may be covered under other policies, including health insurance. Please list any other insurance you have which might cover these items.

Name of the insurer: _____

Policy No.: _____ Insurance Type: _____

Address: _____

18. Have you had any previous losses or made any claims for loss, theft or damage on any insurer in the past five years, whether you claimed for them or not? Yes No

If YES, please describe:

Description of Loss	Value	Date of Loss	Insurer
	\$		
	\$		
	\$		

If insufficient space, please attach a separate sheet.

19. Has any insurer refused or cancelled cover or required special terms to insure you? Yes No

If YES, please provide details:

20. Have you been charged with, or convicted of, any criminal offence in the last 10 years? Yes No

If YES, please provide details:

DECLARATION

- I declare that to the best of my knowledge and belief the information in this form is true and correct and I have not withheld any relevant information.
- I/we agree that, by submitting this form, the personal information I/we provide to the Insurer in this form or otherwise may be collected, held, used and disclosed in the manner set out in the BIS Privacy Policy found at: <http://www.insurancespecialists.com.au/privacy-policy>, including for processing this claim.

Signature of Insured: _____

Date: _____

Please indicate the number of additional pages attached to this claim report: _____

Please retain this page for your information

About Your Claim

- Most policies allow for replacement of property with the nearest equivalent available or a cash settlement. Valuation figures and sums insured for jewellery and some other items are not agreed cash settlement amounts. They are maximum limits on the amount which may be claimed. Claims for jewellery and some other items are usually settled by replacement. We will advise you how the Insurer will settle your claim.
- We will contact you as quickly as possible about your claim.
- For many claims the Insurer will check the circumstances and damage before the Insurer authorises and pays for repairs.
- The Insurer may appoint a loss adjuster or investigator or contact you for more information.
- Please ensure you answer the GST questions at Q. 5 & Q. 16.

Do Not Authorise Repairs Yourself

- If possible, retain any damaged items, as we may need to inspect them before settling your claim.
- If possible, please attach proof of purchase, for each item being claimed e.g. receipt, invoice, bank/credit card statement, photo of the items, manual etc.
- Please refer to your policy wording for more information about how your claim will be handled.
- If you have any questions about your claim, please contact your Account Manager at Business Insurance Specialists Pty Ltd on (07) 3139 3900.