

Landlord Claim Form



Please ensure you complete this form with as much detail as possible:

1. Agent Details											
Agent name					Agent phone number						
Agent email											
2. Landlord Details											
Landlord name					Email						
Phone number					Policy number (if known)						
Are you GST registered?	<input type="radio"/>	Yes	<input type="radio"/>	No	Do you have an ABN?	<input type="radio"/>	Yes	<input type="radio"/>	No		
					If yes, please provide ABN number						
3. Loss Details											
Did the tenant cause the damage	<input type="radio"/>	Yes	<input type="radio"/>	No	Date of loss						
Please provide tenants details											
Name					Phone number						
Email					ID						
If tenant is not at fault, you do not need to supply tenant details											
Address where loss or damage occurred											
Please tick loss type that applies to this claim											
<input type="checkbox"/>	Fire or explosion	<input type="checkbox"/>	Pet damage	<input type="checkbox"/>	Water damage	<input type="checkbox"/>	Theft				
<input type="checkbox"/>	Accidental damage	<input type="checkbox"/>	Storm or rainwater	<input type="checkbox"/>	Impact	<input type="checkbox"/>	Electric motor burnout				
<input type="checkbox"/>	Malicious/deliberate damage	Has the damage been reported to the police?			<input type="radio"/>	Yes	<input type="radio"/>	No	Police report no.		
Please provide full details of loss											
4. Tenancy Information											
Lease start date					Lease end date			Tenant move out date			
Has the tenant given notice	<input type="radio"/>	Yes	<input type="radio"/>	No	If yes, date notice given						
Have notices been given by the agent to the tenant to vacate?							<input type="radio"/>	Yes	<input type="radio"/>	No	
If yes, date notice given											
(Holiday homes/short-stay accommodation) booked date of next guest arrival											
Weekly rental amount					Date rent has been paid to						
Bond amount					Has the bond been exhausted?			<input type="radio"/>	Yes	<input type="radio"/>	No

If yes, please list all bond expenses and damages

5. Documentation To Be Provided For Loss Of Rent / Rent Default Claims

RENT DEFAULT DOCUMENTATION	LOSS OF RENT DOCUMENTATION
<ul style="list-style-type: none">» Copy of tenant rental ledger» Copies of lease agreement for defaulting tenant & new tenant (if applicable)» Copies of all breaches of condition notices	<ul style="list-style-type: none">» Copies of all invoices and quotes» Copy of tenancy application» Executed warrant (if applicable)» Copies of invoices & quotes for all bond expenses & damages

Item being claimed	Month/year of purchase	Original purchase amount	Quote to replace

Please include the following when submitting your claim

<ul style="list-style-type: none">» Photos of damaged items» Condition report (ingoing & outgoing)	<ul style="list-style-type: none">» Original invoices & receipts of claimed items» Invoices & quotes for repairs
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6. Electronic Funds Transfer Details

Name of financial institution			
Account name			
BSB		Account number	

7. 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 PSC Network Insurance Partners, in this form or otherwise may be collected, held, used and disclosed in the manner set out in the PSC Privacy Policy found at www.pscconnect.com.au/privacy, including for processing this claim.

Name			
Signature		Date	