

Property Claim Form



Claims Procedure

This claim form is to be completed when Your Property has been lost, damaged, stolen or destroyed.

It may be necessary for You to arrange urgent temporary repairs to protect Your Property.

It is necessary for You to complete all Sections of this claim form. Please answer all parts of the appropriate questions relevant only to the type of claim that You are lodging. If there is insufficient space provided for any information requested or to be supplied, please supply these details on a separate sheet and attach to the claim form.

Please attach (or promptly supply) where possible the original repair invoice or quotations with this completed form as well as any notices to the Police for Property lost or stolen or any Malicious Damage.

On receipt of the above We will assess and administer Your claim in accordance with Your Policy. We will also keep You informed of any other requirements should they be required and we will keep you advised on the progress on the processing of Your claim.

If You have any queries on any of the information required on this form, please do not hesitate to contact Your Authorised Representative or Broker or Nautilus Marine Office.

General Claim Form

Goods and Services Tax - to ensure you do not incur any unnecessary GST liabilities on this claim please advise your:

(a) Australian Business Number (ABN), if applicable

(b) entitlement to an Input Tax Credit in respect of Insurance premium % and the property which is the subject of this claim %

1. Insured Details:

Insured Name:

Policy number

Address

Phone number (h) Phone number (w).....

Mobile:..... Best contact person.....

Occupation.....

2. Incident Details:

Date of happening (dd/mm/yyyy)

Time am or pm

Address of happening

How did loss or damage or accident occur?.....

.....

.....

.....

If water damage, what was the source of the water and how did it enter the building?

.....

Extent of loss or damage and description of property affected:

.....

Have any temporary repairs been completed? If so, by whom and when?

.....

If burglars or malicious persons involved, describe how building was entered and state damage caused to building.

.....

If articles lost, stolen or damaged maliciously, Police details are required.

Police report no.....

Where reported?

Date (dd/mm/yyyy)

Name of Policeman

How was the loss discovered and by whom?

.....

If known, provide the name and address of party responsible for damage.

.....

Are you the sole owner of the lost or damaged property? (or financed)

.....

State the total value of the property lost or damaged at risk at the time immediately before the loss or damage to the items being claimed on.

.....

.....

.....

Do you hold any other insurance which would cover this loss? Yes / No

If yes, please provide name of company

3. Goods / Damage claimed:

Description of property lost or stolen Price paid Current replacement cost:

.....

.....

.....

.....

.....

.....

Date of purchase (dd/mm/yyyy):

Amount claimed:

Description of premises and/or contents damaged:

.....

.....

Cost of repairs \$

4. Declaration:

I/We solemnly and sincerely declare:

1. That the information supplied on this Claim Form and Statement of Claim is true in every respect.
2. I/We understand that the claim may be refused if information is withheld, false, misleading or concealed.
3. That there was no other insurance covering this loss current at the date of this incident.
4. I/We acknowledge that this Claim Form is a Legal Document and as such may be used in any legal proceedings resulting from this claim.

Signature of Insured(s)

Date (dd/mm/yyyy)

Witness (Name and Signature):

Date (dd/mm/yyyy)

Please enclose the original quotation for repairs or, if already repaired, the original account. If there is insufficient room on this form to provide all the information please attach additional documents with any further information you feel may assist in processing your claim.