

INSURANCE CLAIM REQUEST FORM

Claim details

Lot No..... Owners Corporation PS NO 640927U

Owner Name.....

Property Address.....

Policy Number 93210813

Broker Contact Honan Insurance Brokers, PO BOX 19127, SOUTHBANK VICTORIA 3006

info@honan.com.au

Managing Agent.....

Phone:Email:

Date of Loss / Damage..... Amount of Claim \$.....

PRIVATE LOT CLAIM

COMMON PROPERTY CLAIM

Details of Loss or Damage (Provide Professional Reports or Statement of Loss)

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Contact Details for Access if required

Name:.....Phones:.....

Required documentation to accompany claim form

Paid Invoices

Professional Reports

Police Report

IMPORTANT – Claims will not be lodged until all required documentation has been provided

- All claims are subject to acceptance by the Insurer
- Owner/Agent must provide copies of all **paid** invoices, professional reports and police reports
- Owner is responsible for payment of Insurance Excess and GST portion of invoices
- Settlement cheques will be less **GST & and Excess applicable under the Policy**
- Common property claim – OC pay the Excess
- Private property claim – Private lot owner pays the Excess

I declare the above is a true and accurate account.

Signed.....Date.....