

Below is a checklist of supporting documents we typically require in order for us to efficiently and correctly assess your claim.

You may use the Comments section to provide us with any additional information, or to advise if any documents are unavailable (stating reasons why), or if the documents will be provided at a later time.

## Document Required

## Comments

Last current lease agreement

Tenant ledger

Tenant application/proof of ID  
(for recovery purposes)

Condition reports: entry/routines/exit  
+ before/after images

Notice to vacate/breach notes

Tribunal ruling (if applicable)

Bond refund receipt or application (should  
bond differ from the last lease agreement)

Copy of any tenant related costs  
(bond disperseal or claimed loss)

Preferred EFT for any settlement (BSB,  
account holder name & number)

GST status (if client claims GST% of any  
costs), rare, but occasionally for some  
superannuation funds this applies.

# Landlord general claim form

## Important notice relating to this application

The issue of this form does not constitute an admission of liability on the part of the insurer.

Please print letters clearly. Use black or blue pen.  
Place  in all applicable boxes.

### 1. About the insured landlord

Name

Address

State  Postcode  Phone  Email

Policy number

Are you registered for GST?    Yes    No

ABN     Are you entitled to claim ITC?     ITC%?

Was there any other insurance covering this damage current at the time of the occurrence?    Yes    No

Give details

Name of insurer     Policy number

Does any other party have a financial interest in the damaged property the subject of the claim?    Yes    No

Give details

### 2. About the property manager

Company     Contact person

Address

Contact number     Email

**3. About the incident**

Date of incident

 DD / MM / YYYY

Time

Location

State

Postcode

What happened? (Provide as much detail as possible e.g. For burglary claims please provide the point of entry, malicious damage claims please detail exactly what damages are being claimed and the room they are in, for water damage claims, please advise where the water has come from, etc)

Please provide the date the premises were last occupied:

If the damage is the result of fire did the fire brigade attend? Yes No

Was the matter reported to the police? Yes No

Police station

Phone number

Police report number

Date reported

 DD / MM / YYYY

Any loss involving malicious damage, lost or stolen property must be reported to the police.

**4. About the tenant and tenancy**

Tenant's name

Phone

Email

Forwarding address

**Rental agreement**

Lease start date

 DD / MM / YYYY

Lease end date

 DD / MM / YYYY

Date tenant vacated

 DD / MM / YYYY

Date notice given

 DD / MM / YYYY

Notice given? Yes No By who? Agent Tenant

Rented amount per week

 \$

Bond amount

 \$

Rent paid up to (excluding bond)

 DD / MM / YYYY

Rent credit (on account)

 \$

New lease agreement date

 DD / MM / YYYY

**Bond dispersal**

What was any retained security bond allocated to:

Description	Amount
	\$
	\$
	\$
	\$
	\$
Is there any bond credit? Yes No	\$

**Documents to be provided for rent loss claims**

- Copies of all invoice and/or quotes
- Copy of Tenancy Agreement for new tenant and defaulting tenant
- Copy of Application for Tenancy
- Copies of all notices to vacate property by either party
- Copies of all Breach of Condition Notices
- Copies of all legal documents (including Bond Release and any Court Orders and application)
- Substantiation of rental payments for at least 3 months prior to loss
- Copies of entry, exit and routine Property Condition Report, and routine reports if applicable
- Proof of advertising

**5. Schedule of loss**

Please complete for loss/damage of property/contents

Full description of property lost or damaged	Date of purchase	Purchase cost	Repair/replacement cost	Total claimed
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$

**Supporting documents required**

- Repair/replacement tax invoices or quotes if repairs/replacement is yet to take place
- Photos of damages being claimed
- Ingoing and outgoing condition reports for property damage claims
- Original purchase invoices, for contents items

Please note: the underwriter may request further information in addition to the above if required.

**Claim payment by EFT**

Account number

BSB

Account name

**Declaration**

By ticking this box

I/We and our Property Manager do 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 such may be used in any legal proceedings resulting from this claim.

Landlord's name

Property manager's name

ABN 55 004 538 863

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