

INSURANCE CLAIM INCIDENT REPORT

To ensure prompt attention to your claim, please supply the information as requested below.

When completed, please return the form to this office or Aviso EIA with all supporting documentation relevant to this claim. Eg. Police Report Card, Original Invoice/Quote, Repairer's Report. *** IS REQUIRED**

*** BODY CORPORATE/OWNERS CORPORATION FOR** _____

***CTS/SP** _____

***DATE OF INCIDENT/LOSS:** (If the exact date of loss is not known please provide an approximate date or the date the damage was first discovered) _____

***POLICY DETAILS**

INSURER _____

POLICY NUMBER _____

EXCESS _____

***GST DECLARATION**

Is the Body Corporate/Owners Corporation registered for GST? YES NO

If yes, what percentage is the Body Corporate/Owners Corporation entitled to claim? _____%

ABN _____

***WHAT HAPPENED?** (Full explanation of incident/loss must be provided)

***POLICE NOTIFIED?** The Police must be notified when property is lost, stolen or maliciously damaged. YES NO

If yes, please provide the following and attach the original Police Event Report

POLICE STATION	OFFICERS NAME	DATE NOTIFIED	POLICE EVENT NUMBER

***DID ANY PERSON CAUSE THE DAMAGE?** (Whether intentional or accidental) YES NO

Head Office

Phone 07 3630 1823

Email insurance@avisoeia.com.au

Unit 9, 35 Paringa Road,
Murarrie QLD 4172

If yes please complete the following.

Unit Owner Tenant Damage by Unknown Party (Report to Police – Above) Other

Name _____

Address _____ Contact Number/s _____

***UNIT OR LOT NUMBER/COMMON PROPERTY AREA?**

(please advise lot number) _____

PROPERTY AFFECTED

DESCRIPTION OF PROPERTY OR ARTICLE LOST/STOLEN, DAMAGED/DESTROYED	REPLACEMENT PURCHASE PRICE	AMOUNT CLAIMED ORIGINAL	PURCHASE PRICE

***REPAIRER/SUPPLIER** _____

Please note: If the estimated result and damage exceeds \$2,000.00 the insurer may appoint an assessor.

Has the damage been repaired? YES NO

OR quotation supplied? YES NO

If YES could you please forward by post the original copies of the Repairers invoice(s) or quotation(s) with this report.

Please return this completed report as quickly as possible this will enable us to finalise this claim with the Insurer.

***CONTACT DETAILS** (Should assessment be necessary) Please provide contact details for a person or person/s who may be contacted to access the dwelling.

NAME _____ TITLE _____

ADDRESS _____

E-MAIL _____

TELEPHONE NUMBER (BUSINESS HOURS) _____ .MOBILE _____

***DECLARATION**

I hereby declare the answers to all the questions on this Insurance Claim Incident Report and the description of the property lost or damaged are true and correct and that I have not concealed anything of which the Insurers should be aware.

APPLICANT (BUILDING MANAGER, OWNER, TENANT, ETC)

SIGNATURE _____ DATE _____

PLEASE PRINT NAME _____

All body corporate/owners corporation claims or policy enquiries please contact Insurance Aid General Brokers directly on 07 3630 1823.

How to lodge this claim? For easy lodgement you can email your claim to claims@avisoeia.com.au
Alternatively Mail 9/35 Paringa Road, Murarrie QLD 4172

Additional Claim Information

Glass Claims for Commercial Bodies Corporate must be submitted with a copy of the tenancy agreement showing that the tenant is not responsible for glass breakage (Most tenancy agreements state tenant is responsible for any glass breakage). If owner occupied, please advise).

Theft Claims for Common Area Contents must be submitted with proof of ownership (ie original purchase receipts/asset register

Resultant Water Damage claims (ie damage caused by the leakage of water) must be accompanied by a rectification invoice showing that the cause of the water leak has been repaired (this invoice must show the scope of works carried out).

Privacy

The information we collect from you may be provided to third parties assisting with the claim such as claims assessors, investigators and loss adjusters. Information about your rights in relation to privacy, including how to make a complaint if you think we have breached the law, how to access the information we hold or make changes and/or corrections to that information is in our privacy policy, which can be obtained from our website www.insuranceaid.com.au.