

STRATA INSURANCE CLAIM FORM

Please complete the below fields, providing as much information as possible.

This will assist the insurer in processing your claim.

Insured Details

Insured Name/Plan No:	
Owners Corp Secretary details (Name, Email and Phone)	
Full address where loss occurred: <i>Please list if common area or units have been affected</i>	
Date of loss:	
Policy number & name of insurer (if known):	
Are you GST registered?	Yes No
If Yes, please provide ABN Number & ITC %	

Payment Details

Bank details must be provided below.

Account Name:	
BSB:	
Account Number:	

Access Details

If an assessor is appointed, access to the premises may be required.

Please list the name and contact details of the relevant person who can facilitate access.

Contact Name:	
Contact Phone Number/Email address:	

Loss Details

Nature and detailed description of Damage (Details of Loss):
(see overleaf)

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Cost Details

Items Claimed (i.e. make safe, repairs, etc.)	Amount	Quote/Invoice Attached?

Third Party Details

If the Loss was caused by malicious damage, impact damage, vandalism or theft, please complete this section.

Police Report number:	
If you know the details of the responsible third party who caused the damage, please provide their details (name, address, phone number)	

Declaration

I hereby declare that the information contained within this document is true and correct and I make this declaration on the basis that I have been delegated power to sign for and on behalf of the Owners Corporation.

Full Name:	
Signature:	
Date:	
Contact number:	

Next Steps

- Please send the completed claim form to:
 - Email: For NSW sydneyclaims@honan.com.au. For all other states claims@honan.com.au, or
 - Fax: +61 2 9299 0747, or
 - Mail: PO Box R1782 Royal Exchange NSW 1225.
- We will acknowledge your claim within 48 hours and provide you with a claim number and the details of your Honan Claims Executive.
- Your Insurer will generally acknowledge receipt of the claim within 3-5 days and may require further information/documents from you to assess your claim.

If you have any queries, please contact us on 02 9299 0767.