

**Cowden Group****PROPERTY CLAIM FORM (Business or Home Insurance)**

The supply or acceptance of this form is not an admission of liability on the part of your Insurer

<b>1. Your Details</b>					
Policy No		Expiry Date			
Insured Name					
Occupation					
Mobile		Phone			
Email					
Postal Address					
Suburb			Postcode		
Are you registered for GST purposes?		<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, ABN No		
If Yes, Are you entitled to claim Input Tax Credit (ITC)		<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, percentage claimed (i.e.100%)		
<b>2. Incident Details</b>					
Date		Time		<input type="checkbox"/> am <input type="checkbox"/> pm	
Address where the event occurred:					
		Suburb		Postcode	
Detailed description of the event:					
Are you the only occupier of your premises?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, please provide details:		
Name of Person					
Who discovered the event?					
Do you know who is responsible for the event?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please provide details:		
<i>Name(s), address(es) and any other information of the person(s) responsible:</i>					
Were there any witnesses to the event?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please provide details:		
<i>Name, address and contact number of witness(es)</i>					
Were your premises broken into?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please provide details:		
Were the premises securely locked? <input type="checkbox"/> Yes <input type="checkbox"/> No					
How was entry gained?					
Have steps been taken to improve security of your premises? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>3. Police</b>					
<b>You must report any loss, theft or vandalism of property to the Police. The insurer may need to apply to the Police for a copy of the Police Report</b>					
Name of Police station where you reported it					
Name of Police Officer					
Police Offence Report Number			Date		

**4. Description of Items**

Description of Property	Date Purchased	Purchase Price	Repair Cost	Amount Claimed
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

**Please attach all original receipts, valuations, quotes for replacement or certification from an authorised repairer that the item(s) is/are unrepairable**

Is there any other insurance on the property (e.g. travel, medical) <input type="checkbox"/> No <input type="checkbox"/> Yes		If Yes, please provide details:
Insurance Company	Policy Number	Type of Insurance

**5. History ( in the last 5 years)**

Have you had any insurance or renewal of insurance declined or cancelled or special conditions imposed?  No  Yes

Have you ever been convicted of or had any fines or penalties imposed for any criminal offence?  No  Yes

Have you suffered a loss or made a claim on a property related insurance policy?  No  Yes

If Yes to any of the history questions, please provide details:

**6. Funds Transfer (please provide your bank details)**

Account Name					
Account No		BSB		Bank	

**7. Declaration**

I/We certify that the information given in this form is truthful, accurate and complete. No information likely to affect this claim has been withheld. I/We understand that this claim may be refused if information is untrue, inaccurate or concealed.

I/We authorise the insurer to give to, or obtain from, other insurers or any insurance reference bureau, any information relating to this claim or any other claim made by me/us or any insurance held by me/us.

Signature of Insured *	Signature of Insured *
* or person with authority to sign for and on behalf of a company or partnership	
Date	Date