

Claims Checklist.

Empower your vision.



Claims are when you will need us the most, and our clients will testify that we deliver!

This checklist will assist you to compile the information most insurers will require to resolve your claim situation in the most expeditious manner possible.

For all Claims, please provide the following information:

- | | |
|---|--|
| <input type="checkbox"/> Strata Plan Number | <input type="checkbox"/> Policy Number |
| <input type="checkbox"/> Address | <input type="checkbox"/> Date of Loss |
| <input type="checkbox"/> Cause of Loss | <input type="checkbox"/> Amount Claimed |
| <input type="checkbox"/> GST Status | <input type="checkbox"/> Contact Details |

Additional information:

Water Damage

Burst Pipes

Storm Damage

Vandalism | Malicious Damage

Impact Damage

Glass

Public Liability

(Property | Damage | Personal Injury)

- Proof the leak has been fixed
- For invoices, ask the plumber to break down invoices to include the following:
 - Composition of pipe
 - Hourly rate
 - Search and find
 - Plumbing repair
 - Reinstatement
- For invoices, ask repairers to confirm storm damage is solely from a single event or involves maintenance
- Police reports required
- Third party vehicle details
- If a fence is involved, advise whether it is a boundary fence with a neighbour
- Ask repairer that invoice includes dimensions of glass for price checking
- Send to Broker immediately, enclosing all correspondence to hand, including incident reports