

Property / Contents Claim Form

Please consult with your Account Manager before instructing commencement of non-urgent repairs to damaged assets.

Insured Details

Insured Name:							
Are you registered for GST purposes?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	ABN:			
Have / do you intend to claim an Income Tax Credit on this policy's GST?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	ITC %:	
Policy Number				Insurer:			
Address:							
Suburb:				State:			
				Postcode:			
Landline:				Mobile:			
Email Address:							
Has the insured ever had car insurance cancelled or refused by any insurers?						YES <input type="checkbox"/>	NO <input type="checkbox"/>

Interested Parties

Is the property being claimed for under a Financial Agreement?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If YES, please provide details	
Name of Financier:				Contract No:	
Telephone No.:				Email:	

Loss Description

Address of Incident / Loss:							
Suburb:				State:			
				Postcode:			
Date of Incident:				Time of Incident:			
Who discovered the loss or damage?							

Property Claim

List the building damage being claimed for below and provide estimated costs to repair / replace:

Item Description	Estimated Cost	Supplier of Quote
	\$	
	\$	
	\$	
	\$	
	\$	
Total	\$	

Please provide copies of estimates received

Contents Claim

Please list lost, damaged or stolen contents items being claimed for below:

Item Description	Purchase Price	Date Purchased	Supplier	Is money owed?
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
Total	\$			

Please attach a separate sheet if you need to list additional items.

Bank Details for Settlement or Reimbursement

Account Name:			
Bank:			
BSB:		Account No.:	



Privacy

The Privacy Act 1988 governs how companies can collect, store, and use your information. Your account manager can supply a copy of your Insurer's Privacy Policy at your request. In relation to claims, your insurer may have to disclose your data to Third Parties such as repairers, assessors, police, credit agencies, and Third Party Insurers, as and where it relates to your claim. If you do not wish for this information to be disclosed, please advise us, however it may affect your claim's ability to be acted upon.

Declaration

I/we declare that to the best of my/our knowledge and belief, the information provided in this form and in any attached documentation is true and correct and that I/we have not withheld any relevant information.

I/we consent to the Insurer and/or its agent using the personal information I/we have provided for the purpose of processing my claim. I/we understand that if I/we choose not to provide the required details, this is my/our choice; however, the Insurer and/or its agent may not be able to process my/our claim.

I/we consent to the Insurer and/or its agent disclosing my/our personal information to other insurers, an insurance reference service, claims adjusters, lawyers and other consultants or as required by law. I/we also consent to the Insurer and/or its agent disclosing my/our personal information to and/or collecting additional information about me/us, from investigators or legal advisors.

I/we acknowledge that I/we have read and understood the Privacy Statement and consent to the collection, storage, use and disclosure of personal and sensitive information to all persons affected by this claim.

I/we acknowledge that if I/we do not agree to the collection of this personal information then the Insurer and/or its agent will be unable to process my/our claim

I/we authorise the Insurer or its agent to give to and obtain from other insurers, insurance reference bureaus and credit reporting agencies any information relating to the insured's credit or insurance history as well as insurance claims information obtained during the course of this contract.

Signed (Insured): _____

Date: _____

- Please submit your claim by emailing this form and any supporting documents to your Account Manager or your branch; sydney@risgroup.com.au / orange@risgroup.com.au / dubbo@risgroup.com.au
- We recommend that you either cc yourself into the email or that you keep a hard copy for your records.
- Before you email the form, please ensure that you have completed / attached the following;
 1. All relevant questions on the claim form
 2. Provided or arranged for a repair quote
 3. Images of damage