



## GENERAL PROPERTY CLAIM REPORT

### POLICY HOLDERS DETAILS

1. Policy Number (From your schedule) Expiry Date
2. Insured (Surname, Company, Partnership, Occupation)  
  
Given Name(s) of the Insured Contact Person (for the company or partnership)
3. Are you registered for GST Purposes?  
  
No Yes What is your ABN?  
  
Have you claimed or do you intend to claim an input tax credit on the GST applicable to this policy?  
  
No Yes Percentage Claimable
4. Address
5. Contact Number/s

### INCIDENT DETAILS

6. Date Time AM PM
7. How did the Loss / Damage occur?
8. Description of Items Claimed

9. Where did the loss occur?  
Address?

**You must Report any loss, theft or vandalism of property to the police.  
We may need to apply to the police for a copy of this report**

10. Name of Police station loss recorded

Name of police Officer

Police Report Number

Date Reported

11. Is the property repairable?

Yes - Attach a quote for repairs

No - Attach original receipts, valuations, quote for replacement or certification from a  
repairer, confirming the item is unrepairable

## DECLARATION

I declare that to the best of my knowledge and belief the information in this form is true and correct and I have not withheld any relevant information.

Signature of the insured of person with authority to  
Sign for and on behalf of a company or partnership

Date