

## OWNERS CORPORATION INSURANCE – DECLARATION OF LOSS OR DAMAGE

Insurer:	Policy No:	Date Due:
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### Details of Claim

Insured/Plan No:	
<b>Is the insured registered for GST purposes?</b>	
What is your ABN? _____	
Is the insured registered for GST? No <input type="checkbox"/> Yes <input type="checkbox"/>	
What is the percentage amount claimed: _____ %	
Address at which loss/damage occurred:	
Date of Loss:	Time of Loss:
Particulars of event causing damage:	
Description of items lost/damaged:	
Were the premises securely locked?	
How was entry gained?	
Who discovered the loss?	
Were there any witnesses to the loss, theft or damage? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes please provide details:	
Name of witness:	Telephone:
Address:	Post code:
Name of witness:	Telephone:
Address:	Post code:

### Details of person causing damage (if applicable)

Name & Address:	
Vehicle Registration Number:	Vehicle Insurer:
Have police been notified? YES <input type="checkbox"/> / NO <input type="checkbox"/> (YES is required for all malicious damage/burglary claims)	
If YES, which station & officer?	Date Reported:

### Details of repair work and/or replacement: Repair work or replacement Has been carried out.

*(If repair/replacement has been carried out, please attach invoice, alternatively attach quotation for repair/replacement)*

List item lost, stolen or damaged	Owner of item	If known: Date, name & address of company where item purchased.	Purchase price \$	Input tax credit you can claim on the purchase of these items as a % of the total GST payable.	Amount claimed \$
Less Excess of : \$					<b>TOTAL</b>

Please make **cheque payable to:** 1.  Owners Corporation 2.  Repairer or Supplier, or 3.  other specified:

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### IMPORTANT NOTICE

Please not in the event that the claim is not accepted by the insurer, the Owners Corporation will be responsible for the payment of repair cost to the Builder/Repairer.

I hereby declare the above statements and particulars to be true and correct and I make this declaration on the basis that I have delegation of power to sign for and on the behalf of the Insured.

Name of Manager:

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Signed for (Insured/OC No):

Date: