

COMMERCIAL AND DOMESTIC PROPERTY INSURANCE CLAIMS CHECKLIST

Checklist of information and items that you will need when making a Property Insurance claim. We hope you find this list helpful.

- Policy Number
- Insured name (as per policy)
- Risk address
- GST details (ABN & ITC)
- Date and time of loss
- Cause of loss
- Loss/damage description inc. location and extend of damage (if applicable)
- Third party details (if applicable):
 - Name
 - Address
 - Contact number
- Witness details (if applicable)
 - Name
 - Company Name
 - Address
 - Contact Number
- Police details (if applicable)
- Applicable documentation:
 - Damage reports
 - Invoices
 - Proof of ownership
 - Quotes (if applicable)
 - Item list Inc. make/model/utility Company (if applicable)

Whatever the claim type, you must make sure you notify your claim to your insurer or insurance broker as soon as possible and gather all relevant information at the time of the incident (such as third party details and/or witness details).

It is important that all claims are settled quickly and fairly so as to minimize any disruption to your business. Completing a claim form (if applicable) immediately, or as soon as practicable

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and submitting the details to your insurer or insurance broker means your claim can be actioned quickly and efficiently and minimizing the impact to you.