

## LANDLORDS PROPERTY INSURANCE CLAIMS CHECKLIST

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

- Policy Number
- Insured name (as per policy)
- Risk address
- Date and time of loss
- Cause of loss
- Loss/damage description inc. location of damage (if applicable)
- Tenant or Third party details (if applicable):
  - Name
  - Address
  - Contact Number

Property agent contact details

Witness details (if applicable)

- Name
- Company Name
- Address
- Contact Number

Police details (if applicable)

If rent loss / default:

- Copy of the bond refund application/receipt
- Ingoing and Outgoing inspection reports
- Tenants rental agreement
- If re-let, tenants new rental agreement
- Copy of quotes/invoices of all expenses
- Copy of court bond/authority determination (if applicable)
- Photos of any damage, prior to repair
- If the damage involves strata, confirmation of what they have covered
- Copy of the rental ledge

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 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.

**Optimum Service from Quote to Claim**

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