

Insurance Claim Form



This form should be completed by the owner of a unit who wishes to make a claim for any structural damage that may have been caused to their unit. Please note that you cannot claim for any contents damage. All insurance policies have an excess which will be deducted from each and every claim. YOU SHOULD NOT DISPOSE OF DAMAGED PROPERTY, AS SAME MAY BE REQUIRED FOR INSPECTION

First Name:

Surname:

Name of development:

Are you the owner or tenant: Owner Tenant

Address:

Unit Number:

Daytime Phone Number:

Mobile Number:

Date of Incident:

Details of Loss/Damage/Incident:

Where applicable please forward detailed estimates for repairs along with photographic evident of damage.

Estimated Cost of Damage:

Have you reported this incident to our office already?

If yes, to whom were you speaking to?