



# AUSTRALIAN INSURANCE SOLUTIONS PTY LTD

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CROAKERS INSURANCE PTY LTD  
AUTHORISED BROKER REPRESENTATIVE  
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## Incident Report Form - Landlords Residential

### IMPORTANT

- All theft and tenant deliberate damage must be reported to the police.
- Please retain any damaged items as the insurer may need to inspect them before setting your claim.

### 1. Policy Details

Insured Name .....	Policy Number .....
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### 2. General Details of Loss / Damage

Date of loss/Damage	.....
Describe as fully as possible the circumstances and cause of the damage.	..... ..... .....
Describe what is the damage.	..... ..... .....
How was the damage discovered?	..... ..... .....
Was the tenant responsible for any of the loss or damage?	..... ..... .....
Were the police notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No   Police Report No.....

**3. Tenancy Information**

Has the term set out in the original lease to the tenant expired?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If a new lease has not been agreed and signed, is the tenant occupying the premises under a Periodic Agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No attach details of any agreement whether written or verbal
Has the tenant given you or your agent notice of intention to vacate?	<input type="checkbox"/> Yes <input type="checkbox"/> No attach documentation with claim
Have notices to vacate been issued to the tenant?	<input type="checkbox"/> Yes <input type="checkbox"/> No attach documentation with claim
Has a claim been lodged with the Tribunal?	<input type="checkbox"/> Yes <input type="checkbox"/> No attach documentation with claim
What date did the tenant move into the premises?	...../...../.....
What date did the tenant vacate or return the keys?	...../...../.....
What date did the tenant pay their rent to?	...../...../..... Bond on Premises \$..... Weekly rent \$.....
Has the bond been claimed?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, Why not..... .....

**4. Rent Default Claim**

Loss of Rent for period:	From..... to..... @ weekly rent = \$..... Total rent lost \$..... Less Bond = \$.....
Bond Deductions	..... ..... .....

**IMPORTANT: The following must be attached for all rent default/loss by tenant claims**

- Management Agreement
- Lease Agreement
- Tenancy Application
- Documentation to support refund from rental bond board
- Copy of tenant rent ledger
- Copy of new lease
- Copy of invoices for amounts deducted from the bond
- Copies of notices to leave/arrears letters issued to the tenant
- Executed warrant if applicable

**5. Bank Details**

**Please provide your bank account details:**

Account Name .....

Bank ..... Branch .....

Account Number ..... BSB .....

**6. Declaration**

I/We, the undersigned claimant(s) hereby declare that the foregoing statements and particulars of the claim are true and correct and that I/We have not withheld any information relevant to this claim.

Full name of claimant .....

Signature ..... Date: ..... / ..... / 20.....

**Office use only**

Claim Received (Date) .....

Claim Lodged (Date) .....

Claim Lodged by: (Broking Staff Name) .....

Claim Number .....

Excess .....