

**INSURANCE AID GENERAL BROKERS** ABN 37 097 567 710 AFS Licence 239 049  
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 Telephone +617 3630 1823 FAX +617 3630 1623  
 Email: [brisenquiries@insuranceaid.com.au](mailto:brisenquiries@insuranceaid.com.au) Web: [www.insuranceaid.com.au](http://www.insuranceaid.com.au)



**INSURANCE CLAIM INCIDENT REPORT**

To ensure prompt attention to your claim, please supply the information as requested below.  
 When completed, please return the form to this office or Insurance Aid General Brokers with all supporting documentation relevant to this claim.  
 Eg. Police Report Card, Original Invoice/Quote, Repairer's Report. **\* IS REQUIRED**

\* BODY CORPORATE FOR.....CTS/SP .....

\*DATE OF INCIDENT/LOSS: (If the exact date of loss is not known please provide an approximate date or the date the damage was first discovered)

\*POLICY DETAILS

INSURER \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_

EXCESS \_\_\_\_\_

\*GST DECLARATION

Is the Body Corporate Registered for GST?  YES  NO If yes, what percentage is the Body Corporate entitled to claim? \_\_\_\_\_%

ABN \_\_\_\_\_

\*WHAT HAPPENED? (Full explanation of incident/loss must be provided)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

POLICE NOTIFIED: The Police must be notified when property is lost, stolen or maliciously damaged.  YES  NO

If yes, please provide the following and attach the original Police Event Report

POLICE STATION	OFFICERS NAME	DATE NOTIFIED	POLICE EVENT NUMBER

\*DID ANY PERSON CAUSE THE DAMAGE? (Whether intentional or accidental)  NO  YES – If yes please complete the following.

Unit Owner  Tenant  Damage by Unknown Party (Report to Police – Above)  Other  
 Name \_\_\_\_\_

Address \_\_\_\_\_ Contact Number/s \_\_\_\_\_

If Impact caused by vehicle please advise – Description (year, make, model), Registration, and Vehicle Owners Name and Contact Details.  
 \_\_\_\_\_

\*UNIT OR LOT NUMBER/COMMON PROPERTY AREA? (please advise lot number) \_\_\_\_\_



**\*PROPERTY AFFECTED**

DESCRIPTION OF PROPERTY OR ARTICLE LOST/STOLEN, DAMAGED/DESTROYED	REPLACEMENT PURCHASE PRICE	AMOUNT CLAIMED	ORIGINAL PURCHASE PRICE

\*Repairer/Supplier

**Please note: If the estimated result and damage exceeds \$2,000.00 the body corporate insurer may appoint an assessor.**

Has the damage been repaired?  YES  NO

OR quotation supplied?  YES  NO

If YES could you please forward by post the original copies of the Repairers invoice(s) or quotation(s) with this report.

Please return this completed report as quickly as possible this will enable us to finalise this claim with the Body Corporate's Insurer.

**\*CONTACT DETAILS (Should assessment be necessary)** Please provide contact details for a person or person/s who may be contacted to access the dwelling.

NAME.....TITLE.....

ADDRESS.....

E-MAIL .....

TELEPHONE NUMBER (BUSINESS HOURS) .....MOBILE.....

**\*DECLARATION**

I hereby declare the answers to all the questions on this Insurance Claim Incident Report and the description of the property lost or damaged are true and correct and that I have not concealed anything of which the Insurers should be aware.

**APPLICANT (BUILDING MANAGER, OWNER, TENANT, ETC)**

SIGNATURE ..... DATE .....

PLEASE PRINT NAME .....

For any body corporate claims or policy enquiries please contact Insurance Aid General Brokers directly on 07 3630 1823

**How to lodge this claim?** For easy lodgement you can email your claim to [brisenquiries@insuranceaid.com.au](mailto:brisenquiries@insuranceaid.com.au)

Alternatively fax 07 3630 1623

Or Mail PO BOX 982, HAMILTON, QLD 4007

*Additional Claim Information*

**Glass Claims for Commercial Body Corporates** must be submitted with a copy of the tenancy agreement showing that the tenant is not responsible for glass breakage (Most tenancy agreements state tenant is responsible for any glass breakage). If owner occupied, please advise).

**Theft Claims for Common Area Contents** must be submitted with proof of ownership (ie original purchase receipts/asset register  
**Resultant Water Damage** claims (ie damage caused by the leakage of water) must be accompanied by a rectification invoice showing that the cause of the water leak has been repaired (this invoice must show the scope of works carried out).