Property Claim Form

Please ensure you complete this form with as much detail as possible:

1. Insured Or Company Details

Insured name or company					
Policy number (if known)				Point of contact	
Phone number			Email		
Are you registered for GST purposes?	◯	Yes	◯	No	
Do you have an ABN?	◯	Yes	◯	No	ABN

2 . Claim Details

Location at which loss or damage occurred			
Suburb		State	
Date of loss or discovery			
Summary of claim			
(If this is a theft claim), please provide further details			
Have the police been notified? (Yes is required for malicious damage or theft/burglary claims)	◯	Yes	◯ No
If known, please provide:			
Officer		Police station	
Police report number		Phone number	

3. Details Of Any Third Party If You Feel They Are Responsible For The Loss

Name		Phone number	
Address			
Suburb		State	
Vehicle registration number (if applicable)			

4. Details Of Repairs Taken Place Or Temporary Repairs Completed

Item being claimed	Month & year of purchase	Original purchase amount	Quote to replace or repair

Please provide documentation to support your loss (photographs, quotes, original invoices, reports, or any other supporting evidence)

5. Electronic Funds Transfer Details

Following insurer's approval of your claim, should you wish to have your funds transferred directly into your bank account, please provide the following details

Name of financial institution			
Account name			
BSB		Account number	

9. Declaration

I declare that to the best of my knowledge and belief the information in this form is true and correct and I have not withheld any relevant information. I/we agree that, by submitting this form, the personal information I/we provide to PSC Insurance Brokers (Aust) Pty Ltd in this form or otherwise may by collected, held, used and disclosed in the manner set out in the PSC Privacy Policy found at http://www.pscinsurance.com.au/privacy including for processing this claim.

Name			
Signature		Date	

Please complete the claim form by hand and email this claim directly back to your broker.
Your completed claim form will be sent to our Claims Team and you will be contacted within one business day.