



CLAIM DOCUMENTATION CHECKLIST

In addition to the claim form, here are some examples documents that may be required for the different types of claim:

PROPERTY CLAIMS

- Photos of Damage
- Report on the cause of damage
- Quotes or invoice supplied for repairs – (Calibre Insurance can assist you with obtaining quotes for repairs to your property)

MACHINERY BREAKDOWN CLAIMS

- Repair report specifying cause of loss
- Itemised account or quote provided with individual amounts for each part
- Itemised list of deteriorated stock including price with GST amounts and proof of purchase invoices

GLASS CLAIMS

- Quote or invoice clearly showing the risk address at the location of loss and measurements of replacement glass
- O'Briens Glass is our preferred supplier

BURGLARY/THEFT CLAIMS

- Police event number / report
- Proof of ownership (photos, purchase invoice, instruction manual, asset register) (NB. Statutory Declarations are not automatic proof of loss for general property claims. It is best to provide an inventory/asset register that is generally kept on file for BAS/depreciating requirements)
- Equivalent replacement quotes

GENERAL PROPERTY CLAIMS

- Police event number / report
- Damage reports
- Proof of ownership (photos, purchase invoice, instruction manual, asset register) (NB. Statutory Declarations are not automatic proof of loss for general property claims. It is best to provide an inventory/asset register that is generally kept on file for BAS/depreciating requirements)
- Equivalent replacement quotes

© Calibre Commercial Insurance Pty Ltd 2018

Calibre Commercial Insurance Pty Ltd (ABN 86 603 039 023 | AFSL 474540) ('Calibre Insurance') acts under a binder as agent for The Hollard Insurance Company Pty Ltd ('Hollard') (ABN 78 090 584 473 | AFSL 241436).

GOOD BUSINESS NEEDS GOOD INSURANCE

calibre
INSURANCE