



15. Has the tenant given you or your agent notice of intention to vacate? Yes  No   
If Yes, attach documentation with claim

16. Have notices to vacate been issued to tenant? Yes  No   
If Yes, attach documentation with claim

17. Has a claim been lodged with the Tribunal? Yes  No   
If Yes, attach documentation with claim

18. What date did the tenant move into the premises? Date:  /  /

19. What date did the tenant vacate/or return the keys? Date:  /  /

20. What date did the tenant pay their rent to? Date:  /  /

21. Bond on Premises: \$  Weekly Rent: \$

22. Has the Bond been claimed? Yes  No   
If No, why:

23. Has the premises been re-let? Yes  No   
If Yes, the Residential Tenancy Agreement must be attached  
If No, Why?

## RENT DEFAULT CLAIM

Loss of Rent for Period  /  /  to  /  /  @ Weekly Rent = \$  **A**

Less:

Bond \$  **B**

Deduct from Bond Cleaning & Re-Letting expenses incurred as indicated below

		Your available Input a Tax Credit	Nett expense to be deducted from Bond
General Cleaning	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Advertising	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Re-Letting Fee	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other (please specify)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

**Total Expenses** \$  **C**

**Nett Bond to be deducted from settlement** **B-C** \$  **D**  
(Any Expenses in Excess of Bond are not claimable)

**CLAIM TOTAL** **A-D** \$  **E**

**Note: Maintenance costs are not allowable Re-Letting Expenses**



25. Loss or Damage Claim:

What was the nature of the loss or damage?

Who caused the loss or damage?

Name and address of any witness(es)

Who discovered the loss or damage, and when?

Name

Time

Date

26. Is the property repairable?

Yes

Attach a quote/invoices for the repairs

No

Attach original receipts, quotes for replacement or certification from an  
Authorised Repairer that the item is unrepairable

27. Have you had any previous loss or made any claims for loss, theft or damage on any insurance policy in the past five years, whether you claimed for them or not?

No

Yes

Tell us what happened:

Value

Date of Loss

28. Has any Insurer refused or cancelled cover or required special terms to insure you?

No

Yes

Tell us what happened:

29. Have you been charged with, or convicted of, any criminal offence in the last 10 years?

No

Yes

State Details:

### MANAGING AGENT/INSURED DECLARATION

I/we hereby solemnly declare that the details and answers given above are true and correct and that no information has been withheld that may affect the claim.

Signed

Date:

Name in Full