

# House and Contents Claim Form

Help us to help you by:

- Completing all relevant questions in full as this can avoid the need for further enquiry and possible delay in settling your claim
- Enclosing evidence of the amount(s) you are claiming
- Signing and dating page 4 of this form

Insurance fraud is a crime – please ensure all information is correct



## 1. Policyholder(s) details

Policy number	<input type="text"/>	Claim number	<input type="text"/>
		(If known)	
Full name	<input type="text"/>		
	<small>(Mr, Mrs, Miss, Ms)</small>		
Postal address	<input type="text"/>	Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Telephone numbers	Home <input type="text"/>	Business <input type="text"/>	Mobile <input type="text"/>
Email	Home <input type="text"/>	Business <input type="text"/>	
Occupation	<input type="text"/>	Employer <input type="text"/>	

## 2. Details of Claim

Date of loss or incident	<input type="text"/> / <input type="text"/> / <input type="text"/>	Time of loss or incident	<input type="text"/> am/pm
Location of where loss or incident occurred	<input type="text"/>		

Please state full details of what happened

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Was the loss caused by a person other than yourself?.....

YES	NO
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If "yes" please give name, address and telephone number of person causing the loss

<input type="text"/>
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If a burglary:

(i) Please state means of entry

(ii) Was damage caused by gaining entry?.....

YES	NO
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If (yes), what damage was caused.

<input type="text"/>
<input type="text"/>

### 3. Police details (if burglary, theft, loss or malicious damage)

Has the loss been reported to the police?.....

YES	NO
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If "yes", please attach the Police Acknowledgement Form and complete the details below

Date reported

/	/
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Which police station

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Police File Number

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Was a list of missing items given to the police?.....

YES	NO
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(Please note we may request a copy of this from the police)

### 4. Further Information

Is there insurance with any other Company relating to the loss? If "yes", please explain

YES	NO
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Are you the sole owner of the property? If "no", please give details, eg: under joint ownership, mortgage, or hire purchase

YES	NO
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Do you occupy the premises as the owner or tenant?

Owner	Tenant
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Were the premises occupied at the time of loss?

YES	NO
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Have you made any other Insurance claims over the last five years or have you or any member of your family ever had an insurance claim declined? If "yes", please explain

YES	NO
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Have you or any member of your family living with you, ever been charged or convicted of any criminal offence other than driving offences? If "yes", please explain

YES	NO
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Have you ever had an insurance policy declined, or had special terms imposed? If "yes", please explain

YES	NO
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## 5. Details of items being claimed for

Take care - inflating your claim or adding extra items could see your total claim denied

Schedule A - Items lost or damaged beyond repair

Full description including make and model	Date purchased or received	From whom purchased	New or second hand	If second hand age when purchased	Price paid	Present cost of replacement article

Note: In the case of property lost or stolen we will require proof of ownership. To assist in settlement of such claims, please forward with the claim form the receipt, credit card slip or other document issued to you at the time of purchase.

Copies of relevant receipts, credit card slips or other supporting documents are attached. If "no", please explain

YES	NO
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Schedule B - Items damaged but repairable

Full description including make and model	Date purchased or received	Price paid	Present cost of replacement article	Name of repairer	Estimated repair cost

## 6. Direct Credit Authority

If your claim is accepted and there are payment(s) to you, we can pay this amount direct into your bank account by direct credit. If you would like us to make this direct credit, please complete the details below. You will be advised if a payment has been made following acceptance of your claim.

Do you wish to use this facility?

YES	NO
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Name of account

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Bank	

Branch				

Account Number									

Suffix		

I/We authorise payment to be made into this bank account. (Please attach a deposit slip)

## 7. Declaration/Privacy Act 1993/Insurance Claims Register

I/We

- (a) Agree to give any further information that may be required;
- (b) Understand you require this personal information, which will be retained by you at 48 Shortland Street, Auckland before you can evaluate my/our claim;
- (c) Authorise the disclosure of this personal information regarding this claim to other parties;
- (d) Authorise the obtaining by you from any other party personal information about me/us that is in your view relevant to this claim;
- (e) Authorise the obtaining by you from Insurance Claims Register Limited (ICR Ltd), which holds details of claims made by me/us under policies with other insurers, personal information about me/us that is in your view relevant to this claim;
- (f) Authorise you to place the details of this claim on the database of ICR Ltd, PO Box 474, Wellington, where it will be retained and be available to other insurance companies to inspect;
- (g) Understand that I am/we are entitled to have certain rights of access to and correction of the personal information held by you and ICR Ltd.

The collection of this information is required under the terms of your policy. Failure to provide it may result in your claim being declined.

Date     /     /
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Signature of the Policyholder(s) (If the policy is in joint names, both signatures are required)

*Please attach proof of ownership, ie. Receipts, credit card slips or other supporting documents here.*

