

Landlord Preferred Policy

Claim Form



Real Landlord Insurance NZ Ltd

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- If the property damage or theft will exceed \$1000, you must call REAL Landlord Insurance NZ Ltd and request assistance for a loss adjuster.
- All malicious damage and theft claims must be reported to the police.
- Failure to follow these instructions will prejudice your claim.
- Ensure that all supporting documents as requested overleaf are included with your claim form

Your Details

Real Estate Agency (Company): / Approved Property Management Co: _____

Property Manager: _____

Telephone No.: _____

Email Address: _____

Full name of Landlord: _____

Address of Property where loss or damage occurred: _____

Details of other insurances on the property: _____

Did the property have landlord insurance previously (other than the REAL Landlord policy)?

Yes

No

(If yes, please provide name of insurer plus a copy of a paid invoice or certificate of currency)

Tenancy Details

Full name of defaulting tenant: _____

Forwarding Address or further information for defaulting tenant: _____

Lease Term from: _____

to: _____

Lease Type: _____

Periodic

Fixed Term

Date Tenant moved in: _____

Date Tenant moved out: _____

Did the tenant give any notice to leave the property: Yes No

When: _____

On what date did you request a hearing for a possession order? _____

What date did you receive the bond refund? _____

Date rent paid up to (excluding bond refund): _____

Bond to be used for re-letting expenses if only claiming loss of rent: _____

Has the property been relet: Yes No If NO, why: _____

If YES, what date: _____

Bond \$ _____

Weekly Rent is: _____

\$ _____

Loss of Rent Claims

LOSS OF RENT from _____ to _____ Days

\$ _____

Less Amount on hand _____

\$ _____

Equals **SUBTOTAL** _____

\$ _____

Less Excess _____

\$ _____

MAXIMUM amount claimable (per policy limit) _____

\$ _____

Type of Loss

- Contents
- Water Damage
- Theft
- Malicious Damage to Property
- Legal Liability
- Other

Who caused the loss or damage? _____

Brief description of the loss or damage: _____

Name and address of any witness(es): _____

Who discovered the loss or damage, and when? Name: _____ Time: _____ Date: _____

To which Police Station was the loss or damage reported? (Malicious damage/Theft) Report No: _____

Police Station: _____ Name of Officer: _____

NOTE: any bond remaining after reletting expenses have been deducted will be applied against all claims.

Other Claims (e.g. Malicious Damage)

Item	Invoice Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenses	\$ _____
Total of loss claimed	\$ _____
Deduct excess applicable	\$ _____
Total claim	\$ _____

Bond Deductions (Please ensure invoices are attached)

Item	Invoice Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Deductions	\$ _____

IMPORTANT: To reduce delays in the settlement of this claim, complete all questions and attach copies of the following supporting documents, if you cannot supply any of the requirements please advise the reason why.

Required for Loss of Rent Claims

- Copy of tenants rental history ledger – showing FULL rental history
- Copy of application for tenancy of defaulting tenant (for our recovery purposes)
- Lease Agreement for the defaulting tenant confirming lease commencement and expiry dates
- Copy of breach notices, termination notices, court applications, orders issued against the tenant
- Evidence of bond refund, either copy of refund cheque or trust a/c receipt or court order
- Proof of advertising (copy of advertisement or account) – 2 forms required
- Copy of Lease Agreement for the new tenant (if relet)

As well as above, required for all other claims

- Copy of Police Complaints card or report (if claiming malicious damage/theft)
- Copy of all invoices for bond reletting expenses (if claiming for other or in addition to than Loss of Rent)
- Copy of Entry and Exit Property Condition Report/Inventory if claiming damages/theft
- Copy of Managing Agency Agreement
- Invoices for property damage, e.g. Malicious

Please give a description of what happened. **Please provide as much information as possible; this will assist with fast settlement**

Declaration: I do hereby solemnly and sincerely declare the foregoing statements and particulars to be true and correct and I make this true and solemn declaration by conscientiously believing the statements and particulars contained herein to be true in every particular.

Date at _____ this _____ day of _____

Signature _____ Name in full _____