Property Claim



Level 13, Forrest Centre 221 St Georges Terrace Perth WA 6000 GPO BOX K837 Perth WA 6842 Tel: (08) 9264 3333 riskcover.wa.gov.au

1. Agency details

4.4.A									
1.1 Agency name:									
1.2 Address:									
1.3 Contact name:		T							
1.4 Phone:	1.5 Email:								
1.6 Risk/cost centre:									
2. Incident details									
2.1 Date of incident:				Time:		am/pm			
2.2 Where did it occur?									
2.3 Previously reported to RiskCover? Yes □ No □ If yes, report/claim number:									
2.4 Was it during operational hours?	Yes □ No □		2.5 Was it disc	covered during a st	ock take?	Yes □ No □			
2.6 Description of incident:									
2.7 Description of loss or damage:									
2.7 Description of loss of damage.									
2.8 Who is, or what was considered to have caused the loss or damage?									
Why?									
2.9 If you consider any person(s) responsible for the loss or damage, provide details:									
Name:									
Address:									
Phone: Email:									
Name:									
Address:									
Phone:	Email	l:							
2.10 If faulty manufacture or workmanship contributed to the loss or damage, provide details:									
2.11 Who owns the property? Agency □	Private □	Leased		On loan □					
2.12 If private, was the property being used for business related purposes? Yes □ No □									
2.13 Did the person have the agency's authorised to use the private property? Yes \square No \square									

2.14 What security measures are in place at the location?		☐ Bars, grills and locks		☐ Canine security [☐ Electric fence						
☐ Monitored detection systems ☐ On-site guard		□S	ignage (e.g. warnings)	☐ Security fencing [☐ Security lighting						
☐ Property swipe card access ☐ Security car			atrols	☐ Window film	☐ Visitor log-in system						
□ Other – specify:											
2.15 Was the theft or malicious damage reported to the Police? Yes □ No □ If yes, report number:											
2.16 Provide details of precautions taken to avoid further loss or damage:											
2.17 If repairs have been carried out, who should be paid? (Attach the repairer's report, questions, invoices and any technical reports)											
(Attach the repairer's report, quotations, invoices and any technical reports) 2.18 Is there other insurance cover on the property?Yes □ No □ If yes, policy number (if known):											
Insurance company:											
3. Witness details											
Were there any witnesses to the incident?	s, provide details:										
Name:											
Address:											
Phone: Email:											
Name:											
Address:											
Phone: Email:											
4. Statement of claim (attach copies of asset or resource entries)											
Items lost or damaged, including make and model	Quantity	Date of purchas		Serial number	Amount claimed						
					\$						
					\$						
					\$						
					\$						
					\$						
					\$						
					\$						
					\$						
				TOTAL	\$						
	\$										
5. Claimant declaration											
I declare that the details submitted are true and correct.											
Signature: Date:											
Name:	Title:										
Phone: Email:											
6. Agency declaration and authorisation											
I declare that I am the person authorised to lodge the claim against RiskCover on behalf of the abovementioned agency.											
Signature: Date:											
Name:	Title:										
	Email:										