

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

1.1 Agency name:	
1.2 Address:	
1.3 Contact name:	
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 <input type="checkbox"/> No <input type="checkbox"/> If yes, report/claim number:		
2.4 Was it during operational hours? Yes <input type="checkbox"/> No <input type="checkbox"/>		2.5 Was it discovered during a stock take? Yes <input type="checkbox"/> No <input type="checkbox"/>
2.6 Description of incident:		
2.7 Description of loss or 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:	
2.10 If faulty manufacture or workmanship contributed to the loss or damage, provide details:		
2.11 Who owns the property? Agency <input type="checkbox"/> Private <input type="checkbox"/> Leased <input type="checkbox"/> On loan <input type="checkbox"/>		
2.12 If private, was the property being used for business related purposes? Yes <input type="checkbox"/> No <input type="checkbox"/>		
2.13 Did the person have the agency's authorised to use the private property? Yes <input type="checkbox"/> No <input type="checkbox"/>		

