



SUNSHINE COAST

PO Box 287
Mooloolaba QLD 4557
(120 Brisbane Road)

T: 07 5458 5458
F: 07 5478 0088

admin@kbw.com.au

BRISBANE

87 Walnut Street
Wynnum QLD 4178

T: 07 3393 6784
F: 07 5478 0088

M: 0488 038 968
bpaynter@kbw.com.au

HERVEY BAY

5/12 Nissen Street
Pialba QLD 4655

T: 07 4124 1911
F: 07 4124 3942

admin@kbw.com.au

INSURANCE CLAIM DETAILS

Building Name:		CTS Number:		Lot Number:	
Full Name of Owner:					

DETAILS OF PERSON MAKING CLAIM: (Unit Owner or Property Manager)

Name/s:			
Address:			
Phone Number:		Email Address:	

DETAILS OF INCIDENT:

Date incident occurred:		Which Unit or Area Involved:	
Brief Details of Incident (e.g. Water Damage from Roof Leak):			

DESCRIPTION OF INCIDENT:

PLEASE NOTE: If damage caused by **Vandalism / Malicious Damage or Break and Enter** then the Police Crime Report Number and Station reported needs to be included in Incident Details.

I hereby declare that the information provided, including description of property lost or damaged, is true & correct.

Signed: _____

Date: _____

Please print name: _____

PLEASE RETURN COMPLETED REQUEST TO:

Email: insurance@kbw.com.au

Fax: 07 5478 0088

Post: PO Box 287
Mooloolaba QLD 4557

Following receipt of this form, someone from our office will be in contact with you.